# NORTHWEST LOUISIANA TECHNICAL COMMUNITY COLLEGE

## Program Catalog/Handbook

2023-2024
NLTCC
Minden/Shreveport/Mansfield

**CAMPUSES**

**Minden Campus—Main Campus**
9500 Industrial Drive
Minden, LA  71055
Phone: (318) 371-3035
Fax: (318) 371-3325
Toll Free: 800-529-1387

**Mansfield Campus**
P.O. Box 1236
943 Oxford Road
Mansfield, LA 71052
Phone:(318) 872-2243
Fax: (318) 872-4249

**Shreveport Campus**
2010 North Market
Shreveport, LA  71107
Phone:(318) 676-7811
Fax: (318) 676-7805

**INSTRUCTIONAL SERVICE CENTER**
**Camp Minden**
2629 York Ave
Minden, LA  71055
Phone: (318) 371-3644
Fax:(318) 371-3644

**NOTIFICATION TO ALL PARTICIPANTS FOR ADMISSION AND STUDENTS**
The provisions of this catalog/handbook do not constitute a contract between the Louisiana Community and Technical College System and the student, but rather reflect the general nature and conditions concerning the educational services of the campus in effect at this time.  Any tuition, charges, or costs required by a program are subject to change at any time without notice.

All courses, programs, and activities described in this catalog/handbook are subject to cancellation or termination by the college or the Louisiana Community and Technical College System (LCTCS) at any time.  The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in approved policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty listed in the handbook is the regular, full-time faculty of these campuses. Other faculty may be appointed, depending on the instructional needs of the campus.  The Louisiana Community and Technical College System hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

# Contents

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

**Organization**
Northwest Louisiana Technical Community College is owned by the State of Louisiana and operates under the jurisdiction of the Louisiana Community and Technical College System (LCTCS).

Louisiana Community and Technical College System (LCTCS)
265 South Foster Drive
Baton Rouge, LA 70806-4104
Phone: 225 922 2800

**Governing Board**
This campus is governed by the Louisiana Community and Technical College System (LCTCS), the administrative authority over NLTCC, which offers post-secondary training programs of not more than two years that include, but are not limited to, programs in occupational and technical fields, general education, continuing education, pre-technical preparatory, customized training, and other special training programs.

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.

System President
Dr. Monty Sullivan, System President
265 South Foster Drive
Baton Rouge, LA 70806-4104
Telephone: (225) 922-1643
Fax: (225) 922-2392

| LCTCS Board of Supervisors | | |
|---|---|---|
| Willie Mount<br>Chair of the Board | Alterman "Chip" Jackson<br>First Vice Chair | Ellis Bourque |
| Tari T. Bradford | Cynthia Butler-McIntyre | Joseph Hollins |
| Patrick T. Johnson | Jennifer Lee | Erika McConduit |
| Michael "Mickey" Murphy | Paul Price, Jr. | Stanton Salathe |
| Stephen Smith | Stephen Toups | Matthew Wood |
| *David Payne & Jamie Zeringue<br>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.

**NLTCC Advisory Council**
The College uses the expertise and knowledge of those individuals from various business and industry sectors in the regional communities to provide input that can guide the college in its mission. An advisory council composed of the following individuals is working toward the improvement and continued growth of our facility.

### 2022-2023 REGIONAL ADVISORY COUNCIL MEMBERS

| | |
|---|---|
| Sara Haynes<br>Minden, LA | Jack Montgomery<br>Minden, LA |
| Johnny McDaniel<br>Minden, LA | Debbie Martin<br>Benton, LA |
| Tim Malsch<br>Shreveport, LA | Bruce Roberts<br>Shreveport, LA |

**Accreditation**
Northwest Louisiana Technical Community College is accredited by the Accrediting Commission of the Council on Occupational Education (COE). The main campus and each branch campus within The College is currently accredited by COE, respectively, and will be included in the regional accreditation process. This accreditation means that, nationwide, this school will be recognized as meeting standards of training acceptable for accreditation. The address and telephone number for COE is listed below:

Dr. Gary Puckett, Executive Director
Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898
(800) 917-2081
FAX: (770) 396-3790
www.council.org

Programs at Northwest Louisiana Technical Community College are recognized, approved, and/or accredited by:
- Association of Technology, Management and Applied Engineering (Instrumentation)
- Louisiana Department of Health and Hospitals (Nursing Assistant)
- Louisiana State Board of Practical Nurse Examiners (Practical Nursing)
- Louisiana State Board of Barber Examiners (Barber Styling)

NLTCC also has courses approved for training by the following organizations:
- National Center for Construction Education & Research (NCCER)
- Veterans Administration
- Vocational Rehabilitation
- Workforce Investment Board

**Equal Opportunity**
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, NLTCC upholds the following policy:

Northwest Louisiana Technical Community College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

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| | |
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| Shreveport, LA | Shreveport, LA |

Part I: NLTCC Handbook

INTRODUCTION

Welcome to Northwest Louisiana Technical Community College (NLTCC) where our faculty and staff are committed to providing our students with high quality career and technical education training that will assist them in achieving their educational and career goals. NLTCC serves the surrounding communities of our Minden, Mansfield, and Shreveport campuses and offers a variety of programs that place students on the path to a high-wage, in-demand, and rewarding career. Our programs offer hands-on training in real-world scenarios that increase confidence in technical abilities when seeking to enter the workforce. In addition to the technical and Associate of Applied Science degrees, NLTCC also offers short-term training in partnership with our business and industry partners to allow students the opportunity to upgrade workplace skills.

Our faculty and staff are dedicated to your success and are here to assist you throughout your educational journey, and this handbook serves as a source to assist you throughout that journey. For more information about our college, please visit our website at nltcc.edu.

**Mission of The College**
Northwest Louisiana Technical Community College is a public institution of higher education that provides high-quality academic, workforce training, and transfer opportunities through the delivery of associate degrees, technical diplomas, and certificates that inspire students to enter today's competitive global workforce.

**History of the Technical Community College**
Louisiana's post-secondary technical education system is constitutionally governed by Louisiana Community and Technical College System (LCTCS). Since the 1930's, vocational education has been afforded to the citizens of Louisiana through a system of post-secondary technical education and provides technical training to high school students. Acts 208 and 209 of 1973 expanded the existing post-secondary technical education system from 33 to 53 technical institutes and provided for a coordinated and comprehensive statewide system of career education. The Louisiana vocational technical education system originally began as "trade schools" in the 1930's and evolved to vocational schools, vocational technical schools, vocational technical institutes, and at present, technical community colleges, as a result of a re-designed curriculum which blends technical education and applied academics, ultimately leading to a certificate, diploma, or associate degree. The Board of Supervisors of Community and Technical Colleges, created in 1999, serves as the management board for Louisiana's public 2-year institutions. The LCTCS is comprised of 12 colleges located throughout Louisiana.

**Service Area of the Main Campus**
The main campus of NLTCC is located at 9500 Industrial Dr. Minden, LA. This campus is located in Webster Parish and serves citizens of the surrounding northwest parishes.

**Faculty and Staff**
NLTCC Personnel may be viewed by clicking the following link:
www.nltcc.edu/about/faculty-staff

# Admissions & Registration

**Admission to the College**

NLTCC is an open admissions institution, as established by the Louisiana Legislature and approved by the Board of Regents and Louisiana Community and Technical College System. General Admissions Policy Statement: LCTCS Policy #1.004

All eligible persons are assured equal opportunity for admission without regard to ethnicity, religion, gender, national origin, age, disability, marital status, or veteran status. The College reserves the right to refuse admission to any student. Full admittance to the college does not guarantee student has met the eligibility requirements for Federal Financial Aid or to be admitted to certain programs of study due to additional admission standards (See admission requirements below).

The College operates on a three-semester system, which includes a summer term. A qualified applicant may register at the beginning of any academic session within the semester. Complete admission records must be received in the Admissions/Registrar's Office prior to registration in order for the applicant to be notified regarding eligibility for admission.

The student's permanent record may contain the following information: academic transcripts from high school and college, placement test scores, immunization records, and proof of Selective Service registration by male students.

**Admission Requirements**

Any person regardless of prior academic preparation, may be fully admitted as long as the following criteria are satisfied:

- The person has completed and submitted an application for admission.
- The person has provided proof of selective service registration as required by Louisiana R.S. 17:3151 (See information under Selective Service Registration below).
- The person has satisfied the requirements of Louisiana R.S. 17:170 related to the immunization of persons entering school (See information under Immunizations below).

Certain programs within the institution require additional admission standards in order to meet external regulatory agency requirements. Programs requiring high school diploma or equivalent:

- Associate of Applied Science in Business Office Administration
- Associate of Applied Science in Industrial Instrumentation & Electrical Technology
- Associate of Applied Science in Practical Nursing
- Patient Care Technician
- Practical Nursing

**Assessment and Placement**

NLTCC is an open admission institution and provides services to all students. However, we do provide advising to potential students to assess their readiness their chosen field of study.

Tests and other means of assessing a student's achievements and aptitudes are used to provide personalized information to help advise appropriate placement into any program at NLTCC.

The current list of testing instruments used to measure basic academic skills level in reading, language, and math for non-healthcare related fields are:
- Accuplacer ® Next Generation
- WorkKeys
- ACT
- Accuplacer ® Classic
- Test for Adult Basic Education (TABE)
- HiSet

Healthcare fields such as nursing and patient care technician, require ACT scores within 5 years of college admittance date and/or Accuplacer ® Next Generation scores within 5 years of college admittance date.

Scores obtained from the same tests within five prior years may also be used for measuring academic skills.

In the event a student does not have placement test scores meeting the time requirement, NLTCC may also use a student's high school GPA, college GPA, or EdReady™ scores (or any combination thereof) to determine math and English skill level.

After the student is assessed, a student services advisor will assist the individual in developing and implementing a sound placement into a program of study. Individuals who do not meet the criteria for program entrance are advised appropriately and assisted in developing a study plan for their chosen field of study.

The ultimate goal is not to hinder a student's success, but further their educational path into their terminal credential.

**Credit by Exam**

Credit by Examination (Course Challenge Exam) measures mastery of course content and may be taken in lieu of a course if the student can provide sufficient evidence of the probability of success on the exam. Sufficient evidence may be in the form of relevant work experience or previous coursework. NLTCC Policy 1.126

Credit by examination may include both written and skill performance, and it is developed, administered, and scored by faculty who teach the course.
- An administrative fee of $15 per credit hour will be assessed to the student prior to sitting for the examination.

- A student must receive a score of 80% or higher to be assigned a grade of "P" for the course. Note: The actual grade earned on the challenge exam by Practical Nursing students will be posted on the transcript that is submitted to the LSBPNE.
- The "P" grade will apply toward the requirements of the program but will not be calculated in the student's grade point average.
- Students who score less than 80% will not receive a passing grade and must enroll in the course.

Eligibility and Requirements for Course Challenge
- Applicants/Students may attempt a Credit by Examination once per course and will not be eligible to challenge courses already attempted.
- All Credit by Examinations must be completed, and forms submitted to the Student Affairs Office one week prior to the date grades are due.
- Students cannot be currently enrolled in the course they wish to challenge.
- Credit by Examination is non-traditional credit and therefore subject to the college's Non-Traditional Credit policy. Note: A student may use a maximum of 30 non-traditional credit hours toward an associate degree or Technical Diploma and a maximum of 12 non-traditional credit hours toward a Certificate of Technical Studies.
- Fees must be paid prior to administering the test.

**Prior Learning Assessment**
In some instances, credential or industry-based certifications may be reviewed for course credit. For consideration the credentials/certifications must not be expired. For those certifications not recognized on the industry-based credential matrix, a fee of $15 per credit will be assessed.

**Immunizations**
As required by Louisiana R.S. 17:110, students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. The law allows for a medical or personal exemption; however, should an outbreak occur, students signing exemptions will be excluded from class and other campus activities during an incubation period of two to three weeks. For additional information and forms, contact Student Services.

**Selective Service Registration**
In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, No. 185, Section 1; Acts 1987, No. 214, Section 1; and Acts 1999, No. 345), and the Federal Selective Service Act, all students who are required to register for the selective students under the Federal Military Service Act must provide the institution proof of registration prior to enrolling.
A. Except as provided in parts B and C below, no person who is required to register for the federal draft under the federal Military Service Act shall be eligible to enroll in the institution until such person has registered for such draft. Such persons shall submit to the institution a statement of compliance and written proof of draft registration and selective service status as part of the required documents for admission.
B. A veteran of the armed forces of the United States may submit a copy of his discharge papers or his discharge certificate in lieu of the statement of compliance.
C. A person who has not registered for the federal draft shall be eligible to enroll in a post-secondary school if both of the following occur:

- The requirement for the person to register has terminated or become inapplicable to the person.
- The person makes a showing satisfactory to the institution why there was a failure to register.

Register online or verify your official registration date by visiting the Selective Service System at www.sss.gov.

**Proof of Residence**
Pursuant to House Concurrent Resolution No. 226 of 1986, the following is the definition of a resident student for tuition purposes:

A resident student, for tuition purposes, is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the semester/term of enrollment for which resident classification is sought. A non-resident student, for tuition purposes, is a student not eligible for classification as a resident under these regulations. LTC Policy SA1930.236

Factors considered in determining Louisiana resident status include, but not limited to:
- Residence Purchase
- Driver's License
- Leases or Rent Receipts
- State and Federal Income Tax Forms
- Utility Bills
- W-2 Form
- Vehicle Registration
- Employer or Military Mandated Relocation Orders/DD214

**LoLA (Log On Louisiana)**
LoLA is an online tool that will allow a student to monitor their financial aid application, register for classes, review their class schedule, review their account, access their grade reports and unofficial academic transcript. Important campus dates and announcements are also accessible through LoLA. Students may access LoLA at www.my.lctcs.edu.

## Admission Classifications

Students should submit the required admission documents to the Admissions/Registrar's Office prior to enrolling. Students must meet all prerequisite requirements. The College reserves the right to require additional admission documentation.

**Full-Time Enrollment**
Fall and Spring Semesters (for Academic Purposes) - Twelve credit hours per semester constitutes full-time enrollment at NLTCC.

Summer Semester (for Academic Purposes) - Six credit hours per summer session constitutes full-time enrollment at NLTCC.

Full-time Status for Title IV (PELL) Determination - Full-time status for a Fall, Spring, or Summer semester for Pell is 12 credit hours. Audited courses are not counted as credit courses for reporting or enrollment verification purposes and are not eligible for financial aid.

Tuition Cap - During the Fall and Spring semesters, a student's tuition is capped at 12 semester credit hours; any additional hours in excess of the 12 semester credit hours up to 15 semester credit hours will have no additional charges. Hours in excess of 15 semester credit hours will be billed according to the tuition schedule.

## Classification of Students

### First-time Freshman
An applicant who has never attended any college or other post-secondary institution after high school graduation. A student will also be classified as a first-time freshman if he/she previously attended another regionally or nationally accredited institution but has earned fewer than 12 semester credit hours.

### Transfer Student
A student who has been enrolled at any college or university prior to applying to NLTCC after high school graduation. If you have attended this institution in the past but left and attended another college and are coming back you are considered a transfer student.

### Returning Student
A student who formerly attended NLTCC and is returning after being absent one or more terms (not including the summer or winter sessions). If you attended another college while absent you are considered a transfer student. Former students must meet all admissions requirements from previous semesters before enrolling into the College.

### Visiting Student
A student who is attending another institution but wishes to take courses for one term. (Not eligible for financial aid.)

### Dual Enrolled High School Student
High school students are eligible to attend NLTCC Campuses to earn credit toward their high school diploma. Students who are serious about wanting to learn a trade, who are willing to attend regularly, and who are ready to make a sincere effort are encouraged to apply. The student may enroll during the regular academic year or during the summer semester. High school students may also enroll through special programs arranged by their parish school systems in coordination with NLTCC Campuses. High school students must adhere to all College rules and regulations.

### Home-Schooled Student
Admissions requirements for home-schooled students are the same as for all new students. All home-schooled students without a high school diploma or its equivalency are eligible to apply for admission provided they have successfully completed an approved or registered home-school program in accordance with Louisiana General Laws or the laws of their home state. In order for

the College to determine whether a student has participated in an approved/registered home-school program, the student shall submit, at the time of the admissions application:

1. Proof that the student is sixteen (16) years of age or older;
2. An official, current transcript for any coursework completed;
3. Documentation verifying the home-school's registration or approval status by the State of Louisiana - Board of Elementary and Secondary Education or equivalent governing body in the student's home state.

Students under the compulsory attendance age of sixteen (16) and who have completed their home-school program must submit a letter from the student's school district's superintendent or school committee stating that the student is not considered truant and is not required to attend further schooling.  The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

**Veterans Education Student**
NLTCC supports the policies established by the Veterans Administration for Veterans Education students enrolled in the college.  NLTCC has been designated as a Veteran Friendly Campus. Separate Orientation classes are provided to veterans who choose to enroll in them.  Veterans are also given priority registration the day before other students.

## Military Personnel
An individual on active duty in the Armed Forces currently stationed in Louisiana may be classified as a Temporary Resident upon submission of documentation signed by the unit commander verifying his or her being on active duty and stationed in Louisiana.  This classification of Temporary Resident is valid as long as the student remains enrolled and on active duty in Louisiana.

A member of the Armed Forces (including Louisiana National Guard and Reserves) currently stationed in Louisiana on active duty may enroll as a Temporary Resident, including his or her spouse, minor child, or dependent student.  A member of the Armed Forces who was eligible for classification as a resident of Louisiana under these regulations immediately prior to entering the Armed Forces retains the right to enroll himself or herself, spouse, and minor child or dependent student as a resident as long as he or she is in the Forces, but the right shall expire upon the person's being separated from the Armed Forces and residing continuously for a period of at least two years in another state or foreign country.

When a member of the military, who has a spouse, minor child, or dependent student enrolled as a Temporary Resident, is transferred out of the state, the student may continue to attend under this classification as long as the enrollment is continuous, excluding summers.

Students classified as Temporary Resident must show proof of his/her or his/her parent's or spouse's military status at each registration period while enrolled and classified as a Temporary Resident.  Louisiana residents and their dependents, who are on active military duty stationed

outside of Louisiana as a direct result of their military service, shall be determined to have Temporary Resident student status in Louisiana. Further, former active military personnel and their dependents shall maintain Temporary Resident student status for a period of one calendar year after official separation from military service. After the one year period expires, determination of resident student status for former active military personnel and their dependents shall be governed by the guidelines outlined in the policy above relating to non-military personnel.

## 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:

(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 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 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 of 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.

**WorkReady U Guidelines**

The Northwest Louisiana Technical Community College WorkReady U Program is a no cost adult education and literacy program that provides math, reading, and writing instruction to help students acquire the skills needed to succeed in the workforce, earn a high school equivalency, or enter college or career training. TABE Assessments, administered in subtest areas, are compared and used to determine the placement of the student. After a minimum of 40 hours of instruction, post-testing is administered and provides the opportunity to meet with the student about his/her progress and goals. The student Individualized Prescription of Instruction is reviewed and updated as needed. Lesson plans are aligned to College and Career Readiness Standards (CCRS) and OCTAE's Employability Skills Framework. Students are expected to attend all class hours. Instructors review attendance on a regular basis to determine if students require additional support services.

# Tuition and Fees

All tuition and fees must be paid at the time of registration except when a student has set up payment plan or when financial aid awards have already been approved. Payment may be made either in person or online by logging into your LoLA account, clicking the Student Account tab, Payment Processing tab, and then the Payment Options tab. A student is considered officially registered once tuition and fees are paid, enrollment in payment plan has been verified, or financial aid has been secured. In addition, all admissions requirements must be met.

A small convenience fee will be assessed to students who prefer to pay by credit card. A $30 deferment fee will be assessed to those students who enroll in payment plans. Students may be administratively dropped for nonpayment of tuition and fees.

**Tuition Schedule**
The LCTCS has established a schedule outlining mandatory, general, and auxiliary operations fees along with license and certification costs. Additionally, each college is given limited flexibility in assigning other fees. These costs are published in the tuition schedule on our website.
The tuition schedule provides a cost breakdown per semester credit hour. During the Fall and Spring semesters, a student's tuition is capped at 12 semester credit hours; any additional hours in excess of the 12 semester credit hours up to 15 semester credit hours will have no additional charges. Hours in excess of 15 semester credit hours will be billed according to the tuition schedule. The maximum number of credit hours a student can take without special permission during the Fall or Spring semester is 21 credit hours. The maximum number of credit hours a student can take in one summer session without special permission is 12 credit hours. Tuition and fees are subject to change without notice.

**Placement Testing**
Each campus has a schedule established for administering placement exams. When necessary, the exams may also be scheduled at other times by appointment. The College Board Accuplacer Next Generation test is administered for a fee of $45 ($15 per section).

**Program Costs**
The Student Services Office maintains a Program Cost listing for each occupational program and is available to students upon request. The list may be updated periodically and is subject to change without notice.

**Textbooks**
Most courses require the purchase of textbooks and/or workbooks. The instructor will inform the student of the course material that is required for each course. To maximize the learning experience, it is expected that all course material be purchased prior to attending class. Students may purchase textbooks online. Information regarding textbooks (ISBN, price, etc.) for specific courses can be found by navigating to the NLTCC Online Bookstore. If you are receiving financial aid, you may be eligible to receive a book voucher. A book voucher is an advance on your financial aid refund that allows you to purchase or rent books and purchase supplies from the Online Bookstore. A detailed textbook list is available at the Office of Student Services or with the programs' advisor/department head.

**Course Supplies**
Students are expected to provide their own basic supplies such as notebooks, paper, pens, and pencils. Some programs require occupation-specific equipment, tools, uniforms, or supplies. The instructor and/or Student Services staff will inform the enrolling student of these requirements.

**Equipment/Tools**
Some programs require occupation-specific equipment, tools, or supplies. The instructor and/or Student Services staff will inform the enrolling student of these requirements.

**Uniforms**
Some programs require the purchase of uniforms and other special supplies. Students will be furnished with details by their program instructors.

**ID Cards**
All students, faculty, and staff are required to have an ID card visible while on campus. The cost of the initial ID is a part of the student services fee charged during registration and is collected by the accounting office of the college. Any replacement card is $5.00. ID pictures are taken during registration.

**Key Cards (Minden Campus Only)**
Key cards are issued during registration. These are for student use only. Students must report a lost or stolen key card immediately to the admissions office. The replacement cost is $5.00. Student key cards are only activated for the buildings in which the student will attend classes. When a student graduates or resigns from the college, the key card must be turned in.

**Technology Fee**
Students enrolled at The College contribute to a Student Technology Enhancement Program (STEP) fee each semester. The STEP funds, often referred to as technology fees, assist with all major technology efforts of the Campus/College that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the LCTCS campuses as authorized by the Louisiana Legislature in spring 1997. Technology fees collected by a campus/college will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the campus /college.

**Student Self-Assessed Fee**
The proceeds from the $10, self-assessed student SGA fee applies directly to the Student Government Association (SGA) for each campus, which oversees disbursement of the funds for various student events. Students are encouraged to get involved and participate in SGA activities and officers are elected each academic year.

**Transcript Policy and Fees**
All admission requirements and financial obligations to the College must be met in full before transcripts are issued. Students who owe repayment of grant funds may not receive a copy of their transcript until the debt is cleared.

An Official Transcript may be obtained by completing an electronic transcript request form via our website under "Request a Transcript".  The fee for an Official transcript is $10.25 per copy. Unofficial transcripts are available through the student's LoLA account.

**Other Costs**
Copy of Records        $ 5.00
Duplicate Diploma      $25.00
Replacement of official documents may have additional fees.

**Refund Policy**
A student who resigns from the College may be entitled to some refund of tuition, and certain fees. The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal.  Refunds are automatically generated by the college; therefore, the student is not required to request a refund.  NLTCC Policy 5.022
1.    Refunds may be subject to an administrative fee of $15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).
2.    Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on the Drop/Add/Reinstatement form or (2) the date the institution determines the student has withdrawn.
3.    If the College cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.

Refund of tuition and fees for the fall, spring, and summer semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

- Up to the 1st 5 days of each part of term: 100% of tuition and fees.
- On or beyond the 6th day after the part of term begins, no refund will be given.

Tuition, fees, and other charges relating to Continuing Education and Business and Industry Training are not refundable unless the training course is canceled by the College.

Pursuant to the Louisiana Community and Technical College System Policy #5.007, a formal appeals process shall be in place for hearing complaints due to denial of all or part of a student's refund.

NOTE: In accordance with Title IV of the Higher Education Act Amendments, refunds of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student. See Refunds for Federal Pell Grants/Return of Title IV Funds.

**Indebtedness to the College**
Students who do not meet their financial obligations as scheduled are not permitted to continue attending classes on the campus.  The campus will not release information or perform other tasks requested for student data unless the financial account of the said student is paid in full, and the student is in good standing.

Students can access their accounts via their LoLA log in information.  Students are required to have their accounts clear to continue in their classes.  If a student does not have their accounts

clear, students may be purged from their classes but may still be required to pay the campus their account balance.

Students who do not have their accounts clear will have their student record locked and the balance will be turned over for collections.  In the case where the student's balance has been turned over for collections, the student is required to pay for all collections costs associated with the collection of the debt (in addition to the balance) to the collection agency.

## Financial Assistance and Scholarships

The College employs a Financial Aid Officer at each of its campuses (Mansfield, Minden, and Shreveport).  The Financial Aid Officer works closely with all applicants and students seeking financial assistance and will provide information on these resources.  However, it is the responsibility of the applicant or student to make an application and provide necessary documentation to establish eligibility with each financial assistance source.  Brief descriptions of financial aid sources follow.  More details can be obtained through the Office of Financial Aid or with the sponsoring agency.  Please refer to the Financial Aid page on our website for the most current information about financial aid policies.

**Federal Programs**
- Federal Pell Grant
- Federal Work Study
- Iraq and Afghanistan Service Grant
- Veterans Affairs Educational Benefits
  - Post-9/11 GI Bill
  - Montgomery GI Bill-Active Duty (MGIB-AD)
  - Montgomery GI Bill-Selected Reserve (MGIB-SR)
  - Survivors' and Dependents' Educational Assistance Program (DEA)
  - Vocational Rehabilitation and Employment (VR&E)
  - Go Army Ed (TAA)
  - My CAA

*For more information on each of these programs, refer to the Veterans Administration website at benefits.va.gov/gibill or contact your campus' Financial Aid Officer who also serves as school's certifying official.

**State Programs**
- Louisiana Rehabilitation Services (LRS)
- Taylor Opportunity Program Scholarships (TOPS)
  - TOPS Tech Award
  - TOPS Honors Award
  - TOPS Performance Award
  - TOPS Opportunity Award
- Louisiana Go Grant
- Chafee Educational Training Voucher (ETV Program)
- Go Youth ChalleNGe Program
- Strategies to Empower People Program (STEP)

- Workforce Innovation and Opportunity Act (WIOA)
- MJ Foster Promise Program

**Waiver Programs**
- Louisiana National Guard (AAS Programs Only)
- Louisiana Department of Veteran Affairs

**Institutional Aid Programs**
- 5 for 6
- Student Government Association (SGA)
- Future Farmers of America (FFA)
- Skills USA
- Jobs for America's Graduates (JAG-LA)
- LCTCS Tech Award

**Outside Scholarships**
Please visit the college website – under financial aid or contact the Campus' Financial Aid Officer or Student Services for more information on scholarships.

**Eligibility**
Satisfactory progress, as defined by The College LCTCS Policy #1.026), must be maintained in order to be eligible for any Title IV Federal Financial Aid Program. Academic progress will be measured qualitatively and quantitatively. An appeal process is available for students with extenuating circumstances only. A Satisfactory Academic Progress Appeal form can be obtained from the Office of Financial Aid.

The Satisfactory Academic Process (SAP) policy states that Title IV students must maintain a 2.0 cumulative grade point average (GPA), pass 67% of all coursework attempted at NLTCC, and not earn more than 150% of the hours required for the selected program.

**Financial Aid Disbursements**
A "Disbursement" does not mean "Refund." A "disbursement" takes place when the financial aid award has been applied to the student's account. A "Refund" means the student is owed a credit balance. All refunds will be sent to the student through BankMobile (NLTCC's debit card company).

Student Financial Aid funds are paid at such times, and in such installments, within each payment period for the student to successfully begin to attend a class.

Students will be eligible for Pell payments based on actual start dates for individual classes rather than dates for which classes are registered or the first day of classes for the semester.

Additionally, students enrolled in programs that take only one class at a time will not receive full Pell payments until they are enrolled as a full-time student.

**Refunds for Federal Pell Grants**
Refunds for Federal Pell Grants are processed within 21 business days after the 14th/7th class day (Official Census Date) or within 14 calendar days after the scheduled disbursement date. Refunds for other funds such as TOPS, GO GRANT, and Veteran's Benefits will begin once the funds have been applied to your student account, and it is determined that you are due a refund, The College will electronically submit the refund information to BankMobile. BankMobile will disburse your refund to the student account according to the refund preference the student choses.

The College has partnered with BankMobile, a division of Customers Bank, to deliver financial aid and other school refunds to students. Students will be asked to make a refund delivery preference selection with BankMobile so that financial aid money and refunds can be delivered without delay. Students will receive either a bright green envelope from BankMobile or/and an email from BankMobile and from NLTCC which contains refund selection instructions.

**Return of Title IV Funds**
Financial aid recipients who resign/withdraw, officially or unofficially, before completing more than 60% of the semester will be required to pay back all or part of the aid received. In most cases, students will owe money to the federal aid program(s) and to the school. Students who stop attending all classes will be considered unofficial withdrawals. Specific information and examples regarding the Return of Title IV Funds Policy are available in the Financial Aid Office.

## Academic Affairs

**Grading Scale**
The College has established a grading scale describing the letter grade that is associated with the percentage grade. The students' transcript will include the letter grade only, not the percentage grade. NLTCC Policy 1.154

The grading scale for all programs, except those regulated by a licensing board is:

90% - 100%   A
80% - 89%    B
70% - 79%    C
60% - 69%    D
59% - Below  F

The grading scale for programs regulated by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) is:

94% - 100%   A
88% - 93%    B
80% - 87%    C
70% - 79%    D
69% - Below  F

**Grade Symbols and Designations**

A        Represents exceptionally high achievement.  It is valued at four grade points for each credit hour.

B        Represents high achievement.  It is valued at three grade points for each credit hour.

C        Represents satisfactory achievement.  It is valued at two grade points for each credit hour.

D        Represents the minimum achievement for credit.  It is valued at one grade point for each credit hour.

F        Represents an unsatisfactory achievement and indicates failure in the course.  It is valued at zero grade points and zero credit hours.  The student who receives a grade of "F" in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation.  Credit may only be obtained by repeating the course.

AU       Audit - Represents a course that is not taken for credit.  Students who audit a course must be admitted to the college and officially enroll in the course.  Any change in status from audit to credit or credit to audit must be completed prior to the last day for adding classes.  An audited class may be taken for credit during another semester.  An Audit carries no value in computing the grade point average.

P        Credit by Examination - Represents a course that a student successfully challenged.  A student must take the Credit by Examination within the first week of the class and score at least 80% on the exam.  A Credit by Examination "P" carries no value in computing the grade point average.

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

R        Repeat - Represents a course that is being repeated.  The Symbol (R) will follow the letter grade earned.  The last grade awarded will be used in the computation of the cumulative grade point average.  The term grade point average is not affected with Repeat grades.

S        Satisfactory - Represents a satisfactory grade.  It has no value in computing the grade point average.

U        Unsatisfactory - Represents an unsatisfactory grade.  It has no value in computing the grade point average.

W        Withdrawal - Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official drop date and will receive a grade of "W". The course and grade of "W" will be posted to the student's permanent record but will not be included in the calculation of the semester/session or cumulative grade point averages. Students are cautioned that withdrawal from a course or courses may impact their financial aid and other (e.g. insurance coverage) status. NLTCC Policy 1.152

## Grade Point Average

A grade point average (GPA) is obtained by dividing the total quality points earned by the total credit hours attempted. The GPA must be calculated to the third decimal place.

GPA (x.xxx) = Total quality points earned/total credit hours attempted

The term GPA is based on the earned quality points and the credit hours attempted for the semester/session only. The cumulative GPA is based on the total earned quality points and the total credit hours attempted. Grades of I, W, R, S, P, AU, and U will not be calculated in the grade point average.

## Types of GPAs

### Cumulative GPA

Calculate GPA formula using all LTC credits (excluding all quality points and credit hours exempted through academic amnesty).

### Graduation Cumulative GPA

Calculate GPA formula using those credits applicable to curriculum requirements only.

### Higher Education GPA

Calculate GPA formula using all credit hours attempted from higher education institutions excluding all quality points and credit hours exempted through academic amnesty and/or repeated course (up to a maximum of 15 hours).

### Adjusted Cumulative GPA

Calculate Higher Education GPA formula excluding LTC repeated credit hours and quality points up to a maximum of 15 credit hours. NLTCC Policy 1.150

## Grade Changes

After a faculty member has submitted a grade roster for a class, all changes of grades are completed through the submission of a "Grade Change" form. Grade changes may be initiated by an instructor only to:

• Correct a computational or transcription error on the part of the instructor.
• Change an "I" grade to a final grade after the student has completed the "I" contract.
• Alternatively, in cases where the student has documented that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an "I" contract.

- Instructors may not change a student's grade based on extra work done by the student after the semester ends or based on work submitted after the published deadline (unless, as indicated above, some legitimate reason existed for the student's failure to notify the instructor in a timely fashion). NLTCC Policy 1.149

NOTE: STUDENTS MAY NOT HAND-CARRY ANY FORM ON WHICH A GRADE IS GIVEN.

Semester grades other than "I" are considered final.  Once a final grade has been submitted to the Office of the Registrar, it may be changed only if the instructor determines that an error was made in calculating the grade or the student successfully appeals the grade.  A change of grade may be approved by campus authorities only if the instructor submits it within one calendar year of the date the original grade was issued to the student.

Any change of grade submitted after one calendar year has elapsed must be approved by the Vice Chancellor of Academics and Student Affairs and the College Director.

Any student who feels that the final grade he/she received in a course is incorrect may appeal the grade.  This appeal must proceed through the following stages:

a. The student must contact the instructor in the course to discuss the grade.
b. If still unsatisfied, the student should discuss the grade with the department dean.
c. If still dissatisfied, the student writes a formal letter of appeal to the Vice Chancellor of Academics stating the exact nature of the appeal, and the reasons for the appeal.  The Vice Chancellor of Academics will arrange for a meeting of the Academic Appeals Committee.  This committee is described under Academic Appeals.

**Drop/Add/Reinstatement Period**
LCTCS defines the period in which a student can drop, add, or reinstate a course(s).

### Add
Students may add or remove courses from their schedule in their LoLA account prior to the first day of a semester.  Once classes begin students should see their instructor and complete a Change in Course Load form to add or remove courses from their schedule on days five through seven of the semester.  Students will be assessed additional tuition, if applicable.  Students who enroll in compressed courses are encouraged to enroll in all courses at the beginning of the semester in order to maximize federal financial aid benefits and minimize tuition costs.

### Drop
If a student wishes to drop all courses in which he/she is enrolled, a Withdrawal form must be completed.  Faculty may drop students for excessive absences if the student misses 10% of the class.  The academic calendar for each semester has the latest date to withdraw without receiving a failing grade.  Contact the student services office if you have questions.

### Reinstatement
In order for a student to be reinstated into a course, the instructor must agree that the student has an acceptable excuse for missing or dropping the class and that the student has a reasonable chance

of passing the course. A student may be administratively reinstated if dropped by the college in error. NLTCC Policy 1.140

**Attendance**

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students, who stop attending a course and do not officially drop, may receive a grade of "F" for all course work missed that may result in a punitive final grade. LTC Policy IS1930.109

- This policy shall be superseded by any more stringent attendance policy required by a regulatory or license body having jurisdiction over program requirements.
- The attendance policy for each class must be included in the course syllabi.
- Attendance will be tracked and maintained for various reporting purposes.
- An instructor may drop a student for excessive absences if the student misses 10% of the class.

Students attending through the Veteran's Administration will adhere to the V.A. attendance policy shown in this catalog. See the local V.A. office for this policy.

Students enrolled in health occupation programs will need to abide by the campus' program attendance policy.

**Academic Status**

LCTCS has determined that the academic status of a student is a general indication of the student's eligibility to remain in school. It may affect a student's eligibility for scholarships, special insurance rates, loans, work-study programs, and other student activities. Academic status includes three categories:

### Good Academic Standing

A cumulative grade point average of 2.0 or higher on all course work attempted at NLTCC.

### Academic Probation

Academic probation is established when the NLTCC cumulative grade point average falls below a 2.0. No student will be placed on probation before he/she has attempted 15 credit hours. The statement "Academic Probation" will be placed on the student's permanent academic record. Once on probation, a student will remain on probation until the NLTCC cumulative grade point average of 2.0 or higher is achieved.

### Academic Suspension

Academic Suspension occurs when a student who is on academic probation has a semester grade point average below a 2.0). A student on academic probation will be suspended from the institution for one semester at the conclusion of any semester or summer session in which he/she fails to earn a semester grade point average of 2.0. The statement "Academic Suspension" will be placed on the student's permanent academic record. No student will be suspended prior to attempting 24 semester hours of enrollment. A student who is suspended at the end of the fall semester must

remain out of school for the spring semester. A student who is suspended at the end of the spring semester may attend the summer session. If the student raises his/her LTC cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, or if the student does not attend the summer session, the student is suspended for the fall semester.

At the discretion of the program advisor, a student may enroll, during his/her suspension semester(s), in developmental courses (courses number below 100). All students who are so allowed to register must be advised by a developmental studies instructor and are restricted to skill remediation. Registration in college credit courses is not allowed, but students may audit credit courses with approval of the program advisor. Under this program, the student may enroll in a maximum of 9 credit hours per semester.

A student may appeal to attend the College during his/her suspension semester. The appeal must be in writing to the Academic Appeals Committee on the student's home campus. A student reenters the College on academic probation after being suspended academically. A student who is allowed to enroll during his/her suspension semester is also placed on academic probation. A student who has been placed on academic suspension and achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until he/she achieves an NLTCC cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the cumulative 2.0 grade point average is achieved will result in another one semester suspension.

The academic status of each student will be determined at the end of each semester or summer session according to the specific criteria. NLTCC Policy 1.020

### Academic Standing In Specific Majors
Faculty in a given major may, with the approval of the academic administration of the College, establish and publish higher academic standards for admission, continuation and/or reentry to the major.

### Academic Standing of Transfer Students
A student who is on probation and who has an adjusted cumulative grade point average below 2.0 at his/her previous institution will enter NLTCC on probation. At the end of his/her first semester at NLTCC, he/she will be suspended if he/she does not achieve a 2.0 grade point average for the semester. He/she will be placed in good academic standing if his/her semester average is 2.0 or higher. His/her academic status at the end of each subsequent semester of attendance at NLTCC will be based on his/her NLTCC cumulative/semester average only.

**Admission of Students Academically Suspended/Dismissed From Regionally Accredited Institutions**
A student who has been academically suspended/dismissed from a regionally accredited institution is not admissible to LTC until his/her suspension period has expired.

A student who has been academically suspended/dismissed from an institution may petition the Admission Standards Committee for permission to enroll at NLTCC during his/her period of suspension. Such appeals must be in writing. Credits earned by a student while on suspension may or may not be accepted toward a degree, diploma, or certificate. Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension or dismissal. Therefore, all students on suspension/dismissal should confer with transfer institutions prior to enrolling at the NLTCC to determine specific college/university regulations.

A student who has been academically suspended or dismissed from any institution who has a cumulative grade point average of 2.0 or higher may be admitted by the Admission Standards Committee in good academic standing with no restrictions on his/her enrollment. Credits earned by a student while on suspension may or may not be accepted toward a degree, diploma, or certificate.

Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension or dismissal. Therefore, all students on suspension/dismissal should confer with transfer institutions prior to enrolling at the NLTCC to determine specific college/university regulations.

A student who has a cumulative grade point average below 2.0 may be allowed by the Admission Standards committee to take developmental courses or to audit credit courses (maximum of 9 credit hours) under the same guidelines as students who are allowed to take credit courses, in career programs, not intended for transfer. A student will be informed that credits earned under these conditions will not be accepted for degree credit at any LCTCS institution nor will they generally be accepted at any other regionally accredited institution.

**Withdrawal From College**
Each student is requested to notify their instructor and the Director of Student Services if he/she intends to withdraw from the college for any reason. Equipment and/or books belonging to the college must be returned and lockers must be cleaned out. The college is not responsible for any items left after withdrawal from the campus. Failure to properly withdraw may jeopardize a student's ability to re-enter a NLTCC Campus and/or to receive financial aid. The student will benefit by having school records complete. Employment information should be given to the instructor and/or Director of Student Services prior to leaving the college.

If the student secures employment later (after withdrawal), he/she should forward that information to the college so that student records can be updated. It is imperative that PELL Grant recipients meet with the Director of Student Services prior to withdrawal from the college as improper withdrawal may impact their ability to receive financial aid in the future. NLTCC Policy 1.047

**Program Completion/Graduation Requirements**
This policy defines the requirements to complete an AAS, TD, CTS, and CTC. All credential options within the Northwest Louisiana Technical Community College have defined course requirements. Course requirements for each credential option are listed in the official Northwest Louisiana Technical Community College Curriculum. LTC Policy SA1930.221

In addition to the program requirements, the student's account must be clear before the student can graduate.

## Curriculum Standards

Instructors and industry representatives establish the curriculum for each occupational program offered through the technical college system. The Board of Supervisors of the Louisiana Community and Technical College System approve the program standards and curriculum. A postsecondary Curriculum Outline is developed for each program. Student activities are designed to teach the required objectives. All curriculum objectives must be achieved in order to complete a program. Assigned activities include theory instructional material, which is also termed related classroom work, and homework assignments to be completed outside of the instructional day. Other activities include laboratory assignments related to the occupational course. These may be simulated job projects or actual "live-work" projects. All work is performed under the supervision of the program instructor.

## Employability Skills

All occupational program curriculums include units of study in employability skills. Students are instructed in job-seeking and job-keeping skills. Students study career planning, job application forms, interview techniques, and resume preparation to enhance their future job search. Study of proper work habits, employee/employer relationships, and personal character traits show students how to keep a job.

## Transcripts

All admission requirements and financial obligations to the College must be met in full before transcripts are issued. Students who owe repayment of grant funds may not receive a copy of their transcript until the debt is cleared.

An Official Transcript may be obtained by completing an electronic transcript request form via our website at https://www.nltcc.edu/admissions/request-a-transcript. The fee for an Official transcript is $10.25 per copy. Unofficial transcripts are available through the student's LoLA account.

## Transfers

### NLTCC Campus to Campus

All campuses within the NLTCC utilize a common curriculum for academic credit. All satisfactorily completed course work (Grade of "C" or higher) taken at a NLTCC campus will be accepted as transfer credit at another campus of the NLTCC subject to any licensing board/program accreditation restrictions.

### To Another College or University

Transferability of any credit is at the discretion of the receiving institution. NLTCC neither guarantees nor implies that course work taken at the college will transfer to any institution other than NLTCC. While there are articulation and transfer agreements in place between NLTCC and other postsecondary educational institutions, students who wish to transfer are encouraged to check with the receiving institution prior to enrolling in course work at our college.

**Placement Services**
The placement of students graduating, completing or exiting from NLTCC is handled through the instructional staff in cooperation with the Student Services Office. The functions of the placement service are to provide students with employment information, to advise them where jobs are available, to complete job applications, and to provide counseling concerning work conditions, requirements, wages, and opportunities for advancement. The college does not guarantee placement to any student. The administration, Director of Student Services, and faculty members work constantly and cooperatively with local industry and business in order to be aware of current employment needs and opportunities. Company representatives are invited and always welcome to visit campuses in order to interview students. The primary goal of the placement service is to assist graduates and those students who possess marketable skills in locating employment in the occupational field for which they have been trained.

**Follow-Up of Students**
The Louisiana Community and Technical College System Office mandates that Technical Colleges perform routine follow-up of all students. This data is used to indicate the success of the program and the employment success of the student. For this reason, students are asked to inform their instructors and/or the Director of Student Services of employment obtained during enrollment or following withdrawal from the campus. Periodically, the Student Services Office and/or the instructors will attempt to contact those students who have dropped from the campus to determine placement information. Employers of former students who have been employed in a field related to their training are also contacted through a survey questionnaire for the purpose of evaluating occupational programs.

**Continuing Education Programs**
Continuing Education courses are periodically offered to the public in subject areas having sufficient student interest. The purpose of continuing education courses shall be for upgrade training or retraining for an occupational field.

**Library**
The Northwest Louisiana Technical Community College Library was established in 2022 to support NLTCC's mission in "…providing the educational tools needed for quality workforce training and transfer opportunities to students seeking a competitive edge in today's global economy."

To increase the accessibility of the library across three campuses, the decision was made that the library would be predominantly online. As a member of The Louisiana Library Network (LOUIS) the NLTCC library can offer a multitude of databases such as Science & Technology Collection, CINAHL Complete, and MEDLINE. In addition, the library has curated Libguides for each program. The LibGuides include helpful websites, eBooks, open-source textbooks, and other media related to that program. EBSCO Discovery is available to easily search across all the available resources in one convenient search bar. Students and instructors can access these resources via EZ Proxy using their LoLA login information.

The library works with both students and instructors to provide digital and information literacy. The librarian visits each campus weekly to offer hands on assistance to students and has a virtual office via Microsoft Teams. Students can get assistance with computers, resumes, textbooks,

locating textbooks, etc. The librarian is also available to instructors upon request to provide library instruction, digital literacy, or information literacy.

The NLTCC library and its staff are dedicated to providing support to both instructors and students in achieving their educational goals. The library's website can be found at: https://www.nltcc.edu/students/nltcc-library

# Student Affairs

**Americans With Disabilities Act**

The College actively recruits prospective qualified persons, including those with disabilities. Title I and Title II of the Americans with Disabilities Act are strictly adhered to and the college will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training.

The College conforms to all rules and regulations of the Americans with Disabilities Act. The student must self-disclose by completing the Application for Accommodations Form and by providing appropriate documentation in the Student Services office.

**Coordinator for Section 504 and ADA**

Name/Title:                Alena Harris, Regional Instructional Coach
Office Address:          2010 North Market St, Shreveport, LA  71107
Phone Number:         318-676-7811
Email Address:          alenaharris@nltcc.edu
Days/Hours Available: Monday-Thursday – 7:30.AM - 5:00 P.M.
                              Friday 8:00 A.M. – 11:30 A.M.

**Title IX Coordinator**

Name/Title:                Amber Saunders, Director of Human Resources
Office Address:          9500 Industrial Drive, Minden, LA 71055
Phone Number:         318-371-3035
Email Address:          ambersaunders@nltcc.edu
Days/Hours Available: Monday-Thursday – 7:30A.M. - 5:00 P.M.
                              Friday 8:00 A.M. – 11:30 A.M.

Any person having inquiries concerning compliance with Title VI or IX (Equity), or Section 504 (Disability) is directed to contact the above appropriate coordinator or Director of Student Services at their individual campus.

**Food Services**

Vending machines are located at each campus and sell snacks and soft drinks. Consumption of food and beverages is not permitted in classrooms, or lab/shop areas. Food and drink stored in school lockers should be contained properly. Opened bottles and food packages should not be left in lockers at the end of the day. Any spills should be cleaned up by the student, or maintenance personnel should be called. Trash and food products should be disposed of properly.

**Confidentiality of Student Records**
LCTCS, consistent with the regulations of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), ensures students access to their education records maintained by the College, district, or campus and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. Only parties with the right to receive educational records pursuant to this policy and identified as such shall be entitled to receive the information. Final responsibility for interpretation of the provisions of this policy statement rests with the College/Campus Director of Student Services, who is also the custodian of the student's official education record.

**Family Education Rights and Privacy Act (FERPA)**
The College recognizes that maintaining student information and academic records is vital to the student's education and to institutional research. The College is obligated to exercise discretion in recording and disseminating information about all students to ensure that privacy is maintained.

NLTCC Campuses accord all the rights under the law to students who are declared independent of their parents. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to some personnel with the institution, to officials of other institutions of which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, to persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support (e. g., Income Tax Form 1040, etc.). The Act further provides that certain information designated as "directory information" may be released by the College about the student unless the student has indicated on their application or in writing that such information should not be released.

Directory information includes the student's name, address, telephone number, email address, date and place of birth, date of enrollment, division in which enrolled, classification, major, degree(s) earned, awards, participation in officially recognized activities, photograph, and the most recent previous educational agency or institution attended. A student who desires that any or all of the above-listed information not be released must notify the Student Services Office in writing.

**Student Grievances**
The College establishes the guidelines and standards for student grievances NOT involving an academic or grade appeal or financial appeal; refund appeals; admission appeals and other matters within the jurisdiction of other committees of the college. This policy reflects the College's commitment to the principles, goals, and ideals described in the Technical College Mission Statement and its core values.

Cases of challenges to student records through the Family Educational Rights and Privacy Act (FERPA) shall be referred to Campus Student Services Office. Student appeals relating to Financial Aid decisions, rules, and regulations shall be directed to the Campus Financial Aid Office. NLTCC Policy 2.020

## Definition of Grievance

A grievance is a complaint about the conditions or policies within a technical college or a complaint about the actions of employees, students, or instructors within the college that affect the college environment for the aggrieved student. A disciplinary action taken by the college administration against the student is not considered a grievance. Matters pertaining to discipline are to be resolved through the policies and procedures specified in the Board of Supervisors for the Louisiana Community and Technical College System procedure manual for the suspension and expulsion of students.

## Processing a Grievance

NLTCC Campuses adhere to the following grievance procedure regarding complaints about the conditions and policies within the technical college under the jurisdiction of the Board of Supervisors of the Louisiana Community and Technical College Board of Supervisors and the Louisiana Board of Regents. In cases where sexual harassment or sexual violence is the basis for the complaint, the NLTCC Sexual Harassment Policy HR 6.014, NLTCC Violence Free Campus Policy HR 6.021 and Grievance Procedure Policy 2.020 will be utilized. Informal and formal grievance procedures are outlined for students and parents. All grievances should be presented within ten days from the date the grievant became aware of the cause of such grievance. The grievant should try to resolve the problem first by discussing the problem with the individual who is the cause of the complaint, if possible. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

### Informal Procedures:

1. If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled.

2. If the complaint is about an instructor or other college employee, discuss the problem with the instructor or employee first, then the Director of Student Services, then the Assistant Campus Dean, and lastly the Campus Dean.

If a satisfactory solution is not reached using informal procedures, the grievant may file a formal grievance for resolving the matter.

### Formal Procedures:

1. The grievant submits, in writing, to the Campus Dean a student grievance form from Policy 2.020 Attachment C, SA100.45.
2. Upon receiving the grievance, the Campus Dean will appoint a committee to investigate the complaint at a formal hearing. The committee shall be comprised according to policy 2.020 Section 223.3.1.
3. Within five college days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee informing them of the date and time for the hearing. Both the grievant and alleged offender will be sent a copy of the written grievance with this notification. Each party will be notified of the right to call witnesses and have legal counsel present at the hearing.

4.  The committee will conduct an inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.
5.  Within ten days of the hearing, the findings and recommendations of the committee will be submitted, in writing, to the Campus Dean.
6.  The Campus Dean will submit his decision, in writing, by certified mail to both parties within five days of receiving the report from the committee.
7.  If the results of the investigation are not satisfactory to either party, an appeal can be made to The College Chancellor.
8.  After all policy SA 1930.262 procedures at the institution level are exhausted; an appeal can be made to the LCTCS Senior Vice President of Career and Technical Education.
9.  If a successful resolution is not achieved at this point, the student has the right to appeal to the Board of Supervisors for the Louisiana Community and Technical College System, and then to the accreditation agency, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30346, (770) 396-3898, council.org.

All documentation of allegations, findings, and action taken are to be kept in a confidential file. Addresses and telephone numbers of accreditation, governance, LCTCS Board of Supervisors, and Advisory Council members can be found in this catalog.

The college maintains records on student complaints that are filed in accordance with the grievance policy to ensure acceptable quality in the educational programs offered by the college.  Because of the serious nature involved in cases of harassment, LCTCS maintains a separate policy involving grievance based on harassment.  The policy provides that harassment be reported to an immediate supervisor (in the case of students their instructor, department head, or campus dean).

**Media Release**
Photographs, quotes, and other forms of media information may be taken of persons in classrooms, labs, or on the NLTCC Campus' grounds.  These forms of media may be used for public relations and publications without the expressed consent of the individuals photographed. A student who desires that any or all of the above-listed information not be released must notify the Student Services Office in writing.

## STUDENT CONDUCT/SAFETY

Students are expected to conduct themselves at all times in a manner acceptable to standards prescribed by society and the campus.  Each technical college student is responsible for his/her own actions while enrolled and in attendance at NLTCC.  The mission of The College is to prepare students for employment.  This mission includes preparing the students to get along with their peers, their superiors, and to act in accordance with all rules and regulations.

**Campus Safety**
At NLTCC Campuses, the safety of students, personnel, and visitors is of great importance.  The campus assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety.  While it is the college's objective to train for skill and speed, it is policy that safety shall not be sacrificed for speed or shortcuts.  Every attempt shall be made to reduce

the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs.

It is the intent of the College to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA standards, and standards set by the manufacturers of equipment used in training. Each student should be alert to prevent injury to themselves and to others. Students should avoid damaging equipment, tools and buildings. All safety practices should be followed at all times in the operation of equipment.

Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment on which they have not received training by the instructor. Students may work in the shop areas only when the instructor is on duty in the shop. Students are to stay in their department at all times, except when ordered to another department by the instructor. Visiting from shop to shop is not permitted. In case of sickness or minor accidents, students should first inform the program instructor. If necessary, college personnel will telephone emergency contact or emergency personnel to come to the school for the injured or sick student. No emergency or sick room is maintained on campus.

A first-aid kit is located in each department and in the office and is readily available for student use. In case of a serious accident, an ambulance may be summoned. All medical expenses are borne by the student. The campus safety coordinator shall be conferred with in all safety/accident situations.

**Safety Rules for Students**
In addition to general safety rules, each department or shop has rules pertaining to their program which are frequently discussed in classes and in safety meetings. The general safety rules at NLTCC for employees and students are as follows:
- All NLTCC campuses are smoke free. ACT 211
- Horseplay and fighting will not be tolerated on campus.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated on the campus grounds. Inform your instructor if you are required to take medication during class hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability is required.
- Before beginning work, notify your instructor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect the workstation for potential hazards and ensure that the equipment is in safe operating condition before using it.
- Immediately report any recognized potentially unsafe condition or act to your instructor and also document it on the Hazard Control Log posted in the department.
- If there is any doubt about the safe work method to be used, consult the instructor before beginning work.
- Immediately report accidents and property damage to an instructor regardless of the severity so an Incident/Accident Report can be completed.

- Follow recommended work procedures outlined for the job including any safe work methods described in the job safety analysis.
- Maintain an orderly environment and work procedure. Store all tools and equipment in a designated location. Put scrap and waste material in designated refuse container.
- Report any smoke, fire, or unusual odors to your instructor or administration.
- Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the instructor.
- Never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
- Fasten restraint belts before starting any motor vehicle.
- Obey all driver safety instructions.
- Know departmental rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to departmental rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Students who do not comply with campus safety rules will not be allowed to remain on campus.

**Dress Code**
NLTCC conducts programs to prepare individuals for employment. Employers from business and industry consider good appearance and good personal hygiene prerequisites for employment. All students must wear clothing that is appropriate for the occupations in which they receive training. Personal hygiene should be a daily practice. While in training, the students should groom themselves for acceptance by future employers. Dress codes for shop areas are to be consistent with safety standards. Students dressed inappropriately will not be allowed in the lab/shop and may receive a failing grade on any assignments or quizzes for that day. Specific instructions concerning attire will be provided to each student by the program instructor or program dean.

**Violence Free Campus**
The College is committed to maintaining a safe learning and working environments for all students, faculty and staff that is fair, humane, and responsible- an environment that supports career and educational advancement on the basis of job and academic performance. Sexual violence, domestic violence, dating violence, sexual assault, stalking or any other type of harassment subverts the mission of The College and offends the integrity of our college. In accordance with the Campus Sexual Violence Elimination Act (Campus SaVE Act) and 2013 Violence Against Women Reauthorization Act, the College is actively working to increase transparency about the scope of sexual violence on campus, guarantee survivors enhanced rights, and provide College-wide prevention educational programming. NLTCC Policy 2.015

The College will not tolerate threats or acts of violence, including but not limited to acts of domestic violence, dating violence, sexual assault, stalking, and harassment on any campuses. There will also be no harassment and/or violence based upon the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, pregnancy, childbirth and related medical conditions and sickle cell trait. Such harassment is unacceptable behavior and will not be tolerated. NLTCC Policy 8.001

**Firearms**
All firearms and dangerous weapons are banned from all campus buildings and grounds. This policy applies to all college employees, students, and to all individuals who, while not NLTCC employees, perform work at The College for its benefit.

**Anti-Hazing**
The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and NLTCC are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801, 17:1801.1, 17:1805, 14:40.8, 14.502, mandatory Acts 382, 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NLTCC for all students who participate in the institutions' activities and organizations.

**Harassment**
Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of the LCTCS (approved by B.O.S. on June 13, 2001) that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance or regulation.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, or academic performance.

Workplace harassment infringes on employees' right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee - male or female - should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, an example of conduct that is prohibited includes:

1. Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures

2. Unwelcome or unwanted conversations
3. Unwelcome or unwanted touching
4. Continued or repeated verbal abuse of a sexual nature
5. Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
6. Offensive comments regarding sexual or private matters
7. Display of sexually suggestive pictures, objects
8. Offensive jokes
9. Verbal abuse, comments, names or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability
10. Any other offensive or abusive physical, visual, or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with the LCTCS. It is the policy of the LCTCS that no member of the LCTCS community may harass another.  This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS.

**Procedure for Filing a Complaint**
A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs.  Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department.  All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file at the institution's Vice Chancellor's Office and in the office of the system president for the LCTCS system office staff. Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to student services personnel or to the Vice Chancellor of Academics, Student Affairs, and Workforce.  No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct.  In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources.

LCTCS Director of Human Resources
(225) 922-2800
Louisiana Community and Technical College System
265 South Foster Drive
Baton Rouge, LA 70806-4104.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible.  A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation.  LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint or responds to questions in regard to having witnessed prohibited harassment.  False charges are treated as serious offenses and may result in disciplinary

and/or civil action. Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies in place governing students.

**Social Media Policy**

Social media from the College is intended to supplement, not replace, the channels currently in place for press, news, events, announcements, and student communication. Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and Instagram."

The College may take corrective action when it receives notice of social media conduct or content by a student (including an admitted student and/or applicant for admission) which violates:
1. Any College policy.
2. "Established and published standards for professionalism" (as defined below); and or state/federal law (where there is sufficient connection to and/or justified concern related to the College).

Prohibited conduct includes:
1. The use of social media involving the use of NLTCC Technology resources in a manner inconsistent with the policies and procedures applicable to such use, including a NLTCC email account, NLTCC electronic media (including official College, departmental and student organization social media pages and accounts), and official NLTCC websites.
2. The use of social media involving a true threat, which occurs where the speaker communicates a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, such as threatening to assault an individual or group, or other conduct that substantially disrupts another's work performance or the College's ability to execute its mission in violation of the Student Code of Conduct, Threat Management Policy, or other College Policy.
3. The use of social media involving statements directed to inciting or producing imminent violations of law under circumstances such that the statements are likely to actually and imminently incite or produce violations of law or are in violation of the Student Code of Conduct, Threat Management Policy or other College Policy.
4. The use of social media involving the publication or posting of materials, including comments or conduct constituting discrimination, harassment, retaliation or other conduct prohibited by the College's Policy Prohibiting Discrimination, Harassment, and Sexual Harassment or state/federal law; or the use of social media is used to intentionally share false information about another in violation of College policy, that could damage their reputation, result in financial loss or cause mental suffering (otherwise known as defamation); or the use of social media to intentionally inflict severe emotional distress on another individual as defined by state law; or the use of social media to violate an individual's privacy as defined by state and/or federal law. Harassment may include incidents such as "cyberbullying" and "doxing," if such conduct is sufficiently severe, pervasive and objectively offensive as to affect an individual's access to the College's

education program and activities and otherwise meets the definition of a form of harassment under the College's policies.

5.  The use of social media to cause a material and unreasonable interference with the education, public service and outreach missions of the College. In determining whether conduct meets this standard, the College will consider evidence that the conduct is (a) unconnected to any legitimate educational purpose and (b) made with the purpose and effect of causing a material and disruption of an individual's participation in the College's educational program and activities. In determining whether conduct meets this standard, the College may, in its discretion, consider evidence that the conduct is connected to a well-founded expectation of disruption—especially one based on past incidents arising out of similar conduct.

6.  The use of social media in a way that violates the College's Student Code of Conduct or any established and published standards of professionalism for a student defined as: any department, program, course, instructor, classroom or club/organization rules, standards or expectations addressing ethical and professional conduct standards of a student's prospective/current profession and/or affiliation, as set forth on the College's website, in a course syllabus, in student/club/organization handbooks/expectations, or in other materials distributed or communicated to students by the College (which rules, standards or expectations may be more restrictive than the standard College student policies).

**Drug Free Schools and Communities Act**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program must include the following:

1.  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;
2.  Description of legal sanctions;
3.  Clear statement of the College's sanctions for violations;
4.  Description of any drug and alcohol counseling, treatment, or rehabilitation services;
5.  Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

Alcohol and Drug 101 information may be found in the appendix

In an effort to assure compliance with Public Law 101-226, all facilities of The College are designated as Drug Free Zones.  It is unlawful to possess, use, or distribute illicit drugs on college property or at any college-sponsored event.  Alcohol and drug use is a major issue in the community and on college campuses.  Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety.  In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws.  College policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity.  All state, local, and federal laws are enforced and may result

in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced.

**Drug/Alcohol Testing**
Upon acceptance into a program with a clinical component, each student will be required to sign an Authority to Release Drug and/or Alcohol Testing Records release form and is assessed a non-refundable drug screen fee. Drug testing can be performed randomly, selectively or as a group. Refusal of the program student to submit to a drug test or a positive drug screen indicating alcohol or drug use will result in the student's immediate dismissal from the program. Students are responsible for paying all drug screen related fees.

A student who has been dismissed from a program for a positive drug screen indicating alcohol or drug use may reapply to the program from which he/she was dismissed or to another clinical program after a period of one year with the understanding that the positive drug screen will remain on his/her record. Should a student have another positive drug screen, the student will be dismissed from the program immediately and shall not be permitted to apply to any NLTCC allied health program.

Programs with a clinical component also abide by regulations set forth by accreditation agencies, state and federal regulatory boards/agencies, and state and federal law. Program specific management of positive drug/alcohol screen results may vary due to these external requirements. Program specific management is outlined in the program handbook.

**Tobacco-Free Campus**
The College's tobacco-free policy prohibits all faculty, staff, students, visitors, vendors, contractors, and all others from using tobacco products of any kind (cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, etc.) on any property owned, leased or controlled by the College. Act 211 of the 2013 Regular Session of the Louisiana Legislature

**Search and Seizure Policy**
Lockers and desks are the property of The College campuses and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the campus, they are subject to search for any contraband at any time, upon the reasonable belief of campus administrators that said lockers and desks may contain material which is not allowed on campus. Bringing a toolbox and operating a motor vehicle are privileges granted to students. The granting of these privileges is conditioned upon the consent of the students to a search by the campus administration of said toolboxes or motor vehicles that may be on campus in order to determine if said toolboxes or motor vehicles contain material which is not allowed on campus. This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the campus administrators determine a need for such involvement.

**Solicitations**
Students are not permitted to solicit money from the student body for any cause unless permission is granted by the campus administration. Students should not solicit donations, loans, cigarettes, or rides in personal cars from faculty, staff, or other students.

**Housekeeping**
The college is public property, owned by the State of Louisiana and each citizen of the State of Louisiana. It is the responsibility of each student to take care of the property of the college as though it were personal property. Maintenance personnel are employed to maintain the building, but it is also incumbent upon each student to do their part in "housekeeping." Students should pick up their own trash and dispose of it properly-this includes in the classroom, shop areas, student lounge, restrooms, and outside on the campus grounds. Students should take pride in the appearance of the entire facility. An added incentive in good housekeeping practices is safety. Safety is not possible in a disorganized class or cluttered shop. Housekeeping, closely related to safety, is part of each student's training. Cleanup time is incorporated into the daily routine for each program. All students are required to participate in this cleanup.

**Equipment**
College vehicles will not be operated by unauthorized personnel, except in emergencies. Unnecessary use of equipment, fuel, or electricity will be avoided. Equipment and commodities will be properly stored. Lost or stolen property will be reported immediately to the program instructor or campus administration. College property will not be taken from the premises.

**Personal Property**
The college will not be held responsible for personal property of students. Automobiles and other items cannot be left on campus property without permission from campus administrator. No illegal or hazardous property is allowed. Lost or stolen property should be reported to the program instructor. Items that are considered a deterrent to studies are not allowed.

**Visitors**
Visitors on NLTCC campuses must report to the administrative office. Those desiring information about the campus or its programs will be assisted by the college staff. After visitors have secured the information desired or otherwise completed their business, they are expected to leave. Loitering is not permitted on campus. Students are not permitted to bring visitors to class as this diverts from the learning process. If a student has friends who are interested in learning about The College, they should come in to speak with the Student Services staff.

# Student Life

**Student Government Associations**
LCTCS has established Student Government Associations, which operate under a constitution that is prepared by and for each campus. The Student Government Association (SGA) on each campus will be assigned an advisor who will serve as a liaison between the SGA and the college administration. The Vice Chancellor of Academics for the college will designate the advisor.
The Student Services Director in charge of each SGA on each campus has overall responsibility for ensuring that the Student Government Association is administered in accordance with the policies of the LCTCS Board of Supervisors and the guidelines of this memorandum.

Election of Officers: Each Spring semester there will be an election of Student Government Association Officers. This election will be conducted by incumbent SGA Officers and supervised and coordinated by the SGA Advisor.

Tuition Waivers for SGA Officers: A waiver of in-state tuition exclusive of self-assessed fees according to policy, summer included will be granted for Fall and Spring Semesters to the two elected SGA officers at each campus. Tuition waivers for SGA will not exceed the costs of three full-time equivalent students and will remain in effect for the duration of the respective terms of office.

There will only be two SGA officers at each campus who will take office during the Summer semester. At that time, the tuition waiver for the SGA President will be $500 and the waiver for the Secretary/Treasurer will be $250. The waiver will be applied toward tuition and will not result in a refund. The waiver will remain in effect for the duration of the respective terms of office.

A student is not allowed to receive more than one state funded waiver (546, SGA, Financial Aid Initiative, Chancellor Waiver, etc.).

While running for office and if elected, the SGA Officers listed above must:
1. Be enrolled in and maintain at least 9 credit hours;
2. Be in good academic standing; and
3. Maintain the required cumulative and semester grade point average (GPA) as deemed by the SGA Constitution.

Executive Officers (i.e., President, Secretary/Treasurer) must be degree seeking and may not serve as officers more than two consecutive academic years. Receipt of tuition waiver, by the above-listed SGA Officers, shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution. For specific policies and procedures of Student Government Associations (SGAs) please refer to www.nltcc.edu for Policy and Procedures Memorandum #SA1930.265.

**SkillsUSA**
SkillsUSA is a national organization for trade, industrial, technical, and health occupations students. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. It also provides quality educational experiences for students in leadership, teamwork, citizenship, and character development. Skills USA programs include local, state, and national competitions where students demonstrate occupational leadership skills. Statewide competitions are held each spring and the National competitions are held in the summer.

**Board of Regents Council of Student Body Presidents (COSBP)**
One individual will be chosen from among the three SGA Presidents to fill the role of COSBP for the college. The responsibilities of this position will be to represent the college at four statewide meetings throughout the year and attend an annual trip to Washington, DC.

**Phi Theta Kappa**
Phi Theta Kappa (PTK) is an international honor society for two-year college students. It is the largest honor society in higher education. Each spring, The College participates in the PTK's All-Louisiana Academic Team through the Louisiana Community and Technical College System. Outstanding students that also demonstrate leadership at The College and/or within their

community, are nominated as potential members of this all-state academic team. PTK honorees receive a medallion that can be worn at graduation.

# Appendix

**Acts of Violence** -Acts of violence include any physical actions, with or without a dangerous weapon, whether intentional or in reckless disregard, that harms or threatens the safety of another individual in the workplace.

**Threat of Violence** -A threat of violence is any act or statement, which by its very nature causes a reasonable person to fear for his/her safety or that of another person.

**Domestic Violence** -A pattern of coercive behavior that is used by one person to gain power and control over another which may include physical violence; sexual, emotional or psychological intimidation; verbal abuse; stalking or economic control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds; in heterosexual and same sex relationships, living together or separately, married, or unmarried, in short term or long-term relationships. Domestic violence is a major cause of injury to women, although men may also be victims of such violence.

**Dating Violence** – a pattern of physical, emotional verbal and/or assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship.

**Relationship Violence** – includes both domestic violence and dating violence.

**Intentional** - Intentional is a state of mind that exists when circumstances are such that a person either actively desires or, in the ordinary course of human experience, must have known, that the consequences of his/her act or failure to act would result from his/her action or inaction.

**Stalking** – the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

**Dangerous Weapon** - a "dangerous weapon" means any firearm, knife, gas, liquid, or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

**Sexual Assault** - Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the

definition of sexual assault.  Consent CAN NEVER be given by anyone under the age of sixteen.  Sexual Assault includes, but is not limited to the following:
- Rape
- Acquaintance rape (friend, classmate, peer, co-worker, partner, etc.)
- Incest
- Sexual assault with an object
- Forcible sodomy
- Forcible oral sex
- Forcible fondling

**Consent**- Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement.  Consent is an affirmative, conscious decision- indicated clearly by words or actions- to engage in mutually accepted sexual contact.  Consent must be ongoing and can be revoked at any time.  Consent to some sexual acts does not imply consent to others, nor does past consent to a particular act imply present consent.

A person forced to engage in sexual contact for force, threat of force, or coercion has not consented to contact.  Lack of mutual consent is the crucial factor in any sexual assault.  Consent CANNOT be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential.  Examples include, but are not limited to being:
- Unconscious
- Frightened
- Physically or psychologically pressured or forced,
- Intimidated
- Substantially impaired because of a psychological health condition
- Substantially impaired because of voluntary intoxication
- Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance.

**Workplace** -Workplace includes all facilities, premises or equipment and any location, leased or otherwise, where NLTCC employees are engaged in college business.

Part II:  NLTCC Program Catalog
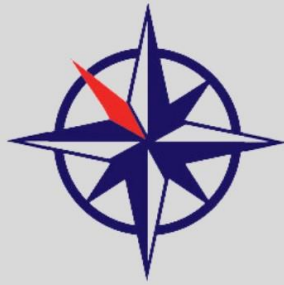
CATALOGUE

# Northwest Louisiana Technical Community College

## 2023-2024

# Programs of Study

**Program Offerings and Length**

NLTCC Campus is authorized by the Louisiana Community and Technical College System (LCTCS) to offer the following curricula and to grant the credentials listed below. Please note the type of programs and their associated initials:

- CTC - Career and Technical Certificates
- CTS - Certificate of Technical Studies
- TD - Technical Diploma
- AAS - Associated of Applied Science

**Certificate Of Technical Studies**

Heavy Equipment Vehicle Operator
Patient Care Technician

**Technical Diploma**

Advanced Manufacturing Technology
Automotive Technology
Barber Styling
Business Office Technology
Diesel Powered Equipment Technology
Electrician – Industrial Electrician
HVAC Technician
Industrial Instrumentation and Electrical Technician
Industrial Maintenance Technology
Information Technology
Practical Nursing
Welding

**Associate Of Applied Science**

Associate Of Applied Science in Business Office Administration
Associate Of Applied Science in Industrial Instrumentation and Electrical Technology
Associate Of Applied Science in Practical Nursing

## PROGRAMS LISTED BY CAMPUS

| NLTCC Minden Campus-Main Campus – Minden, LA | | |
|---|---|---|
| **Program Name** | **Degree Type** | **Credit Hours** |
| Associate of Applied Science in Business Office Administration | AAS | 60 |
| Associate of Applied Science in Industrial Instrumentation & Electrical Technology | AAS | 60 |
| Associate of Applied Science in Practical Nursing | AAS | 60 |
| Advanced Manufacturing Technology | TD | 45 |
| Business Office Technology | TD | 45 |
| Industrial Instrumentation & Electrical Technician | TD | 45 |
| Industrial Maintenance Technology | TD | 45 |
| Patient Care Technician | CTS | 29 |
| Practical Nursing | TD | 56 |
| Welding | TD | 45 |

| NLTCC Mansfield Campus - Mansfield, LA | | |
|---|---|---|
| **Program Name** | **Degree Type** | **Credit Hours** |
| Associate of Applied Science in Business Office Administration | AAS | 60 |
| Associate of Applied Science in Industrial Instrumentation & Electrical Technology | AAS | 60 |
| Associate of Applied Science in Practical Nursing | AAS | 60 |
| Business Office Technology | TD | 45 |
| Industrial Instrumentation & Electrical Technician | TD | 45 |
| Industrial Maintenance Technology | TD | 45 |
| Patient Care Technician | CTS | 29 |
| Practical Nursing | TD | 56 |
| Welding | TD | 45 |

| NLTCC Shreveport Campus - Shreveport, LA | | |
|---|---|---|
| **Program Name** | **Degree Type** | **Credit Hours** |
| Associate of Applied Science in Business Office Administration | AAS | 60 |
| Associate of Applied Science in Practical Nursing | AAS | 60 |
| Automotive Technology | TD | 45 |
| Barber Styling | TD | 45 |
| Business Office Technology | TD | 45 |
| Diesel Powered Equipment Technology | TD | 45 |
| Electrician - Industrial Electrician | TD | 45 |
| HVAC Technician | TD | 45 |
| Industrial Maintenance Technology | TD | 45 |
| Information Technology | TD | 45 |
| Patient Care Technician | CTS | 29 |
| Practical Nursing | TD | 56 |
| Welding | TD | 45 |

| NLTCC Camp Minden - Instructional Service Center - Minden, LA | | |
|---|---|---|
| **Program Name** | **Degree Type** | **Credit Hours** |
| Heavy Equipment Vehicle Operator | CTS | 28 |

# Programs & Curricula

## Associate of Applied Science in Business Office Administration

**Description**

The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive training in office technology, software and hardware skills, customer service, and strong work-place skills required for success in the workplace.

**Program Learning Objectives**

1. Demonstrate competence in a core set of skills including customer service, keyboarding and formatting, computer literacy, English, mathematics, and general office skills.
2. Compose and produce appropriate business documents and written communications.
3. Demonstrate a working knowledge of word processing, spreadsheet computer applications, and other business machinery.
4. Demonstrate working knowledge of business and medical terminology as well as various office procedures including insurance billing and coding.
5. Demonstrate knowledge of and apply specific accounting principles as appropriate.
6. Demonstrate a general understanding of a business model and entrepreneurship spirit in a capitalistic economy.
7. Communication Skills **-** Develop, interpret, and express ideas and information through written, oral and visual communication that is adapted to purpose, structure, audience, and medium.
8. Critical Thinking Skills - Gather, analyze, synthesize, evaluate and apply information for the purposes of innovation, inquiry, and creative thinking.
9. Empirical and Quantitative Skills - Apply mathematical, logical and scientific principles and methods through the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
10. Personal Responsibility - Identify and apply ethical principles and practices to decision-making by connecting choices, actions and consequences.
11. Social Responsibility (Civic and Cultural Awareness) - Analyze differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
12. Scientific Reasoning - Apply scientific concepts to explain the natural world.

## Curriculum

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| **Required Core Courses** | | | | |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| BUSI 1013 | Introduction to Management | 2/2 | 3 | 90 |
| BADM 1050 | General Business Administration | 2/2 | 3 | 90 |
| BUSF 1023 | Entrepreneurship | 2/2 | 3 | 90 |
| BUSE 1100 | Business English | 2/2 | 3 | 90 |
| BUSM 1050 | Business Math | 2/2 | 3 | 90 |
| HIST 1010<br>HIST 1020<br>HIST 2010<br>HIST 2020 | Western Civilization I<br>*Or* - Western Civilization II<br>*Or* - American History I<br>*Or* - American History II | 3/0 | 3 | 45 |
| **Required Courses Total** | | | **33** | **945** |
| **Area of Concentration (Choose Only One)** | | | | |
| **Accounting Office Specialist** | | | | |
| ACCT 1100 | Principles of Accounting, Part I | 2/2 | 3 | 90 |
| ACCT 1200 | Principles of Accounting, Part II | 2/2 | 3 | 90 |
| ACCT 1300 | Principles of Accounting, Part III | 2/2 | 3 | 90 |
| ACCT 1250 | Payroll Accounting | 2/2 | 3 | 90 |
| ACCT 1500 | Computerized Accounting | 2/2 | 3 | 90 |
| **Accounting Office Specialist Total** | | | **15** | **450** |
| **Internet Business Specialist** | | | | |
| INTE 1200 | Operating Systems | 2/2 | 3 | 90 |
| INTE 1210 | Introduction to Programming | 2/2 | 3 | 90 |
| INTE 1300 | Internet Applications | 2/2 | 3 | 90 |
| INCT 1900 | Web Page Design | 2/2 | 3 | 90 |
| INTE 2261 | Desktop Support | 2/2 | 3 | 90 |
| **Internet Business Specialist Total** | | | **15** | **450** |
| **Medical Office Specialist** | | | | |
| BOTH 1300 | Medical Office Terminology | 2/2 | 3 | 90 |
| BOTH 1120 | General Body Structure | 2/2 | 3 | 90 |
| BOTH 1210 | Administrative Procedures for Medical Offices | 2/2 | 3 | 90 |
| BOTH 1230 | Insurance Billing | 2/2 | 3 | 90 |
| BOTH 1240 | Coding | 2/2 | 3 | 90 |
| **Medical Office Specialist Total** | | | **15** | **450** |
| The Required Core Courses PLUS the Chosen Area of Concentration<br>Comprise the Technical Diploma in Business Office Technology<br>**TD – Business Office Technology** | | | **48** | **1443** |

| General Education Courses | | | | |
|---|---|---|---|---|
| ENGL 1015 | English Composition I | 3/0 | 3 | 45 |
| MATH 1015 | College Algebra | 3/0 | 3 | 45 |
| PSYC 2015 | Introduction to Psychology | 3/0 | 3 | 45 |
| PHSC 1015 | Physical Science I | 3/0 | 3 | 45 |
| BIOL 1010 | *Or* - General Biology I | | | |
| The General Education Courses PLUS the TD in Business Office Technology Comprise the Associate of Applied Science in Business Office Administration **AAS – Business Office Administration** | | | **60** | **1575** |

| Other Credentials Available | | | | |
|---|---|---|---|---|
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| **CTC – Office Computer Specialist** | | | **12** | **360** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| **CTC – Customer Service Specialist** | | | **6** | **180** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| ACCT 1100 | Principles of Accounting, Part I | 2/2 | 3 | 90 |
| ACCT 1200 | Principles of Accounting, Part II | 2/2 | 3 | 90 |
| ACCT 1300 | Principles of Accounting, Part III | 2/2 | 3 | 90 |
| ACCT 1250 | Payroll Accounting | 2/2 | 3 | 90 |
| ACCT 1500 | Computerized Accounting | 2/2 | 3 | 90 |
| **CTS – Accounting Office Specialist** | | | **30** | **900** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| INTE 1200 | Operating Systems | 2/2 | 3 | 90 |
| INTE 1210 | Introduction to Programming | 2/2 | 3 | 90 |
| INTE 1300 | Internet Applications | 2/2 | 3 | 90 |
| INCT 1900 | Web Page Design | 2/2 | 3 | 90 |
| INTE 2261 | Desktop Support | 2/2 | 3 | 90 |
| **CTS – Internet Business Specialist** | | | **30** | **900** |

| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
|---|---|---|---|---|
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| BOTH 1300 | Medical Office Terminology | 2/2 | 3 | 90 |
| BOTH 1120 | General Body Structure | 2/2 | 3 | 90 |
| BOTH 1210 | Administrative Procedures for Medical Offices | 2/2 | 3 | 90 |
| BOTH 1230 | Insurance Billing | 2/2 | 3 | 90 |
| BOTH 1240 | Coding | 2/2 | 3 | 90 |
| | **CTS – Medical Office Specialist** | | **30** | **900** |

## Course Descriptions

### ACCT 1100    Principles of Accounting, Part I
This course is designed to teach fundamental accounting principles for a service business. It is intended to provide a foundational knowledge of accounting as opposed to advanced understanding.  Upon successful completion of both Principle of Accounting Courses, students will be adequately prepared for entry level bookkeeping positions.

### ACCT 1200    Principles of Accounting, Part II
This course is designed to be a continuation of ACCT 1100 expanding upon fundamental accounting principles specific to accounting for Cash and Payroll and accounting for a Merchandising Business.  It is intended to provide a foundational knowledge of accounting as opposed to advanced understanding.  Upon successful completion of both Principle of Accounting Courses, students will be adequately prepared for entry level bookkeeping positions.

### ACCT 1250    Payroll Accounting
This course is designed to introduce students to payroll accounting in today's complex environments and focuses on applicable laws, technology advancements in the administration of payroll functions, and with tax withholding responsibilities.

### ACCT 1500    Computerized Accounting
This course provides an integration of accounting principles and methods with modern computer software.  Simulation emphasizes a hands-on approach to setting up an accounting system, completing an accounting cycle, accounting for payroll, and analyzing financial statements.

### BADM 1050   General Business Administration
A survey of business, introducing the major operations of a business, including production, marketing, finance, and management.  The course also examines the economic, social, and political environment of business and prepares the student for further collegiate education in business.

*BIOL 1010     General Biology I*
This course introduces non-majors to science through a study of the basic principles of biology and will focus on the unity and diversity of life.  The topics will include biological chemistry, metabolism, cell biology, molecular biology, genetics, evolution, and ecology.

*BOTH 1120    General Body Structure*
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.

*BOTH 1210    Administrative Procedures for Medical Office*
This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal.  Beginning front office activities in a medical office such as scheduling, insurance, billing, using, and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered.  Practical application activities are integrated throughout this course.

*BOTH 1230    Insurance Billing*
This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT).  Students may participate in selected clinical sites as part of this course, if available.

*BOTH 1240    Coding*
This course covers the importance of accurate coding for the success of any healthcare facility or provider's office because correct coding determines proper processing of claims for reimbursement.

*BOTH 1300    Medical Office Terminology*
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine.  Emphasis is placed on building medical terms using prefixes, suffixes, and word roots.  Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

*BOTH 2110    Medical Office Transcription*
This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding.  Students may participate in selected clinical sites as part of this course, if available.

*BUSE 1100    Business English*
This course includes a concentrated and intensive study of English grammar and usage as applied to business documents and applications, a study of concepts and methods of business communication, and engaging the student with practice in the various modes of business communication (e-mails, memos, etc.).

### BUSF 1023    Entrepreneurship

This course is designed to introduce the student to early development, planning, formation, and management of entrepreneurial ventures.  Emphasis will focus on fundamental business concepts; start-up team issues; entrepreneurial thinking and creativity, business plan creation; life cycle of opportunity and assessment; feasibility analysis; business implementation; new product introduction; and seeking funds.

### BUSF 1050    Personal Finance

Instruction in budgeting, credit, investment, insurance, real estate, and other areas of money management.  A study of the methods of financing, including sources and applications of funds, net worth statement analysis, financial planning, cash flow statement analysis, stocks, bonds, mutual funds, time value of money, and basic risk analysis.

### BUSI 1013    Introduction to Management

The roles, functions, and styles of managers, specifically principles and procedures for planning, organizing, leading, and controlling organizations, are addressed in this introductory course. Emphasized is the practical application of theory to reality. Students focus on the techniques, tools, and methods of managerial decision making and employee motivation, as well as consider the effects of ethical leadership and management practices on an organization.

### BUSM 1050    Business Math

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

### CPTR 1002    Computer Literacy & Applications

This course is an introductory study and application of computer system components and operating system environments.  Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### CPTR 1320    Spreadsheets

This course focuses on the fundamentals of producing spreadsheets and graphs.

### CSRV 1000    Customer Service

This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### ENG 1015    English Composition

This course focuses on drafting and revising academic writing assignments that will guide you through the research process in preparation for writing one longer persuasive research essay.  All writing assignments emphasize the importance of writing processes, such as brainstorming, drafting, and revising.

*HIST 1010    Western Civilization I*
This course is surveying the periods from to the earliest cultures to 1648 and includes the contributions of the Romans and the Christian church, feudalism and rise of national states and ends with the Renaissance and Reformation.

*HIST 1020    Western Civilization II*
The purpose of this course is to provide an overview of the major political, social, and economic transformations that have shaped the world from the period following the Reformation to today. They will look closely at the ways in which societies and individuals have responded to changes through time.

*HIST 2010    American History I*
A survey of American history through the pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras.

*HIST 2020    American History II*
This course is a survey of American history beginning after reconstruction including industrial expansion and related problems, imperialism, World War I and aftermath, depression and New Deal, World War II, and the area of growth and expansion since the war.

*INCT 1900    Web Page Design*
This course allows the student to develop a working knowledge of a website programming software package.  The student will plan, design, build, and publish an easy to navigate web site. Web authoring software packages like Adobe CS6 or other popular applications will be introduced to build web sites and enhance skills.  Various web authoring languages for Client-side like HTML, CSS, JavaScript will be introduced.

*INTE 1200    Operating Systems*
This course introduces operating system basics with the intent of giving students a deeper understanding of various operating systems.  Operating systems covered include Windows 7 through Windows 10 desktop operating systems, Windows Server, UNIX/Linux, and macOS. Students will learn some networking basics and information for how to create mixed environments.

*INTE 1210    Introduction to Programming*
This course is designed to teach students the basic and advanced topics in personal computer operating systems.  It is a hands-on study of computer operating systems through skills-based, project-oriented instructions using the most popular operating systems used in business and industry. Windows 10 and Windows 7 will be the main subject of study.  However, other operating systems like Linux and Apple OSX for the Mac will be discussed.  The course also prepares students for industry-based certifications.  The course includes but is not limited to the following subject areas; Installation, Administration, Optimization, Management and Troubleshooting aspects associated with managing Windows desktop operating systems from standalone to network environments.

*KYBD 1010    Introductory Keyboarding*
This course is an introduction to basic keyboarding terminology and touch typing.  Emphasis is placed on speed, accuracy, and correct techniques.

*KYBD 1200    Word Processing*
This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques.

*MATH 1015   College Algebra*
Topics from algebra including complex numbers; radical and rational equations; linear and quadratic equations and inequalities, absolute value equations and inequalities; lines and slope; graphs; inverse, exponential, and logarithmic functions; systems of equations and inequalities; conics; applications.

*MATH 1300   Contemporary Mathematics*
This course is designed as an introduction to topics in contemporary mathematics.  Topics will vary but may include problem solving and reasoning, set theory and Venn diagrams, perspective and symmetry in art, graph theory, elementary number theory, optimization, numeracy in the real world, geometry, and apportionment and voting methods.

*OSYS 1100    Records Management*
This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act.

*OSYS 2530    Office Procedures*
This course focuses on understanding the role of the office professional in today's changing office environment.  Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects.  Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.

*PHSC 1015    Physical Science I*
This course is designed to survey the wonders of the physical universe through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system, and other key topics in astronomy.  Not intended for science and engineering majors.

*PSYC 2015    Intro. To Psychology*
This course is designed to provide you with an introduction to psychological theory and research. Topics considered include the nature of psychology and its history, research practices, learning and conditioning, developmental psychology, personality, social psychology, psychopathology, and psychotherapy.

# Associate of Applied Science in Industrial Instrumentation & Electrical Technology

**Description**

This program offers training in the field of instrumentation technology. Students are prepared to be competent, qualified instrument technicians who can meet the ever-changing demands of modern industry. It includes training in electrical and electronic technology, basic programmable logic controllers (PLC's) knowledge and troubleshooting techniques, utilization of measurement sensing devices, control valves, and process control management.

**Program Learning Objectives**

1. Understand the physics of pressure, temperature, level and flow measurement; mechanical and electrical aspects of instruments used to control dynamics of processes. Dynamics of automatic control including proportional control, automatic reset, derivative action and integral timing conditioning and refrigeration units.
2. Demonstrate knowledge of commonly used process measurement devices, control methods and strategies, and the proper selection, identification, design, installation and operation of instrumentation.
3. Demonstrate knowledge of industrial process valve maintenance and instrumentation, including calibration, configuration, troubleshooting, and use of valves with instrumentation.
4. Demonstrate knowledge of basic fundamentals, terms, and units of DC and AC electrical theory, Graduates will have the ability to use test equipment, and hand tools.
5. Demonstrate the knowledge and ability to develop, construct, and functionally check a process control loop created by the student teams. This is a capstone project for Instrumentation and Electrical Technology students.
6. Create and debug hardware or software components that encompass electrical control systems.
7. Communication Skills **-** Develop, interpret, and express ideas and information through written, oral and visual communication that is adapted to purpose, structure, audience, and medium.
8. Critical Thinking Skills - Gather, analyze, synthesize, evaluate and apply information for the purposes of innovation, inquiry, and creative thinking.
9. Empirical and Quantitative Skills - Apply mathematical, logical and scientific principles and methods through the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
10. Personal Responsibility - Identify and apply ethical principles and practices to decision-making by connecting choices, actions and consequences.
11. Social Responsibility (Civic and Cultural Awareness) - Analyze differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
12. Scientific Reasoning - Apply scientific concepts to explain the natural world.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| IIET 1012 | Industrial Tools & Calculations | 2/1 | 2 | 60 |
| IIET 1022 | Electrical Circuits Theory and Practice I | 1/2 | 2 | 75 |
| IIET 1032 | Electrical Circuits Theory and Practice II | 1/2 | 2 | 75 |
| **CTC: Industrial Helper** | | | **12** | **390** |
| IIET 1212 | Electronic Circuits - Theory and Practice | 1/2 | 2 | 75 |
| IIET 1222 | Electrical Power Theory and Practice I | 1/2 | 2 | 75 |
| IIET 1232 | Electrical Power Theory and Practice II | 1/2 | 2 | 75 |
| IIET 1243 | Industrial Electrical Power Theory & Practice I | 2/2 | 3 | 90 |
| IIET 1253 | Industrial Electrical Power Theory & Practice II | 2/2 | 3 | 90 |
| **CTS: Installation Technician - Level II** | | | **24** | **795** |
| IIET 2014 | Control Systems - Theory and Practice | 2/4 | 4 | 150 |
| IIET 2024 | Instrumentation Process Measurement Theory & Practice I | 2/4 | 4 | 150 |
| IIET 2034 | Instrumentation Process Measurement Theory & Practice II | 2/3 | 4 | 120 |
| **CTS:  Installation Technician - Level III** | | | **36** | **1215** |
| IIET 2043 | Instrumentation Control Systems Theory & Practice I | 1/2 | 3 | 105 |
| IIET 2053 | Instrumentation Control Systems Theory & Practice II | 2/2 | 3 | 90 |
| IIET 2063 | Capstone: Integrated Control Systems Troubleshooting | 2/2 | 3 | 90 |
| **TD - Industrial Instrumentation & Electrical Technician** | | | **45** | **1500** |
| SPCH 1015 | Intro to Public Speaking | 3/0 | 3 | 45 |
| ENGL 1015 | English Composition I | 3/0 | 3 | 45 |
| PHSC 1015 | Physical Science I | 3/0 | 3 | 45 |
| PSYC 2015 | Introduction to Psychology | 3/0 | 3 | 45 |
| MATH 1015 | College Algebra | 3/0 | 3 | 45 |
| HIST 1010 HIST 1020 HIST 2010 HIST 2020 | Western Civilization I or Western Civilization II or American History I or American History II | 3/0 | 3 | 45 |
| **AAS - Industrial Instrumentation & Electrical Technology** | | | **63** | **1770** |

**Course Descriptions**

*BIOL 1010    General Biology I*
This course introduces non-majors to science through a study of the basic principles of biology and will focus on the unity and diversity of life.  The topics will include biological chemistry, metabolism, cell biology, molecular biology, genetics, evolution, and ecology.

*ENG 1015      English Composition*
This course focuses on drafting and revising academic writing assignments that will guide you through the research process in preparation for writing one longer persuasive research essay. All writing assignments emphasize the importance of writing processes, such as brainstorming, drafting, and revising.

*HIST 1010      Western Civilization I*
This course is surveying the periods from to the earliest cultures to 1648 and includes the contributions of the Romans and the Christian church, feudalism and rise of national states and ends with the Renaissance and Reformation.

*HIST 1020      Western Civilization II*
The purpose of this course is to provide an overview of the major political, social, and economic transformations that have shaped the world from the period following the Reformation to today. They will look closely at the ways in which societies and individuals have responded to changes through time.

*HIST 2010      American History I*
A survey of American history through the pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras.

*HIST 2020      American History II*
This course is a survey of American history beginning after reconstruction including industrial expansion and related problems, imperialism, World War I and aftermath, depression and New Deal, World War II, and the area of growth and expansion since the war.

*IIET 1012      Industrial Tools & Calculation*
This course is an introduction to the tools, mathematics, and measurements commonly used in the fields of Instrumentation and Industrial Electricity.

*IIET 1022      Electrical Circuits I*
This course will introduce the concepts of DC circuits theory; mesh and nodal analysis, network theorems, Kirchhoff's Laws, single time-constant transients, and Thevenin's and Norton's equivalents for DC circuits.  Practice: Exercises that demonstrate and reinforce theoretical DC circuit concepts.  Skills in component recognition, component value identification and proper test equipment usage are emphasized.

*IIET 1032      Electrical Circuits II*
This course is an extension of concepts developed in 1022 to include sinusoidal steady state analysis of alternating current circuits, including, capacitance, inductance, reactance, impendence, true and apparent power.  Practice: exercises that demonstrate and reinforce theoretical AC circuit concepts.  The proper use of AC test equipment is emphasized including Oscilloscopes.

*IIET 1212      Electronic Circuits Theory & Practice*
This course is an introduction to solid state devices, diodes, transistors, special purpose diodes thyristors, FET devices, VDR, and optical devices.  Includes testing, analyzing, troubleshooting,

and repairing using technical manuals. This course covers half wave, full wave, and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component identification.

### IIET 1222    Electrical Power Theory & Practice I
This course is an introduction to basic voltage sources and electrical circuits commonly used in commercial applications. Students will create electrical schematics and install wiring and electrical components, following the National Electrical Code (NEC) guidelines. Students will demonstrate operation of circuits and troubleshoot circuits when necessary.

### IIET 1232    Electrical Power Theory & Practice II
This course is an introduction to industrial wiring applications, including installation of EMT and rigid conduit. Use of the National Electric Code (NEC) as it applies to these applications and OSHA guidelines for safe installation.

### IIET 1243    Industrial Electrical Power Theory & Practice I
This course covers concepts of Safety, Basic Motor Control Principles and Components, Schematic Diagrams, Motor Connections, and the installation and troubleshooting of motor control circuitry using industry standards.

### IIET 1253    Industrial Electrical Power Theory & Practice II
Advanced concepts of motor control applications, including timers, liquid level control, and variable speed drives. Design, installation, and operation of control circuits using these devices. Use of safety procedures in all installation and operation. Troubleshooting of control circuits.

### IIET 2014    Control Systems Theory & Practice
This course covers the software, hardware, and associated equipment that students will need to become proficient with to install, program, and maintain industrial programmable controllers.

### IIET 2024    Instrumentation Process Measurement Theory & Practice I
This course will introduce the concept of pressure and level calculations, sensing devices, and perform pressure and level measurements. Also included are troubleshooting techniques.

### IIET 2034    Instrumentation Process Measurement Theory & Practice II
This course will introduce the concept of temperature and flow calculations, sensing devices, and perform temperature and flow measurements. Also included are troubleshooting techniques and calibration procedures.

### IIET 2043    Instrumentation Control Systems Theory & Practice I
This course is designed to introduce the student to the concepts and practices of process control and the associated instrumentation and hardware that can be involved in controlling process variables. There are hands-on applications where students will be interactive with various control elements and the disassembly, assembly, repair and calibration of these control type elements.

*IIET 2053    Instrumentation Control Systems Theory & Practice II*
This course is designed to continue the student's education on process control including various control methods, control elements, process tuning, and the implementation of primary, final, and control elements to use in automatic control.  There are hands-on applications where students will be interactive with various control elements and the disassembly, assembly, repair, and calibration of these control type elements.

*IIET2063    Integrated Control System Troubleshooting*
This course is designed to continue the student's education on process control including various control methods, control elements, process tuning, and the implementation of primary, final, and control elements to use in automatic control.  There are hands-on applications where students will be interactive with various control elements and the disassembly, assembly, repair, and calibration of these control type elements.

*LEAD 1003    Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

*MATH 1015    College Algebra*
Topics from algebra including complex numbers; radical and rational equations; linear and quadratic equations and inequalities, absolute value equations and inequalities; lines and slope; graphs; inverse, exponential, and logarithmic functions; systems of equations and inequalities; conics; applications.

*MATH 1300    Contemporary Mathematics*
This course is designed as an introduction to topics in contemporary mathematics.  Topics will vary but may include problem solving and reasoning, set theory and Venn diagrams, perspective and symmetry in art, graph theory, elementary number theory, optimization, numeracy in the real world, geometry, and apportionment and voting methods.

*PHSC 1015    Physical Science I*
This course is designed to survey the wonders of the physical universe through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system, and other key topics in astronomy.  Not intended for science and engineering majors.

*PSYC 2015    Introduction To Psychology*
This course is designed to provide you with an introduction to psychological theory and research. Topics considered include the nature of psychology and its history, research practices, learning and conditioning, developmental psychology, personality, social psychology, psychopathology, and psychotherapy.

### SPCH 1015    Fundamentals of Communication
Study and application of basic principles of effective extemporaneous speaking, including audience analysis and adaptation, topic selection, research, organization, and presentation skills. Students deliver, listen to, and critique a variety of speeches.  This course is intended to give the beginning student an understanding of and practice in public speaking.

### WKSF 1003    Industrial Workplace Safety
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

# Associate of Applied Science in Practical Nursing

**Description**
This program prepares students to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Upon successful completion of the program, the student is awarded a diploma and is eligible to apply to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

**Program Learning Objectives**
1. Provide safe patient-centered care that is culturally and developmentally appropriate.
2. Practice within legal, ethical, and professional scope of a Licensed Practical Nurse.
3. Make clinical nursing judgements based on evidence-based practice.
4. Minimize the risk of harm to patients by using evidence-based practice, nursing informatics, and individual performance.
5. Communication Skills **-** Develop, interpret, and express ideas and information through written, oral and visual communication that is adapted to purpose, structure, audience, and medium.
6. Critical Thinking Skills - Gather, analyze, synthesize, evaluate and apply information for the purposes of innovation, inquiry, and creative thinking.
7. Empirical and Quantitative Skills - Apply mathematical, logical and scientific principles and methods through the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
8. Personal Responsibility - Identify and apply ethical principles and practices to decision-making by connecting choices, actions and consequences.
9. Social Responsibility (Civic and Cultural Awareness) - Analyze differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
10. Scientific Reasoning - Apply scientific concepts to explain the natural world.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Cr Hours | Credit Hours | Lecture clock Hours. | Lab/ Clinical Hours. | Total Clock Hours |
|---|---|---|---|---|---|---|
| **Prerequisite Courses** | | | | | | |
| CPTR 1002 | Computer Literacy and Applications | 2/2 | 3 | 30 | 60 | 90 |
| **Required Practical Nursing Courses:** | | | | | | |
| HNUR 1211 | Nursing Fundamentals (summer) | 2/1 | 4 | 45 | 30 | 75 |
| HNUR 1212 | Geriatric Clinical (summer) | 0/1 | 1 | 0 | 45 | 45 |
| | | | | | | |
| **CTC - Health Care Aid** | | | **8** | **75** | **135** | **210** |
| | **Level A1 --1st group of classes** | | | | | |
| HNUR 1000 | PN Applications | 2/0 | 2 | 60 | 0 | 60 |
| HNUR 1100 | Anatomy and Physiology for PNs | 5/0 | 5 | 90 | 0 | 90 |
| HNUR 1322 | Nutritional Aspects | 2/0 | 2 | 30 | 0 | 30 |
| | **Level I--Fall** | | | | | |
| HNUR 1363 | Basic Pharmacology (16 weeks) | 2/1 | 3 | 30 | 30 | 60 |
| HNUR 1411 | Nursing Fundamentals II (16 weeks) | 2/2 | 4 | 30 | 60 | 90 |
| HNUR 2522 | Mental Illness/Psychiatric Nursing (16 weeks) | 2/1 | 3 | 30 | 30 | 60 |
| | **Level II--Spring** | | | | | |
| HNUR 1460 | Advanced Pharmacology (16 weeks) | 3/0 | 3 | 45 | 0 | 45 |
| HNUR 2611 | IV Therapy (1st 8 weeks) | 1/0 | 1 | 30 | 0 | 30 |
| HNUR 2118 | Medical Surgical I (16 weeks) | 4/4 | 8 | 80 | 180 | 260 |
| | **Level II--Summer** | | | | | |
| HNUR 2128 | Medical Surgical II (8 weeks) | 4/4 | 8 | 80 | 180 | 260 |
| HNUR 2722 | Pediatrics (8 weeks) | 1/1 | 2 | 35 | 30 | 65 |
| | **Level III--Fall** | | | | | |
| HNUR 2138 | Medical Surgical III (16 weeks) | 4/4 | 8 | 80 | 180 | 260 |
| HNUR 2712 | Obstetrics (16 weeks) | 1/1 | 2 | 35 | 30 | 65 |
| HNUR 2812 | PN Leadership and Management (16 weeks) | 1/1 | 2 | 30 | 30 | 60 |
| **TD - Practical Nursing** | | | **61** | **760** | **885** | **1645** |
| *Lab 185/700 clinical* | | | | | | |
| ENG 1015 | English Composition I | 3/0 | 3 | 45 | 0 | 45 |
| MATH 1015 | College Algebra | 3/0 | 3 | 45 | 0 | 45 |
| PSYC 2015 | Introduction to Psychology | 3/0 | 3 | 45 | 0 | 45 |
| BIOL 1010 | General Biology I | 3/0 | 3 | 45 | 0 | 45 |
| HIST 1010 or HIST 1020 or HIST 2010 or HIST 2020 | Western Civilization I or Western Civilization II or American History I or American History II | 3/0 | 3 | 45 | 0 | 45 |
| **AAS - Practical Nursing** | | | **76** | **985** | **885** | **1870** |

## Course Descriptions

### BIOL 1010    General Biology I

This course introduces non-majors to science through a study of the basic principles of biology and will focus on the unity and diversity of life.  The topics will include biological chemistry, metabolism, cell biology, molecular biology, genetics, evolution, and ecology.

### CPTR 1002    Computer Literacy & Applications

This course is an introductory study and application of computer system components and operating system environments.  Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### ENG 1015    English Composition

This course focuses on drafting and revising academic writing assignments that will guide you through the research process in preparation for writing one longer persuasive research essay.  All writing assignments emphasize the importance of writing processes, such as brainstorming, drafting, and revising.

### HIST 1010    Western Civilization I

This course is surveying the periods from to the earliest cultures to 1648 and includes the contributions of the Romans and the Christian church, feudalism and rise of national states and ends with the Renaissance and Reformation.

### HIST 1020    Western Civilization II

The purpose of this course is to provide an overview of the major political, social, and economic transformations that have shaped the world from the period following the Reformation to today. They will look closely at the ways in which societies and individuals have responded to changes through time.

### HIST 2010    American History I

A survey of American history through the pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras.

### HIST 2020    American History II

This course is a survey of American history beginning after reconstruction including industrial expansion and related problems, imperialism, World War I and aftermath, depression and New Deal, World War II, and the area of growth and expansion since the war.

### HNUR 1000   PN Applications

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 Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana 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. Also included in this course is 15 hours of medical terminology, to include common medical/nursing abbreviations. Medical terminology provides the student with basic medical language skills of pronunciation, spelling, and definitions as a foundation for developing the degree of competency required to read and understand medical reports and communicate with other medical professionals.

### HNUR 1100   Anatomy and Physiology for PNs
Anatomy and physiology is a course that will enable students to develop an understanding of the relationships between the structures and functions of the human body. Students will learn the mechanisms for maintaining homeostasis within the human body. This course will include projects and activities with the use of textbook material, models, diagrams, and clinical studies.

### HNUR 1211   Nursing Fundamentals I
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 an application of the nursing process in the management of clients with health alterations.

### HNUR 1212   Geriatric Clinical I
This course prepares graduates to lead an aged care workforce in providing clinical care for elderly people with special care needs. The course covers major areas of complex care need, such as dementia, medication management, nutrition, continence management and falls prevention.

### HNUR 1322   Nutritional Aspects
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. Also includes disease processes as it relates to nutrition.

### HNUR 1363   Basic Pharmacology
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.

### HNUR 1411   Nursing Fundamentals II
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.

### HNUR 1460   Advanced Pharmacology
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 clients' learning needs and effects of all pharmacological interventions.

### HNUR 2118   Medical Surgical I
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.

### HNUR 2128   Medical Surgical II
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.

### HNUR 2138   Medical Surgical III
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.

### HNUR 2522   Mental Illness/Psychiatric Nursing

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 supervision and at the discretion of practical nursing faculty.  This course includes a 30-hour clinical component.

### HNUR 2611   IV Therapy

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 (15 hours) is an integral part of this course.

### HNUR 2712   Obstetrics

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.

### HNUR 2722   Pediatrics

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 supervision and at the discretion of practical nursing faculty.  This course includes a 30-hour clinical component.

### HNUR 2812   PN Leadership and Management

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statues, 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 state laws, to explain procedures which facilitate necessary operation of the Louisiana 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.

### MATH 1015   College Algebra
Topics from algebra including complex numbers; radical and rational equations; linear and quadratic equations and inequalities, absolute value equations and inequalities; lines and slope; graphs; inverse, exponential, and logarithmic functions; systems of equations and inequalities; conics; applications.

### MATH 1300   Contemporary Mathematics
This course is designed as an introduction to topics in contemporary mathematics.  Topics will vary but may include problem solving and reasoning, set theory and Venn diagrams, perspective and symmetry in art, graph theory, elementary number theory, optimization, numeracy in the real world, geometry, and apportionment and voting methods.

### PSYC 2015    Introduction To Psychology
This course is designed to provide you with an introduction to psychological theory and research. Topics considered include the nature of psychology and its history, research practices, learning and conditioning, developmental psychology, personality, social psychology, psychopathology, and psychotherapy.

# Advanced Manufacturing Technology

**Description**

This program offers students training opportunities in various metal working occupations. Students in this program will learn the safe use of hand tools and the set-up and operation of conventional machine shop tools such as lathes, milling machines, drill presses, and surface grinders. The emphasis of the training focuses on the set-up, operation, and programming of Computer Numeric Controlled (CNC) machine shop tools, and CAD/CAM programming software instruction. Additionally, the interpretation of engineering drawings, semi-precision and precision measurement, material characteristics and metallurgy are components of the curriculum.

**Program Learning Outcomes**
1. Demonstrate knowledge of proper safety procedures in the shop.
2. Demonstrate ability to create and interpret drawings and specifications for a manual machine.
3. Demonstrate ability to create and interpret drawings and specifications for a CNC machine.
4. Layout and construct precision parts using semi-precision tools and hand tools.
5. Demonstrate ability to create parts as well as identify safe and proper operating techniques of manually operated lathes.
6. Demonstrate ability to create parts as well as identify safe and proper operating techniques of CNC Lathes.
7. Demonstrate the ability to create parts as well as identify safe and proper operating techniques of manually operated milling machines.
8. Demonstrate the ability to create parts as well as identify safe and proper operating techniques of a CNC milling machine.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| IMFG 1013 | Industrial Mathematics | 2/2 | 3 | 90 |
| IMFG 1023 | Machine Shop I | 2/2 | 3 | 90 |
| IMFG 1033 | Machine Shop II | 2/2 | 3 | 90 |
| **CTS - Machinist Helper** | | | **15** | **450** |
| IMFG 1213 | Basic Lathe I | 2/2 | 3 | 90 |
| IMFG 1223 | Basic Mill I | 2/2 | 3 | 90 |
| IMFG 1233 | CNC I | 2/2 | 3 | 90 |
| IMFG 1243 | Basic Lathe II | 2/2 | 3 | 90 |
| IMFG 1253 | Basic Mill II | 2/2 | 3 | 90 |
| IMFG 1263 | CNC II | 2/2 | 3 | 90 |
| **CTS - CNC Operator** | | | **33** | **990** |
| IMFG 2013 | Machine Shop III | 2/2 | 3 | 90 |
| IMFG 2023 | CNC III | 2/2 | 3 | 90 |
| IMFG 2033 | Machine Shop IV | 2/2 | 3 | 90 |
| IMFG 2043 | Capstone: CNC IV | 1/3 | 3 | 105 |
| **TD - Advanced Manufacturing Technician** | | | **45** | **1365** |

**Course Descriptions**

***IMFG 1013    Industrial Mathematics***
Introduction to careers in machining.  Precision measuring, metal identification systems, and safe working techniques.

***IMFG 1023    Machine Shop I***
Students will study and learn to interpret various detail drawings and manufacture parts from steel using files, hacksaws, bandsaws, drill bits, and taps & dies.

***IMFG 1033    Machine Shop II***
Students will learn to calculate cutting speeds and feeds on manual lathes and milling machines. Students will learn to use various working holding and tool holding devices.  Precision alignment on lathes and mills will be practiced.

***IMFG 1213    Basic Lathe I***
Students will practice sharpening lathe cutters, and learn to turn, face, and bore on manual lathes.

*IMFG 1223    Basic Mill I*
Students will manufacture simple parts on the milling machine and begin to use various milling operations.

*IMFG 1233    CNC I*
Students will study the fundamentals of computer numerically controlled machine tools including CNC Lathe and CNC mill.

*IMFG 1243    Basic Lathe II*
Students study advanced operations and apply taper turning technics on the manual lathe.

*IMFG 1253    Basic Mill II*
Students will manufacture simple parts on the milling machine and begin to use various milling operations.

*IMFG 1263    CNC II*
Students will study and practice CNC programming and set-up & operations on the CNC turning center.

*IMFG 2013    Machine Shop III*
Student study advanced operations on the manual lathes focusing on machining threads.  Right hand, left hand, metric, and acme threaded projects are machined.

*IMFG 2023    CNC III*
Students will program, set-up and operate the CNC Milling machines and build parts to specifications on blueprints.

*IMFG 2033    Machine Shop IV*
Students will machine components to be assembled using advanced operations on manual and CNC lathes and mills.  Also, precision grinding principles will be practiced on surface grinders and tool post grinders.

*IMFG 2043    Capstone: CNC IV*
Students will use Mastercam to generate code to be transferred to 3, 4, & 5 axis CNC machines.

*LEAD 1003    Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

***WKSF 1003   Industrial Workplace Safety***
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

## Automotive Technology

**Description**

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals to engage in entry-level service and maintenance positions in the automotive industry. The program prepares students to safely use and maintain hand tools, power tools, jacks, and hoisting equipment. Instruction in the diagnosis and repair of engines, fuel systems, drive train, electrical systems, brake systems, and suspension systems are included. The competencies in the automotive technology training program directly correlate with the knowledge required for the certification test given by the National Institute for Automotive Service Excellence (ASE).

**Program Learning Objectives**

1. Demonstrate knowledge of proper safety procedures in the shop.
2. Demonstrate ability to set-up, operate and maintain hand and power tools, jacks, and hoisting equipment.
3. Demonstrate a working knowledge of diagnosis of malfunctions of engines, fuel, electrical, cooling, and brake systems, drive train, and suspension systems.
4. Demonstrate the ability to repair malfunctions of engines, fuel, electrical, cooling, and brake systems, drive train, and suspension systems.
5. Demonstrate ability to use diagnostic equipment and interpret codes.
6. Demonstrate fundamental knowledge of engines and the ability to use the information to provide quality customer service to patrons.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| AUTO 1002 | Introduction to Automotive Technology | 2/0 | 2 | 60 |
| AUTO 1542 | Brakes | 1/3 | 4 | 150 |
| AUTO 1671 | Electronics I | 1/4 | 5 | 185 |
| AUTO 1680 | Electronics II | 0/5 | 5 | 185 |
| AUTO 1343 | Transmission, Transaxle, & Manual Drives | 1/3 | 4 | 180 |
| AUTO 1860 | Engine Performance I | 1/4 | 5 | 185 |
| AUTO 1870 | Engine Performance II | 0/4 | 4 | 150 |
| AUTO 1451 | Steering and Suspension | 1/5 | 6 | 210 |
| AUTO 1140 | Engine Repair | 1/3 | 4 | 180 |
| AUTO 1750 | Heating and AC | 1/3 | 4 | 180 |
| **TD – Automotive Technician** | | | **46** | **1755** |
| **Automotive Credentials Available** | | | | |
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| AUTO 1002 | Introduction to Automotive Technology | 2/0 | 2 | 60 |
| AUTO 1140 | Engine Repair | 1/3 | 4 | 180 |
| AUTO 1860 | Engine Performance I | 1/4 | 5 | 185 |
| AUTO 1870 | Engine Performance II | 0/4 | 4 | 150 |
| **CTS - Automotive Engine Performance** | | | **18** | **665** |
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| AUTO 1002 | Introduction to Automotive Technology | 2/0 | 2 | 60 |
| AUTO 1671 | Electronics I | 1/4 | 5 | 185 |
| AUTO 1680 | Electronics II | 0/5 | 5 | 185 |
| AUTO 1860 | Engine Performance I | 1/4 | 5 | 185 |
| AUTO 1870 | Engine Performance II | 0/4 | 4 | 150 |
| **CTS - Automotive Electrical Technician** | | | **24** | **855** |
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| AUTO 1002 | Introduction to Automotive Technology | 2/0 | 2 | 60 |
| AUTO 1343 | Transmission, Transaxle, & Manual Drives | 1/3 | 4 | 180 |
| AUTO 1451 | Steering and Suspension | 1/5 | 6 | 210 |
| AUTO 1542 | Brakes | 1/3 | 4 | 150 |
| AUTO 1750 | Heating and AC | 1/3 | 4 | 180 |
| **CTS - Automotive Power Train Technician** | | | **23** | **870** |

**Course Descriptions**

*AUTO 1002    Intro to Automotive Technology*
This course teaches identification of basic gasoline engines and their related parts.  Shop and classroom safety will also be taught in this course as well as every semester.

*AUTO 1140    Engine Repair*
This course teaches engine cooling systems, lubrication systems, engine mechanical problems, engine removal disassembly and cleaning. Course also teaches engine short block rebuilding and machining, engine top end and engine front end rebuilding. It will also teach how to reassemble, install, and break in an engine.

*AUTO 1343    Trans., Transaxle, & Manual Dr*
This course teaches how to identify and name parts and repair procedures for automatic transmissions, manual transmissions, transaxles, and differentials in today's modern automobiles.

*AUTO 1451    Steering & Suspension*
This course teaches the procedures and methods used in diagnosing steering systems, suspension systems, wheel and tire assemblies, and wheel alignment.

*AUTO 1542    Brakes*
This course teaches the principles of physics as related to fluid pressures and hydraulics, disc brakes, drum brakes, power assist units, antilock brakes, and traction control units.

*AUTO 1671    Electronics I*
This course teaches the electrical principles of Ohms Law, Series Circuits, Parallel Circuits, and Series Parallel circuits. It also teaches the basic methods of electrical diagnosis and use of schematic and wiring diagrams. This course will teach the procedures, methods, and tools necessary to diagnose and repair the battery and starting systems and associated electrical components.

*AUTO 1680    Electronics II*
Upon completion of this course, the student will understand procedures and methods necessary to diagnosis and repair charging systems, lighting systems, gauges, warning devices, driver information system, windshield and wiper systems, horns, power windows, power locks, stereo, GPS navigation systems, including removal and installation of components with the proper tools.

*AUTO 1750    Heating & AC*
This course teaches the principles of refrigeration, heating, and ventilation systems of the modern automobile. The course will teach proper methods and procedures necessary to diagnose and repair automotive air conditioning, heating, and ventilation systems. It will also teach electrical, vacuum, and automatic temperature systems. It will teach proper methods necessary to handle and store refrigerants.

*AUTO 1860    Engine Performance I*
This course teaches the principles of internal combustion engines and the procedures and methods necessary to diagnose general engine mechanical problems.

*AUTO 1870    Engine Performance II*
This course teaches the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. It also teaches the repair procedures for intake and exhaust systems.

***LEAD 1003    Work Readiness***
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism. The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

# Barber Styling

**Description**

This program is designed to prepare students to work efficiently in the industry of Barber Styling. This competency-based program includes classroom instruction and practical/lab experience. Practical skills are developed through experience in a school-based, on-site barber shop which is equipped and managed according to industry standards by the students with instructor supervision. Students are instructed in the areas of men and women haircutting, styling, shampooing, shaving, anatomy, physiology, chemistry, and shop management and sales. Upon completion, students are eligible to take the LA State Board of Barber Examiners licensure examination.

**Program Learning Objectives**

1. Demonstrate knowledge of the anatomy and physiology of the head, neck, and other areas.
2. Demonstrate knowledge of proper safety procedures in the barber shop.
3. Demonstrate knowledge of infection control, decontamination, and sanitation of tools.
4. Demonstrate knowledge of shaving, hair cutting, styling, coloring, permanent waving, and relaxing techniques.
5. Demonstrate ability to provide quality customer service to patrons.
6. Demonstrate shop management skills.

## Curriculum

| Course # | Course Title | Lecture/Lab/ Work Based Learning Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2/0 | 3 | 90 |
| CPTR 1002 | Computer Literacy and Applications | 2/2/0 | 3 | 90 |
| BARB 1023 | Sanitation and Safety with Equipment Lab | 4/2/0 | 3 | 120 |
| BARB 1033 | Customer Service & Professional Image | 2/2/0 | 3 | 90 |
| **CTC: Barber Shop Customer Service** | | | **12** | **390** |
| BARB 1160 | Basic Styling - Men & Women | 2/1/0 | 2 | 60 |
| BARB 1211 | Barber Styling Lab I | 0/3/1 | 4 | 135 |
| BARB 1350 | Barbering Chemistry | 1/1/0 | 1 | 45 |
| BARB 2013 | Chemical & Permanent Hair Treatment | 3/2/0 | 3 | 105 |
| BARB 2043 | Hair Coloring Theory & Practice | 2/3/0 | 3 | 120 |
| **CTS: Barbering Chemical Services Specialist** | | | **25** | **855** |
| BARB 1231 | Barber Styling Lab II | 0/3/1 | 4 | 135 |
| BARB 1220 | Shaving Theory & Practice | 2/1/0 | 2 | 60 |
| BARB 1420 | Anatomy and Physiology | 1/1/0 | 1 | 45 |
| BARB 1013 | History of Barbering | 1/1/0 | 1 | 45 |
| BARB 1243 | Skin, Scalp & Hair Treatments: Theory and Practice | 2/3/0 | 3 | 120 |
| BARB 2410 | Barber Styling Entrepreneurship & Professionalism | 2/1/0 | 2 | 60 |
| BARB 1430 | Men's Hairpieces | 2/1/0 | 2 | 60 |
| BARB 2053 | LA State Board Review Theory & Practice | 2/4/1 | 4 | 195 |
| BARB 2111 | Barber Styling Shop Management & Sales | 1/1/0 | 1 | 45 |
| **TD – Barber Styling** | | | **45** | **1620** |

## Course Descriptions

### BARB 1013   History of Barbering
This course includes history, ethical/legal behavior, hygiene, grooming, and maintaining the professional image of the barber-stylist, as well as the LA State Board of Barber Examiners Rules and Regulations.

### BARB 1023   Sanitation and Safety
This course is a study of the types of bacteria and methods of cleaning and sanitizing, as well as safety precautions and identification and use of barbering implements, tools, and equipment. Student performance is the emphasis of this course, which includes safety and methods of cleaning and sanitizing, as well as identification, handling, and care of tools, implements, and equipment.

### BARB 1033   Customer Service & Professional Image
Students learn to identify and perform skills necessary to make immediate and future decisions concerning job choices and educational growth.

*BARB 1160    Basic Styling - Men & Women*
The theory of the art of cutting and styling men's and women's hair using fundamental principles of the tapered haircut/styling while considering various facial shapes is discussed and demonstrated.

*BARB 1211    Barber Styling Lab I*
Student performance of men's and women's basic haircutting/styling (115 Hours) and shaving, mustache, and beard design (20 Hours) is the emphasis of this class.

*BARB 1220    Shaving Theory & Practice*
Areas to be shaved are explained and the theory of the standard strokes are studied and used to demonstrate a professional shave.  The theory of the artistic services of mustache and beard trimming is also a part of this course.

*BARB 1231    Barber Styling Lab II*
Student performance is the emphasis of this course, which includes facial massage manipulations and procedures, as well as the treatments of the scalp and hair (shampooing, rinsing, and conditioning).

*BARB 1243    Skin, Scalp, & Hair Treatments: Theory and Practice*
A study of the bones, nerves, muscles, and motor points of the head, face, and neck related to facial massage manipulations and procedures.  Demonstration of equipment used for the complete facial and other types of facials, as well as the physiological effects/benefits are discussed.  In this course, skin, scalp, and hair are analyzed according to structure and function.  Performing the shampoo, using hair rinses and conditioners, as well as other modes of scalp and hair treatment are explored to meet the client's individual needs.

*BARB 1350    Barbering Chemistry*
A brief exploration of the nature and structure of matter to assist barber-stylists in their professional work.

*BARB 1420    Anatomy and Physiology*
A discussion of the structure and function of the body systems related to barber-styling skills with emphasis on the bones, nerves, and muscles of the face, head, and neck.

*BARB 1430    Men's Hairpieces*
A study of the care and fitting of the types of men's hairpieces, including construction details, measuring, and fitting the client, cutting-in/styling, coloring, and appropriate care/cleaning.

*BARB 2013    Chemical & Permanent Hair Treatment*
The principal actions and purposes of permanent waving, soft curl permanents, and chemical hair relaxing of the hair are discussed.  Appropriate rodding and perming procedures, types of perms and relaxers, safety precautions, and the hair analysis and record are explained and demonstrated. Student performance of permanent waving, soft curl perms, and chemical relaxing of the hair are the emphasis of this class.

### BARB 2043    Hair Coloring Theory & Practice
The laws of color and principles of hair coloring and lightening, classifications and solutions related to hair color, and safety precautions and procedures are explained.  Student performance of hair coloring and lightening procedures and required safety precautions are the emphasis of this class.

### BARB 2053    LA State Board Review Theory & Practice
A comprehensive review of theory in preparation for taking the state written exam for licensure. A comprehensive review of practical experiences in men's and women's haircutting/styling (110 Hours) and permanent waving, chemical hair relaxing, soft curl perms, and coloring (70 Hours) in preparation for taking the state practical exam for licensure.

### BARB 2111    Barber Styling Shop Management & Sales
In this course the students manage the school-based shop according to the LA State Board of Barber Examiners rules and regulations under instructor supervision.  Information is given on business principles, sales, management techniques, as well as requirements for opening or working in a shop.

### BARB 2410    Barber Styling Entrepreneurship & Professionalism
Students learn to identify and perform skills necessary to make immediate and future decisions concerning job choices and educational growth.

### CPTR 1002    Computer Literacy & Applications
This course is an introductory study and application of computer system components and operating system environments.  Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### LEAD 1003    Work Readiness
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

# Business Office Technology

**Description**

The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive training in office technology, software and hardware skills, customer service, and strong work-place skills required for success in the workplace.

**Program Learning Objectives**
1. Demonstrate competence in a core set of skills including customer service, keyboarding and formatting, computer literacy, English, mathematics, and general office skills.
2. Compose and produce appropriate business documents and written communications.
3. Demonstrate a working knowledge of word processing, spreadsheet computer applications, and other business machinery.
4. Demonstrate working knowledge of business and medical terminology as well as various office procedures including insurance billing and coding.
5. Demonstrate knowledge of and apply specific accounting principles as appropriate.
6. Demonstrate a general understanding of a business model and entrepreneurship spirit in a capitalistic economy.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| *Required Core Courses* | | | | |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| BUSI 1013 | Introduction to Management | 2/2 | 3 | 90 |
| BADM 1050 | General Business Administration | 2/2 | 3 | 90 |
| BUSF 1023 | Entrepreneurship | 2/2 | 3 | 90 |
| BUSE 1100 | Business English | 2/2 | 3 | 90 |
| BUSM 1050 | Business Math | 2/2 | 3 | 90 |
| HIST 1010 HIST 1020 HIST 2010 HIST 2020 | Western Civilization I *Or* - Western Civilization II *Or* - American History I *Or* - American History II | 3/0 | 3 | 45 |
| **Required Courses Total** | | | **33** | **945** |
| **Area of Concentration (Choose Only One)** | | | | |
| **Accounting Office Specialist** | | | | |
| ACCT 1100 | Principles of Accounting, Part I | 2/2 | 3 | 90 |
| ACCT 1200 | Principles of Accounting, Part II | 2/2 | 3 | 90 |
| ACCT 1300 | Principles of Accounting, Part III | 2/2 | 3 | 90 |
| ACCT 1250 | Payroll Accounting | 2/2 | 3 | 90 |
| ACCT 1500 | Computerized Accounting | 2/2 | 3 | 90 |
| **Accounting Office Specialist Total** | | | **15** | **450** |
| **Internet Business Specialist** | | | | |
| INTE 1200 | Operating Systems | 2/2 | 3 | 90 |
| INTE 1210 | Introduction to Programming | 2/2 | 3 | 90 |
| INTE 1300 | Internet Applications | 2/2 | 3 | 90 |
| INCT 1900 | Web Page Design | 2/2 | 3 | 90 |
| INTE 2261 | Desktop Support | 2/2 | 3 | 90 |
| **Internet Business Specialist Total** | | | **15** | **450** |
| **Medical Office Specialist** | | | | |
| BOTH 1300 | Medical Office Terminology | 2/2 | 3 | 90 |
| BOTH 1120 | General Body Structure | 2/2 | 3 | 90 |
| BOTH 1210 | Administrative Procedures for Medical Offices | 2/2 | 3 | 90 |
| BOTH 1230 | Insurance Billing | 2/2 | 3 | 90 |
| BOTH 1240 | Coding | 2/2 | 3 | 90 |
| **Medical Office Specialist Total** | | | **15** | **450** |
| The Required Core Courses PLUS the Chosen Area of Concentration Comprise the Technical Diploma in Business Office Technology **TD – Business Office Technology** | | | **48** | **1443** |

| Other Credentials Available | | | | |
|---|---|---|---|---|
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| **CTC – Office Computer Specialist** | | | **12** | **360** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| **CTC – Customer Service Specialist** | | | **6** | **180** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| ACCT 1100 | Principles of Accounting, Part I | 2/2 | 3 | 90 |
| ACCT 1200 | Principles of Accounting, Part II | 2/2 | 3 | 90 |
| ACCT 1300 | Principles of Accounting, Part III | 2/2 | 3 | 90 |
| ACCT 1250 | Payroll Accounting | 2/2 | 3 | 90 |
| ACCT 1500 | Computerized Accounting | 2/2 | 3 | 90 |
| **CTS – Accounting Office Specialist** | | | **30** | **900** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| INTE 1200 | Operating Systems | 2/2 | 3 | 90 |
| INTE 1210 | Introduction to Programming | 2/2 | 3 | 90 |
| INTE 1300 | Internet Applications | 2/2 | 3 | 90 |
| INCT 1900 | Web Page Design | 2/2 | 3 | 90 |
| INTE 2261 | Desktop Support | 2/2 | 3 | 90 |
| **CTS – Internet Business Specialist** | | | **30** | **900** |
| CPTR 1002 | Computer Literacy & Applications | 2/2 | 3 | 90 |
| KYBD 1010 | Introduction to Keyboarding | 2/2 | 3 | 90 |
| CPTR 1103 | Business Computer Applications | 2/2 | 3 | 90 |
| CPTR 1320 | Spreadsheets | 2/2 | 3 | 90 |
| CSRV 1000 | Customer Service | 2/2 | 3 | 90 |
| BOTH 1300 | Medical Office Terminology | 2/2 | 3 | 90 |
| BOTH 1120 | General Body Structure | 2/2 | 3 | 90 |
| BOTH 1210 | Administrative Procedures for Medical Offices | 2/2 | 3 | 90 |
| BOTH 1230 | Insurance Billing | 2/2 | 3 | 90 |
| BOTH 1240 | Coding | 2/2 | 3 | 90 |
| **CTS – Medical Office Specialist** | | | **30** | **900** |

## Course Descriptions

### ACCT 1100    Principles of Accounting, Part I
This course is designed to teach fundamental accounting principles for a service business.  It is intended to provide a foundational knowledge of accounting as opposed to advanced understanding.  Upon successful completion of both Principle of Accounting Courses, students will be adequately prepared for entry level bookkeeping positions.

### ACCT 1200    Principles of Accounting, Part II
This course is designed to be a continuation of ACCT 1100 expanding upon fundamental accounting principles specific to accounting for Cash and Payroll and accounting for a Merchandising Business.  It is intended to provide a foundational knowledge of accounting as opposed to advanced understanding.  Upon successful completion of both Principle of Accounting Courses, students will be adequately prepared for entry level bookkeeping positions.

### ACCT 1250    Payroll Accounting
This course is designed to introduce students to payroll accounting in today's complex environments and focuses on applicable laws, technology advancements in the administration of payroll functions, and with tax withholding responsibilities.

### ACCT 1500    Computerized Accounting
This course provides an integration of accounting principles and methods with modern computer software.  Simulation emphasizes a hands-on approach to setting up an accounting system, completing an accounting cycle, accounting for payroll, and analyzing financial statements.

### BADM 1050   General Business Administration
A survey of business, introducing the major operations of a business, including production, marketing, finance, and management.  The course also examines the economic, social, and political environment of business and prepares the student for further collegiate education in business.

### BOTH 1120   General Body Structure
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.

### BOTH 1210   Administrative Procedures for Medical Office
This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal.  Beginning front office activities in a medical office such as scheduling, insurance, billing, using, and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered.  Practical application activities are integrated throughout this course.

*BOTH 1230   Insurance Billing*
This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT).  Students may participate in selected clinical sites as part of this course, if available.

*BOTH 1240   Coding*
This course covers the importance of accurate coding for the success of any healthcare facility or provider's office because correct coding determines proper processing of claims for reimbursement.

*BOTH 1300   Medical Office Terminology*
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine.  Emphasis is placed on building medical terms using prefixes, suffixes, and word roots.  Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

*BOTH 2110   Medical Office Transcription*
This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding.  Students may participate in selected clinical sites as part of this course, if available.

*BUSE 1100   Business English*
This course includes a concentrated and intensive study of English grammar and usage as applied to business documents and applications, a study of concepts and methods of business communication, and engaging the student with practice in the various modes of business communication (e-mails, memos, etc.).

*BUSF 1023   Entrepreneurship*
This course is designed to introduce the student to early development, planning, formation, and management of entrepreneurial ventures.  Emphasis will focus on fundamental business concepts; start-up team issues; entrepreneurial thinking and creativity, business plan creation; life cycle of opportunity and assessment; feasibility analysis; business implementation; new product introduction; and seeking funds.

*BUSF 1050   Personal Finance*
Instruction in budgeting, credit, investment, insurance, real estate, and other areas of money management.  A study of the methods of financing, including sources and applications of funds, net worth statement analysis, financial planning, cash flow statement analysis, stocks, bonds, mutual funds, time value of money, and basic risk analysis.

*BUSI 1013   Introduction to Management*
The roles, functions, and styles of managers, specifically principles and procedures for planning, organizing, leading, and controlling organizations, are addressed in this introductory course. Emphasized is the practical application of theory to reality. Students focus on the techniques, tools,

and methods of managerial decision making and employee motivation, as well as consider the effects of ethical leadership and management practices on an organization.

### BUSM 1050   Business Math
A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

### CPTR 1002    Computer Literacy & Applications
This course is an introductory study and application of computer system components and operating system environments.  Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### CPTR 1320    Spreadsheets
This course focuses on the fundamentals of producing spreadsheets and graphs.

### CSRV 1000    Customer Service
This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### INCT 1900    Web Page Design
This course allows the student to develop a working knowledge of a website programming software package.  The student will plan, design, build, and publish an easy to navigate web site. Web authoring software packages like Adobe CS6 or other popular applications will be introduced to build web sites and enhance skills.  Various web authoring languages for Client-side like HTML, CSS, JavaScript will be introduced.

### INTE 1200    Operating Systems
This course introduces operating system basics with the intent of giving students a deeper understanding of various operating systems.  Operating systems covered include Windows 7 through Windows 10 desktop operating systems, Windows Server, UNIX/Linux, and macOS. Students will learn some networking basics and information for how to create mixed environments.

### INTE 1210    Introduction to Programming
This course is designed to teach students the basic and advanced topics in personal computer operating systems.  It is a hands-on study of computer operating systems through skills-based, project-oriented instructions using the most popular operating systems used in business and industry. Windows 10 and Windows 7 will be the main subject of study.  However, other operating systems like Linux and Apple OSX for the Mac will be discussed.  The course also prepares students for industry-based certifications.  The course includes but is not limited to the following subject areas; Installation, Administration, Optimization, Management and Troubleshooting aspects associated with managing Windows desktop operating systems from standalone to network environments.

### KYBD 1010    Introductory Keyboarding
This course is an introduction to basic keyboarding terminology and touch typing.  Emphasis is placed on speed, accuracy, and correct techniques.

### KYBD 1200    Word Processing
This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques.

### OSYS 1100    Records Management
This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act.

### OSYS 2530    Office Procedures
This course focuses on understanding the role of the office professional in today's changing office environment.  Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects.  Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.

# Diesel Powered Equipment Technology

**Description**

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as entry-level diesel-powered equipment technicians. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. The content includes, but is not limited to, disassembling engines, replacing parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis.

**Program Learning Objectives**

1. Select, safely use, and maintain hand and power tools, jacks, and hoisting equipment.
2. Disassemble and replace parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis.
3. Demonstrate the ability to identify tooling and procedures for preventative maintenance as well as properly use diagnostic equipment for retrieval of diagnostic codes.
4. Demonstrate the ability to successfully disassemble and reassemble a diesel engine using the proper tools and procedures.
5. Use safe and efficient work practices.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| DPET 1120 | Safety Skills & Introduction to Diesel | 1/2 | 3 | 105 |
| DPET 1130 | Diesel Engine Parts Identification & Operating PRI | 2/2 | 4 | 120 |
| DPET 1140 | Engines I | 1/2 | 3 | 105 |
| DPET 1240 | Diesel Engine Fuel Systems | 1/2 | 3 | 130 |
| DPET 1210 | Basic Diesel Electrical Systems | 2/2 | 4 | 120 |
| DPET 1231 | Diesel Engine Control Systems | 1/1 | 2 | 60 |
| DPET 1150 | General Engine Diagnostics | 1/2 | 3 | 150 |
| **CTS – Diesel Engine Technician** | | | **22** | **790** |
| DPET 1310 | Introduction to Power Trains | 1/1 | 2 | 60 |
| DPET 1320 | Transmissions | 1/2 | 3 | 105 |
| DPET 2110 | Basic Hydraulics | 1/1 | 2 | 150 |
| DPET 2130 | Brakes | 1/3 | 4 | 150 |
| DPET 2210 | Fundamentals of Suspension | 1/2 | 3 | 75 |
| DPET 2220 | Air Conditioning | 2/2 | 4 | 180 |
| DPET 2240 | Diesel Preventive Maintenance | 1/2 | 3 | 150 |
| JOBS 2450 | Job Seeking Skills | 2/0 | 2 | 30 |
| **TD – Diesel Powered Equipment Technician** | | | **45** | **1690** |

**Course Descriptions**

***DPET 1120    Safety Skills & Introduction to Diesel***
Basic safety information needed to prepare individuals to safely enter the workforce of diesel-powered equipment technology.

***DPET 1130    Diesel Engine Parts Identification & Operating PRI***
This course is an introduction to the design and construction of diesel engines and identification of diesel engine parts.

***DPET 1140    Engines I***
The course will include disassembly, inspection, evaluation, repair, and reassembly of diesel engines.

***DPET 1150    General Engine Diagnostics***
The course will include performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment.

***DPET 1210    Basic Diesel Electrical Systems***
This course will include electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohms Law; and troubleshoot, repair, and calibrate electrical/electronic systems.

*DPET 1231    Diesel Engine Control Systems*
This course includes identification and functions of vehicle computer control systems.

*DPET 1240    Diesel Engine Fuel Systems*
This course will include the identity of type and functions of fuel injectors, nozzles, and unit injectors; troubleshooting, replacing injectors and nozzles, the identity of types, parts, functions, operation, and uses of various fuel injection pumps, electronic metering systems and electronic unit injectors.

*DPET 1310    Introduction to Power Trains*
This course includes the theory of operation and application of various mechanical components used in the transmission of power from the engine.

*DPET 1320    Transmissions*
The course includes a detailed study of the function, construction, operation, and servicing of automatic and manual transmissions.

*DPET 2110    Basic Hydraulics*
This course includes the principles of basic hydraulic systems and general maintenance procedures of a hydraulic system.  Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations.

*DPET 2130    Brakes*
The course includes nomenclature, theory of operation, and service procedure for medium/heavy duty truck braking systems to include air and hydraulics.

*DPET 2210    Fundamentals of Suspension*
The course includes the theory of operation and service procedures for medium/heavy duty truck suspension systems.

*DPET 2220    Air Conditioning*
This course covers the physical and chemical laws governing the principles of refrigeration. The basic cycle and components will be covered.  Applications will include alternate refrigerants, transferring, evacuation and system reprocessing.

*DPET 2240    Diesel Preventative Maintenance*
The course includes the importance of preventive maintenance, types of preventive maintenance, types of preventive maintenance inspection, vehicle overview, & DOT inspection procedures.

# Electrician – Industrial Electrician

**Description**

The purpose of this training program is to provide students with the knowledge, skills, and hands-on training needed to begin a rewarding career in the electrical profession. The program teaches students how to install, maintain, and repair electrical systems in residential and commercial applications.

**Program Learning Objectives**

1. Understand OHM's law and electrical conversions.
2. Understand DC Fundamentals
3. Ability to wire a basic switch and receptacle in a residential setting.
4. Ability to wire switches and receptacles in a commercial setting.
5. Dimension scaling and electrical symbols
6. Ability to size a solar panel to feed or supplement a house.
7. Ability to determine and distinguish safe work practices within the industrial work environment.
8. Sizing and load calculations of generators.
9. Sizing, bending, installing, and fittings of conduit.
10. Fundamentals of motor and light controls.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| IIET 1012 | Industrial Tools & Calculations | 2/1 | 2 | 60 |
| IMMT 1410 | Basic Electricity | 2/0 | 1 | 30 |
| IMMT 1411 | Basic Electricity Lab | 2/2 | 3 | 90 |
| ELEC 1131 | Basic Electronics | 1/3 | 3 | 105 |
| **CTS –Electrician Helper - Level I** | | | **15** | **465** |
| ELEC 1204 | Residential & Commercial Wiring I | 3/3 | 4 | 135 |
| ELEC 1230 | National Electrical Code | 2/2 | 3 | 90 |
| ELEC 1214 | Residential & Commercial Wiring II | 3/3 | 4 | 135 |
| IMMT 1120 | Blueprint Reading | 2/0 | 1 | 30 |
| SOLR 1000 | Solar Fundamentals | 1/1 | 2 | 60 |
| **CTS –Electrician Helper - Level II** | | | **29** | **915** |
| ELEC 2304 | Industrial Wiring Theory & Practice | 2/2 | 3 | 90 |
| ELEC 1330 | Generators/Motors and Transformer Operations | 2/2 | 3 | 90 |
| ELEC 1220 | Electrical Raceway | 2/1 | 2 | 60 |
| IMMT 1430 | Motor Controls | 1/3 | 3 | 105 |
| ELEC 1450 | Variable Frequency Drives | 0/2 | 2 | 60 |
| ELEC 2620 | Programmable Logic Controllers | 2/2 | 3 | 90 |
| **TD - Industrial Electrician** | | | **45** | **1410** |

**Course Descriptions**

*ELEC 1131    Basic Electronics*
Understand and demonstrate a basic understanding of electronics and how it applies to industrial wiring and electrical circuits.

*ELEC 1204    Residential & Commercial Wiring I*
An introduction to the identification and installation of the various types of conductors in residential and commercial wiring, connections, types of box enclosures, parts that make up a breaker panel, feeder service, switches, and receptacles.

*ELEC 1214    Residential and Commercial Wiring II*
An introduction to the identification and installation of the various types of conductors in residential and commercial wiring, connections, types of box enclosures, parts that make up a breaker panel, feeder service, switches, and receptacles.  This course emphasizes circuit sizing, conduit sizing and code requirements.

*ELEC 1220    Electrical Raceway*
Course introduces various methods of installing MC cable, EMT, RMC, PVC, flexible, and surface raceways.  Labs cover instruction in measuring, bending, cutting and installation of conduit.

*ELEC 1230    National Electrical Code*
Understand and demonstrate a certain level of knowledge of how to use and apply the National Electrical Code and why it is important to the industry.

*ELEC 1330    Generators/Motors and Transformer Operations*
This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

*ELEC 1450    Variable Frequency Drives*
Understand and demonstrate the capacity to use a Variable Frequency Drive or Solar Panel Power system application.

*ELEC 2304    Industrial Wiring Theory & Practice*
Course provides students with an understanding of the basic principles of wiring and electrical system installation in the industrial sector of the electrical industry.

*ELEC 2620    Programmable Logic Controllers*
Understand and demonstrate the capacity to use a Programmable Logic Controller or Solar Panel Power system application.

*IIET 1012    Industrial Tools & Calculation*
This course is an introduction to the tools, mathematics, and measurements commonly used in the fields of Instrumentation and Industrial Electricity.

*IMMT 1410   Basic Electricity*
Students will know Ohms Law Kirchhoff Laws & Power Formulas and will be able to Calculate Voltage Current and Resistance in Series and Parallel Circuits- read Electrical Schematics, Hook up Single Pole, Double Pole, Three Way & Four Way Switches and Receptacles with Pigtails. Know the Formulas for Inductive Reactance and Capacitive Reactance.  Understand how a Transformer works and Impedance Formulas.

*IMMT 1411   Basic Electricity Lab*
Students will know Ohms Law Kirchhoff Laws & Power Formulas and will be able to Calculate Voltage Current and Resistance in Series and Parallel Circuits- read Electrical Schematics, Hook up Single Pole, Double Pole, Three Way & Four Way Switches and Receptacles with Pigtails. Know the Formulas for Inductive Reactance and Capacitive Reactance.  Understand how a Transformer works and Impedance Formulas.

*IMMT 1430   Motor Controls*
A study of AC motor controls designed to acquaint the student with the theory, diagnosis, and repair of various motor controllers and circuit components.  Students will be involved in the construction of various controls circuits found in industry.

*LEAD 1003    Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

*SOLR 1000    Solar Fundamentals*
Course provides fundamental knowledge of photovoltaic power, related componentry, and the application of solar power uses.

*WKSF 1003   Industrial Workplace Safety*
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

# Heavy Equipment Vehicle Operator

**Description**

The Heavy Equipment Vehicle Operator (HEVO) program is a short-term program designed to prepare individuals for employment as professional heavy equipment operators and tractor-trailer drivers. Program content includes instruction in general construction site safety, operation of diesel-powered heavy equipment and tractor trailer rigs, identification of common equipment/vehicle components, defensive driving skills, actual driving on rural, urban and interstate highways, cargo handling, tractor trailer backing and maneuvering, and equipment/vehicle inspections and logging. Students are eligible to test for a CDL license upon successful completion of the program.

**Program Learning Objectives**
1. Demonstrate general construction site safety and worksite safety with all heavy equipment & tractor trailer rigs.
2. Demonstrate ability to identify, inspect and operate diesel powered heavy equipment and tractor trailer rigs.
3. Demonstrate defensive driving skills on rural, urban and interstate highways.
4. Demonstrate ability to back and maneuver tractor trailer rigs.
5. Demonstrate ability to prepare logs, trip plans and load documents according to laws and regulations.
6. Demonstrate general knowledge concerning mathematical formulas for construction trades, civil drawings, types of soils, and determining foundation grades.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| HCVO 1013 | Orientation to the Construction Trade | 2/2 | 3 | 90 |
| HCVO 1023 | Introduction to Earth Moving | 2/4 | 4 | 150 |
| **CTC - Heavy Equipment Operations - Level I** | | | **13** | **420** |
| HCVO 1133 | Construction Technology & Equipment | 2/4 | 4 | 150 |
| HCVO 1143 | Soils & Machinery | 2/4 | 4 | 150 |
| **CTC - Heavy Equipment Operations - Level II** | | | **21** | **720** |
| CTDP 1053 | Commercial Vehicle Operations & Regulations | 3/1 | 3 | 75 |
| CTDP 1064 | Commercial Vehicle Operations II | 1/5 | 4 | 165 |
| **CTS - Heavy Equipment Vehicle Operator** | | | **28** | **960** |

**Course Descriptions**

*CTDP 1053    Comm Vehicle Op & Regulations*
An introductory course that includes work ethics, pay, and other occupational descriptions. Also included are associated work problems, rules, procedures, and other regulations associated with operating a commercial vehicle in most highways' situations.

*CTDP 1064    Comm. Vehicle Operations II*
A hands-on class that lets the student practice the behind the wheel range (backing and shifting) and then on the public roads.

*HCVO 1013    Orientation to Constr. Trade*
Provides a comprehensive overview of heavy equipment uses, operator responsibilities, career opportunities, and safety principles associated with the operation of heavy equipment. Students are introduced to safety guidelines for the operation, maintenance, and transportation of heavy equipment.

**HCVO 1023   Introduction to Earth Moving**
Provides an overview of basic heavy equipment, along with their different models, applications, and common attachments. Basic instruction for the safe operation and preventive maintenance on each type of equipment, including proper mounting, startup procedures, and basic movements of the machine and its attachments. Covers operation of utility tractors and heavy-duty articulated tractors as used in the construction industry. Introduces the concepts of elevations and grading, the use and interpretation of grade stakes, and the basic process of grading construction sites, distance measuring, and finish grades.

**HCVO 1133   Construction Tech & Equipment**
Identifies proper methods for setting grades, interpreting grade stakes, and reading site plans to ensure that earthmoving work meets specifications.  Covers formulas and methods used to compute cut and fill requirement on a job, and illustrates techniques used to quickly estimate excavations.  Covers the uses of forklifts on construction sites.  Covers uses, inspection, operator maintenance, and operation of dump trucks used to carry loads on public highways.

*HCVO 1143   Soils and Machinery*
Describes the types of used in site preparation, as well as the safe practices associated with the operation of scrapers.  Includes procedures for using loaders in excavation, grading, and demolition work.  Describes the many uses of skid steers and attachments available for these machines.  Discusses how soil conditions affect equipment performance and explains techniques for working with various types of soils.

*LEAD 1003   Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

*WKSF 1003   Industrial Workplace Safety*
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

# HVAC Technician

**Description**

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 and air conditioning.  The HVAC Technician program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating and air conditioning units.

**Program Learning Objectives**

1. To provide the student with a training program that includes adequate instruction, tools, equipment, and facilities necessary to train the student in servicing and maintaining domestic and/or residential air conditioning and refrigeration units.
2. To provide local industry with qualified maintenance and service personnel.
3. To provide opportunities for students and industry personnel to receive environmentally safe certification through on-site testing.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| HVAC 1013 | Introduction to HVAC | 2/4 | 4 | 150 |
| HVAC 1023 | Principles of Refrigeration | 2/4 | 4 | 150 |
| HVAC 1033 | Fundamentals of Electricity | 2/2 | 3 | 90 |
| **CTS - HVAC Helper - Level I** | | | **17** | **570** |
| HVAC 1213 | Electric Motors and Components | 2/4 | 4 | 150 |
| HVAC 1223 | Residential Central Air I | 2/2 | 3 | 90 |
| HVAC 1233 | Applied Electricity & Troubleshooting | 5/4 | 4 | 150 |
| HVAC 1243 | Residential Central Air II | 2/2 | 3 | 90 |
| **CTS - HVAC Helper - Level II** | | | **31** | **1050** |
| HVAC 2013 | Residential Heating | 2/4 | 4 | 150 |
| HVAC 2023 | Heat Pumps and Specialized Equipment | 2/2 | 3 | 90 |
| HVAC 2033 | Residential System Troubleshooting | 2/2 | 3 | 90 |
| HVAC 2043 | Capstone: HVAC System Design | 2/4 | 4 | 150 |
| **TD - HVAC Technician** | | | **45** | **1530** |

**Course Descriptions**

*HVAC 1013   Introduction to HVAC*
This course presents the scientific laws governing thermodynamics and their application to the HVAC Industry as well as the basic components of a mechanical refrigeration system and each components purpose as it pertains to mechanical refrigeration.

*HVAC 1023   Principles of Refrigeration*
Information needed to prepare individuals to enter the HVAC industry.

*HVAC 1033   Fundamentals of Electricity*
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry.

*HVAC 1213   Electric Motors & Components*
Provides instruction in identifying, installing, and testing commonly used components in an air conditioning system.

*HVAC 1223   Residential Central Air I*
This course focuses on the major factors that make up a residential central air conditioning system.

*HVAC 1233   Applied Elec & Troubleshooting*
Provides instruction on wiring various types of air conditioning systems.

*HVAC 1243    Residential Central Air II*
This course is focused on the understanding and installation of air conditioning system components and air distribution systems.

*HVAC 2013    Residential Heating*
This course is focused on the operation, maintenance, installation, and troubleshooting of electric and gas furnaces.

*HVAC 2023    Heat Pumps & Specialized Equip*
This course is focused on the operation, maintenance, installation, and troubleshooting of residential air to air and geothermal heat pumps.

*HVAC 2033    Res System Troubleshooting*
Understanding and Installation of Air Conditioning System and Air Distribution Systems.

*HVAC 2043    Capstone: HVAC System Design*
Understanding the components of the air distribution system.

*LEAD 1003    Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism. The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

*WKSF 1003    Industrial Workplace Safety*
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades. This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

# Industrial Instrumentation & Electrical Technician

**Description**

This program offers training in the field of instrumentation technology. Students are prepared to be competent, qualified instrument technicians who can meet the ever-changing demands of modern industry. It includes training in electrical and electronic technology, basic programmable logic controllers (PLC's) knowledge and troubleshooting techniques, utilization of measurement sensing devices, control valves, and process control management.

**Program Learning Objectives**

1. Understand the physics of pressure, temperature, level and flow measurement; mechanical and electrical aspects of instruments used to control dynamics of processes. Dynamics of automatic control including proportional control, automatic reset, derivative action and integral timing conditioning and refrigeration units.
2. Demonstrate knowledge of commonly used process measurement devices, control methods and strategies, and the proper selection, identification, design, installation and operation of instrumentation.
3. Demonstrate knowledge of industrial process valve maintenance and instrumentation, including calibration, configuration, troubleshooting, and use of valves with instrumentation.
4. Demonstrate knowledge of basic fundamentals, terms, and units of DC and AC electrical theory, Graduates will have the ability to use test equipment, and hand tools.
5. Demonstrate the knowledge and ability to develop, construct, and functionally check a process control loop created by the student teams. This is a capstone project for Instrumentation and Electrical Technology students.
6. Create and debug hardware or software components that encompass electrical control systems.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| IIET 1012 | Industrial Tools & Calculations | 2/1 | 2 | 60 |
| IIET 1022 | Electrical Circuits Theory and Practice I | 1/2 | 2 | 75 |
| IIET 1032 | Electrical Circuits Theory and Practice II | 1/2 | 2 | 75 |
| **CTC: Industrial Helper** | | | **12** | **390** |
| IIET 1212 | Electronic Circuits - Theory and Practice | 1/2 | 2 | 75 |
| IIET 1222 | Electrical Power Theory and Practice I | 1/2 | 2 | 75 |
| IIET 1232 | Electrical Power Theory and Practice II | 1/2 | 2 | 75 |
| IIET 1243 | Industrial Electrical Power Theory & Practice I | 2/2 | 3 | 90 |
| IIET 1253 | Industrial Electrical Power Theory & Practice II | 2/2 | 3 | 90 |
| **CTS: Installation Technician - Level II** | | | **24** | **795** |
| IIET 2014 | Control Systems - Theory and Practice | 2/4 | 4 | 150 |
| IIET 2024 | Instrumentation Process Measurement Theory & Practice I | 2/4 | 4 | 150 |
| IIET 2034 | Instrumentation Process Measurement Theory & Practice II | 2/3 | 4 | 120 |
| **CTS:  Installation Technician - Level III** | | | **36** | **1215** |
| IIET 2043 | Instrumentation Control Systems Theory & Practice I | 1/2 | 3 | 105 |
| IIET 2053 | Instrumentation Control Systems Theory & Practice II | 2/2 | 3 | 90 |
| IIET 2063 | Capstone: Integrated Control Systems Troubleshooting | 2/2 | 3 | 90 |
| **TD - Industrial Instrumentation & Electrical Technician** | | | **45** | **1500** |

**Course Descriptions**

*IIET 1012      Industrial Tools & Calculation*
This course is an introduction to the tools, mathematics, and measurements commonly used in the fields of Instrumentation and Industrial Electricity.

*IIET 1022      Electrical Circuits I*
This course will introduce the concepts of DC circuits theory; mesh and nodal analysis, network theorems, Kirchhoff's Laws, single time-constant transients, and Thevenin's and Norton's equivalents for DC circuits.  Practice: Exercises that demonstrate and reinforce theoretical DC circuit concepts.  Skills in component recognition, component value identification and proper test equipment usage are emphasized.

*IIET 1032      Electrical Circuits II*
This course is an extension of concepts developed in 1022 to include sinusoidal steady state analysis of alternating current circuits, including, capacitance, inductance, reactance, impendence, true and apparent power.  Practice: exercises that demonstrate and reinforce theoretical AC circuit concepts.  The proper use of AC test equipment is emphasized including Oscilloscopes.

***IIET 1212    Electronic Circ Theory & Practice***
This course is an introduction to solid state devices, diodes, transistors, special purpose diodes thyristors, FET devices, VDR, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals. This course covers half wave, full wave, and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component identification.

***IIET 1222    Elec Power Theory & Practice I***
This course is an introduction to basic voltage sources and electrical circuits commonly used in commercial applications. Students will create electrical schematics and install wiring and electrical components, following the National Electrical Code (NEC) guidelines. Students will demonstrate operation of circuits and troubleshoot circuits when necessary.

***IIET 1232    Elec Power Theory & Practice II***
This course is an introduction to industrial wiring applications, including installation of EMT and rigid conduit. Use of the National Electric Code (NEC) as it applies to these applications and OSHA guidelines for safe installation.

***IIET 1243    Industrial Electrical Power I***
This course covers concepts of Safety, Basic Motor Control Principles and Components, Schematic Diagrams, Motor Connections, and the installation and troubleshooting of motor control circuitry using industry standards.

***IIET 1253    Industrial Electrical Power II***
Advanced concepts of motor control applications, including timers, liquid level control, and variable speed drives. Design, installation, and operation of control circuits using these devices. Use of safety procedures in all installation and operation. Troubleshooting of control circuits.

***IIET 2014    Control Systems Theory & Practice***
This course covers the software, hardware, and associated equipment that students will need to become proficient with to install, program, and maintain industrial programmable controllers.

***IIET 2024    Inst. Process Measurement I***
This course will introduce the concept of pressure and level calculations, sensing devices, and perform pressure and level measurements. Also included are troubleshooting techniques.

***IIET 2034    Inst. Process Measurement II***
This course will introduce the concept of temperature and flow calculations, sensing devices, and perform temperature and flow measurements. Also included are troubleshooting techniques and calibration procedures.

***IIET 2043    Inst. Control Systems I***
This course is designed to introduce the student to the concepts and practices of process control and the associated instrumentation and hardware that can be involved in controlling process variables. There are hands-on applications where students will be interactive with various control elements and the disassembly, assembly, repair and calibration of these control type elements.

### *IIET 2053      Inst. Control Systems II*

This course is designed to continue the student's education on process control including various control methods, control elements, process tuning, and the implementation of primary, final, and control elements to use in automatic control.  There are hands-on applications where students will be interactive with various control elements and the disassembly, assembly, repair, and calibration of these control type elements.

### *IIET2063      Integrated Con Sys Troubleshoot*

This course is designed to continue the student's education on process control including various control methods, control elements, process tuning, and the implementation of primary, final, and control elements to use in automatic control.  There are hands-on applications where students will be interactive with various control elements and the disassembly, assembly, repair, and calibration of these control type elements.

### *LEAD 1003    Work Readiness*

This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

### *WKSF 1003    Industrial Workplace Safety*

This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

# Industrial Maintenance Technology

**Description**

The purpose of this program is to prepare individuals for employment in the field of Industrial Maintenance Mechanical Technology. It prepares students through classroom instruction and practical experience needed to install, repair, and maintain industrial equipment and machinery such as: electrical systems, motors, pumps, production machinery, welding, plumbing of pneumatics & hydraulic lines, and electrical conduit.

**Program Learning Objectives**

1. The student will be able to comprehend and demonstrate safety practices in an industrial environment.
2. The student will be able to understand and demonstrate the principles and applications of electricity in direct and alternating current circuits and their use in industrial environments.
3. The student will be able to understand and demonstrate the scaling, symbols, and layout of blueprints and how they relate to floor plans, electrical, plumbing, and other utilities used in construction.
4. The student will be able to understand and demonstrate the principles and applications of pneumatic systems in industrial environments.
5. The student will be able to understand and demonstrate the principles and applications of hydraulic systems in industrial environments.
6. The student will be able to understand and demonstrate the principles of SMAW and MIG welding in the industrial environment.
7. The student will be able to understand and demonstrate the proper use of various electrical test equipment.
8. The student will be able to precisely align, monitor, maintain, and troubleshoot industrial pump systems.
9. The student will be able to precisely align, monitor, maintain, and troubleshoot industrial mechanical systems.
10. The student will be able to understand and demonstrate the installation and basic operation of PLC units.

## Curriculum

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| IMMT 1311 | Pipefitting | 2/1 | 2 | 60 |
| IMMT 1410 | Basic Electricity | 2/0 | 1 | 30 |
| IMMT 1411 | Basic Electricity Lab | 2/2 | 3 | 90 |
| IMMT 1120 | Blueprint Reading | 2/0 | 1 | 30 |
| **CTS –Electrical Raceway - Conduit Technician** | | | **13** | **390** |
| IMMT 1220 | Pneumatics | 2/2 | 3 | 90 |
| IMMT 1221 | Pneumatics Application | 2/2 | 3 | 90 |
| IMMT 1230 | Hydraulics | 2/2 | 3 | 90 |
| IMMT 1241 | Hydraulics Troubleshooting Projects | 2/2 | 3 | 90 |
| **CTS –Hydraulic and Pneumatic Technician** | | | **25** | **750** |
| IMMT 1111 | Maintenance Welding I | 1/3 | 3 | 105 |
| IMMT 1112 | Maintenance Welding II | 1/3 | 3 | 105 |
| **CTS - Maintenance Helper** | | | **31** | **960** |
| IMMT 1430 | Motor Controls | 1/3 | 3 | 105 |
| IMMT 1320 | Millwright I | 1/5 | 4 | 165 |
| IMMT 1330 | Millwright II | 1/5 | 4 | 165 |
| IMMT 1440 | Programmable Logic Controllers | 1/3 | 3 | 105 |
| **TD - Industrial Maintenance Technology** | | | **45** | **1500** |

## Course Descriptions

### IMMT 1111    Maintenance Welding I
Students will Weld Basic Beads with SMAW 1/8 7018 AND 1/8 6010 Rods Weld T-Joints and V-Grooves for A.W.S. Root and Cap Bend Test.  Learn how to cut with Acetylene hand and Track Torch.

### IMMT 1112    Maintenance Welding II
Students will Weld SMAW 1/8 7018 and 1/8 6010 Rods. Continue the T-joints & V-Grooves that they started in Welding 1.  Welding every day until they can Pass the A.W.S. Bend Test.  They will be Proficient with the Hand Torch and the Track Torch.

### IMMT 1120    Blueprint Reading
Experience will be gained in problems solving techniques, design making skills, and communication skills.  Activities are practiced and reinforced by participation in various individual and group settings.

***IMMT 1220    Pneumatics***
Read and Understand Pneumatic Systems and Drawings.  To understand and figure Pressure, Force, Area and the Valves that control this Process.

***IMMT 1221    Pneumatics Application***
Read and Understand Pneumatic Systems and Drawings.  To understand and figure Pressure, Force, Area and the Valves that control this Process.

***IMMT 1230    Hydraulics***
A general study relating to design and application of hydraulic power.

***IMMT 1241    Hydraulics Troubleshooting Projects***
The study and application of diagnosis of fluid power systems and components.  Includes the use of testing devices, system specifications, codes, and applications and safety to determine the proper functions of the application.

***IMMT 1311    Pipefitting***
Measure, Cut, Thread, Fit, Bend, Schedule 40 and Electrical Metallic Tubing with Rigid 535 Threading Machine and various Conduit Benders.

***IMMT 1320    Millwright I***
Students will learn to use semi-precision measuring tools.  Precision motor alignment skills will be demonstrated and applied.  Fluid pumping systems are set-up and adjusted using VFDS to control pressure and flow.

***IMMT 1330    Millwright II***
Students will learn to use semi-precision measuring tools.  Precision motor alignment skills will be demonstrated and applied.  Fluid pumping systems are set- up and adjusted using VFDS to control pressure and flow.

***IMMT 1410    Basic Electricity***
Students will know Ohms Law Kirchhoff Laws & Power Formulas and will be able to Calculate Voltage Current and Resistance in Series and Parallel Circuits- read Electrical Schematics, Hook up Single Pole, Double Pole, Three Way & Four Way Switches and Receptacles with Pigtails. Know the Formulas for Inductive Reactance and Capacitive Reactance.  Understand how a Transformer works and Impedance Formulas.

***IMMT 1411    Basic Electricity Lab***
Students will know Ohms Law Kirchhoff Laws & Power Formulas and will be able to Calculate Voltage Current and Resistance in Series and Parallel Circuits- read Electrical Schematics, Hook up Single Pole, Double Pole, Three Way & Four Way Switches and Receptacles with Pigtails. Know the Formulas for Inductive Reactance and Capacitive Reactance.  Understand how a Transformer works and Impedance Formulas.

*IMMT 1430   Motor Controls*
A study of AC motor controls designed to acquaint the student with the theory, diagnosis, and repair of various motor controllers and circuit components.  Students will be involved in the construction of various controls circuits found in industry.

*IMMT 1440   Programmable Logic Controllers*
Introduction to Logic Controllers, this Course covers the software, hardware, and associated equipment that students will need to become proficient with in order to install, program and maintain industrial programmable controllers.

*LEAD 1003   Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

*WKSF 1003   Industrial Workplace Safety*
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.

# Information Technology

**Description**

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

**Program Learning Objectives**

1. Demonstrate ability to troubleshoot, repair, and maintain computer systems.
2. Demonstrate ability to troubleshoot, repair, and maintain basic local area network problems.
3. Demonstrate ability to operate a computer using current operating system software.
4. Demonstrate ability to use current application software for manipulating spreadsheets, databases, and word processing documents.

## Curriculum

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|---|---|---|---|---|
| *Required Core Courses* | | | | |
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| CPTR 1010 | Digital Literacy | 1/2 | 3 | 90 |
| INTE 1100 | Installation and Troubleshooting, Part I | 1/2 | 3 | 90 |
| INTE 1200 | Operating Systems | 1/2 | 3 | 90 |
| INTE 1110 | Installation and Troubleshooting, Part II | 1/2 | 3 | 90 |
| INTE 2030 | Active Directory | 1/2 | 3 | 90 |
| INTE 2200 | Security Plus | 1/2 | 3 | 115 |
| INTE 2110 | Networking Technologies | 1/2 | 3 | 180 |
| **Required Courses Total** | | | **24** | **835** |
| INTE 2010 | Introduction to Client/Server Networking | 1/2 | 3 | 90 |
| INTE 2120 | Introduction to Basic Routers | 1/2 | 3 | 180 |
| **CTS – Network Administrator** | | | **30** | **1105** |
| INTE 2850 | Emerging Technologies | 1/2 | 3 | 90 |
| INTE 2902 | Internship | 1/2 | 3 | 90 |
| INTE 2130 | Intermediate Routing and Switching | 1/2 | 3 | 180 |
| INTE 2140 | Wide Area Network Protocols | 1/2 | 3 | 180 |
| INTE 2020 | Server Network Infrastructure | 1/2 | 3 | 90 |
| **TD – ICT Computer Network Specialist** | | | **45** | **1735** |
| **Other Credentials Available** | | | | |
| INTE 1100 | Installation and Troubleshooting, Part I | 1/2 | 3 | 90 |
| INTE 1110 | Installation and Troubleshooting, Part II | 1/2 | 3 | 90 |
| INTE1200 | Operating Systems | 1/2 | 3 | 90 |
| INTE2010 | Introduction to Client/Server Networking | 1/2 | 3 | 90 |
| INTE2020 | Server Network Infrastructure | 1/2 | 3 | 90 |
| | INTE Computer Elective | 1/2 | 3 | 90 |
| **CTS – System Analyst** | | | **18** | **540** |

## Course Descriptions

### CPTR 1010    Digital Literacy

Digital Literacy is defined as a demonstrated ability to use technology to access, manipulate, evaluate, use, and present information.  This course teaches the fundamentals of using an electronic device for personal and academic needs, including online learning.  A digitally literate student will be able to understand why technology and its uses are an important force in our society.  Units include the following: How to Be an Online Learner, College & Career Readiness, Digital Citizenship, and Microsoft Office.

### CSRV 1000    Customer Service

This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

*INTE 1100    Installation and Troubleshooting, Part I*
A hands-on advanced study involving PC hardware and software that prepares students for an industry-based certification such as the A+ examination. Many IT professionals begin their careers in IT support-related positions. The main purpose of the TestOut PC Pro certification is to verify the necessary skills to work as an IT support professional. In an IT support job, you'll be asked to install, repair, configure, secure, and manage computer hardware, operating systems, and software in-home or corporate environments. These are the most basic and foundational skills required of all IT professionals. Additionally, communication, listening, and analysis skills are essential for interacting with customers.

*INTE 1110    Installation and Troubleshooting, Part II*
A hands-on advanced study involving PC hardware and software that prepares students for an industry-based certification such as the A+ examination. Many IT professionals begin their careers in IT support-related positions. The main purpose of the TestOut PC Pro certification is to verify the necessary skills to work as an IT support professional. In an IT support job, you will be asked to install, repair, configure, secure, and manage computer hardware, operating systems, and software in-home or corporate environments. These are the most basic and foundational skills required of all IT professionals. Additionally, communication, listening, and analysis skills are essential for interacting with customers.

*INTE 1200    Operating Systems*
This course introduces operating system basics with the intent of giving students a deeper understanding of various operating systems. Operating systems covered include Windows 7 through Windows 10 desktop operating systems, Windows Server, UNIX/Linux, and macOS. Students will learn some networking basics and information for how to create mixed environments.

*INTE 1210    Introduction to Programming*
This course is designed to teach students the basic and advanced topics in personal computer operating systems. It is a hands-on study of computer operating systems through skills-based, project-oriented instructions using the most popular operating systems used in business and industry. Windows 10 and Windows 7 will be the main subject of study. However, other operating systems like Linux and Apple OSX for the Mac will be discussed. The course also prepares students for industry-based certifications. The course includes but is not limited to the following subject areas; Installation, Administration, Optimization, Management and Troubleshooting aspects associated with managing Windows desktop operating systems from standalone to network environments.

*INTE 2010    Introduction to Client/Server Networking*
The TestOut Server Pro 2016: Install and Storage certification exam measures an examinee's ability to perform real-world tasks using the Windows Server 2016 operating system. These tasks are performed by IT professionals in a variety of job roles, including network systems administrator, systems engineer, senior security specialist, and IT systems administrator. Examinees could exhibit competence through performing installation, configuration, and management tasks in Windows Server 2016. Technologies used include storage services, network services, file and print, virtualization, high availability, active directory, and group policy.

*INTE 2020     Server Network Infrastructure*
The TestOut Server Pro 2016: Networking certification exam measures an examinee's ability to perform real-world tasks using the Windows Server 2016 operating system. These tasks are performed by IT professionals in a variety of job roles, including network systems administrator, systems engineer, senior security specialist, and IT systems administrator. Examinees could exhibit competence through performing network configuration and functionality tasks in Windows Server 2016. Technologies covered include DNS, DHCP, IPAM implementation, VPN, Direct Access, DFS, BranchCache, Hyper-V Network Virtualization, and Network Controller.

*INTE 2030     Active Directory*
This course is designed to provide students with the knowledge and skills to successfully plan, implement, and troubleshoot Server Active Directory, directory service infrastructure. The course focuses on a directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.

*INTE 2110     Networking Technologies*
Security+, measures an examinee's ability to perform tasks commonly performed by IT security professionals such as network and systems administrators and IT security specialists. These professionals are typically responsible for helping to implement and maintain security protocols and best practices. Passing the TestOut Security Pro Certification means you can implement layered security through group policy objects, access control lists, wireless and wired local area network security measures, and workstation and mobile device security measures.

*INTE 2120     Introduction to Basic Routers*
This course is a comprehensive guide for anyone wishing to obtain a solid background in basic Cisco networking concepts. Students are first introduced to theory-based concepts, which are followed-up with practical hands-on labs. This book is suitable for use in any Cisco networking course.

*INTE 2130     Intermediate Routing and Switching*
Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This course first introduces the fundamental building blocks that form a modern network, such as protocols, media, topologies, and hardware. It then provides in depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, virtual networks, security, and troubleshooting. After completing this course and completing the exercises, you will be prepared to select the best network design, hardware, and software for your environment. You will also have the skills to build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network. Finally, you will be well-prepared to pass CompTIAs Network+ N10-007 certification exam.

*INTE 2140     Wide Area Network Protocols*
The purpose of this course is to provide a broad survey of wireless communications including in-depth coverage of protocols, transmission methods, and IEEE wireless standards. Many hands-on exercises are included, which allow students to practice skills as they are learned.

*INTE 2200    Security Plus*
Security+, measures an examinee's ability to perform tasks commonly performed by IT security professionals such as network and systems administrators and IT security specialists.  These professionals are typically responsible for helping to implement and maintain security protocols and best practices.  Passing the TestOut Security Pro Certification means you can implement layered security through group policy objects, access control lists, wireless and wired local area network security measures, and workstation and mobile device security measures.

*INTE 2850    Emerging Technologies*
A survey course on Industry 4.0 and its impact on Manufacturing.  The goal of this course is to ensure students have a general understanding of the Industry 4.0 concepts, vocabulary and can relate the importance of each to the role of a technician in the Manufacturing field.

*INTE 2902    Internship*
The internship will be the final course taken by students in their last semester.  Students will be assigned one or more projects at the school site or at an employer's site to gain practical hands-on workplace related skills

*LEAD 1003    Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism.  The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

# Patient Care Technician

**Description**

This program prepares individuals for a variety of job opportunities in the health occupation fields and is designed to meet the need for cross training of employees in health care facilities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing assistant skills are required. In addition, students learn phlebotomy, how to perform electrocardiograms (EKG) stress testing, and other monitoring procedures.

**Program Learning Objectives**

1. Identify the role and responsibilities of the Patient Care Technician.
2. Demonstrate basic knowledge of normal structure and function of the human body to distinguish between normal and abnormal functioning.
3. Develop basic knowledge of normal structure and function of the human body to distinguish between normal and abnormal functioning.
4. Apply knowledge and skills needed to administer safe and appropriate bedside care to a patient under the direction of a Medical Technologist or appropriate Cardiopulmonary supervising personnel.
5. Demonstrate the knowledge and skills needed to prevent the spread of pathogenic organisms.
6. Use knowledge and skills needed to perform Phlebotomy, EKG, and Basic PCT procedures in a safe and therapeutic manner.

## Curriculum

| Course # | Course Title | Lecture/ Lab Cr Hours | Credit Hours | Lecture clock Hours. | Lab/ Clinical Hours. | Total Clock Hours |
|---|---|---|---|---|---|---|
| CPTR 1002 | Computer Literacy and Applications | 2/2 | 3 | 30 | 60 | 90 |
| HCOR 1211 | Nursing Fundamentals I | 3/1 | 4 | 45 | 30 | 75 |
| HCOR 1212 | Skills Application | 0/1 | 1 | 0 | 45 | 45 |
| **CTC - Nursing Assistant** | | | **8** | **75** | **135** | **210** |
| HCOR 1200 | Introduction to Anatomy & Physiology | 2/1 | 2 | 30 | 30 | 60 |
| BOTH 1210 | Administrative Procedures for Medical Office | 2/2 | 3 | 30 | 60 | 90 |
| HPHL 1013 | Phlebotomy | 4/2 | 4 | 60 | 60 | 120 |
| HEKG 1113 | EKG | 2/1 | 2 | 30 | 30 | 60 |
| HCOR 1601 | Communication Techniques in Healthcare | 2/1 | 2 | 30 | 30 | 60 |
| HPHL 1023 | Phlebotomy Clinical | 1/3 | 3 | 15 | 90 | 105 |
| HEKG 1123 | EKG Clinical | 0/1 | 1 | 0 | 30 | 30 |
| HCOR 1801 | Professional Aspects for Healthcare Providers | 2/1 | 1 | 30 | 30 | 60 |
| **CTS - Patient Care Technician** | | | **26** | **300** | **495** | **795** |
| **Additional Credentials Available:** | | | | | | |
| CPTR 1002 | Computer Literacy and Applications | 2/2 | 3 | 30 | 60 | 90 |
| HCOR 1211 | Nursing Fundamentals I | 3/1 | 4 | 45 | 30 | 75 |
| HCOR 1212 | Skills Application | 0/1 | 1 | 0 | 45 | 45 |
| HCOR 1200 | Introduction to Anatomy & Physiology | 2/1 | 2 | 30 | 30 | 60 |
| HEKG 1113 | EKG | 2/1 | 2 | 30 | 30 | 60 |
| HEKG 1123 | EKG Clinical | 0/1 | 1 | 0 | 30 | 30 |
| **CTC - EKG Skills** | | | **13** | **135** | **225** | **360** |
| CPTR 1002 | Computer Literacy and Applications | 2/2 | 3 | 30 | 60 | 90 |
| HCOR 1211 | Nursing Fundamentals I | 3/1 | 4 | 45 | 30 | 75 |
| HCOR 1212 | Skills Application | 0/1 | 1 | 0 | 45 | 45 |
| HCOR 1200 | Introduction to Anatomy & Physiology | 2/1 | 2 | 30 | 30 | 60 |
| HPHL 1013 | Phlebotomy | 4/2 | 4 | 60 | 60 | 120 |
| HPHL 1023 | Phlebotomy Clinical | 1/3 | 3 | 15 | 90 | 105 |
| **CTC - Phlebotomy Skills** | | | **17** | **180** | **315** | **495** |

## Course Descriptions

### *CPTR 1002    Computer Literacy & Applications*
This course is an introductory study and application of computer system components and operating system environments.  Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

*BOTH 1210   Administrative Procedures for Medical Office*
This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal.  Beginning front office activities in a medical office such as scheduling, insurance, billing, using, and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered.  Practical application activities are integrated throughout this course.

*HCOR 1200   Introduction to Anatomy & Physiology*
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 1211   Nursing Fundamentals I*
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 an application of the nursing process in the management of clients with health alterations.

*HCOR 1212   Skills Application*
This course prepares graduates to lead an aged care workforce in providing clinical care for elderly people with special care needs.  The course covers major areas of complex care need, such as dementia, medication management, nutrition, continence management and falls prevention.

*HCOR 1601   Communication Techniques in Healthcare*
Students will demonstrate effective and therapeutic communication (written and verbal) skills that are essential 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.

*HCOR 1801   Professional Aspects for Healthcare Providers*
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, patience, organization, responsibility, flexibility, sociability, motivation, and communication skills), necessary for successful employment are discussed and practiced.  Submission of professional resume, application cover letter and resignation letter are required.

*HEKG 1113   EKG*
This course introduces the student to the electrocardiogram (EKG) purposes and procedures.  Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system.  A supervised lab portion (30 hrs.) is an integral portion of this course and will allow student performance of EKG procedures.  This course includes a

minimum of 90 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.

### HEKG 1123   EKG Clinical
This course prepares graduates to lead an aged care workforce in providing clinical care for elderly people with special care needs.  The course covers major areas of complex care need, such as dementia, medication management, nutrition, continence management and falls prevention.

### HPHL 1013   Phlebotomy
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform, including a 75-hour classroom and 45-hour laboratory practice.    Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship.  Students spend an additional 90 hours of supervised preceptor clinical hours in a variety of health care sites to obtain the necessary course requirements for a total of 210 clock hours.

### HPHL 1023   Phlebotomy Clinical
Students will be using phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included.  Students perform introductory, fundamental, and advanced phlebotomy skills in the clinical setting.  Students spend 90 hours of supervised preceptor clinical hours in a variety of health care sites to complete the necessary course requirements of 90 clock hours, 25 venipunctures and 5 dermal punctures.  After completion students will take the Phlebotomy Technician Certificate Examination.

# Practical Nursing

**Description**

This program prepares students to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE).  The program consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.  Upon successful completion of the program, the student is awarded a diploma and is eligible to apply to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

**Program Learning Objectives**
1. Provide safe patient-centered care that is culturally and developmentally appropriate.
2. Practice within legal, ethical, and professional scope of a Licensed Practical Nurse.
3. Make clinical nursing judgements based on evidence-based practice.
4. Minimize the risk of harm to patients by using evidence-based practice, nursing informatics, and individual performance.

## Curriculum

| Course # | Course Title | Lecture/ Lab Cr Hours | Credit Hours | Lecture clock Hours. | Lab/ Clinical Hours. | Total Clock Hours |
|---|---|---|---|---|---|---|
| **Prerequisite Courses** | | | | | | |
| CPTR 1002 | Computer Literacy and Applications | 2/2 | 3 | 30 | 60 | 90 |
| *Required Practical Nursing Courses:* | | | | | | |
| HNUR 1211 | Nursing Fundamentals (summer) | 2/1 | 4 | 45 | 30 | 75 |
| HNUR 1212 | Geriatric Clinical (summer) | 0/1 | 1 | 0 | 45 | 45 |
| **CTC - Health Care Aid** | | | **8** | **75** | **135** | **210** |
| | **Pre-Nursing (Spring)** | | | | | |
| HNUR 1000 | PN Applications | 2/0 | 2 | 60 | 0 | 60 |
| HNUR 1100 | Anatomy and Physiology for PNs | 5/0 | 5 | 90 | 0 | 90 |
| HNUR 1322 | Nutritional Aspects | 2/0 | 2 | 30 | 0 | 30 |
| | **Level I--Fall** | | | | | |
| HNUR 1363 | Basic Pharmacology (16 weeks) | 2/1 | 3 | 30 | 30 | 60 |
| HNUR 1411 | Nursing Fundamentals II (16 weeks) | 2/2 | 4 | 30 | 60 | 90 |
| HNUR 2522 | Mental Illness/Psychiatric Nursing (16 weeks) | 2/1 | 3 | 30 | 30 | 60 |
| | **Level II--Spring** | | | | | |
| HNUR 1460 | Advanced Pharmacology (16 weeks) | 3/0 | 3 | 45 | 0 | 45 |
| HNUR 2611 | IV Therapy (1st 8 weeks) | 1/0 | 1 | 30 | 0 | 30 |
| HNUR 2118 | Medical Surgical I (16 weeks) | 4/4 | 8 | 80 | 180 | 260 |
| | **Level III--Summer** | | | | | |
| HNUR 2128 | Medical Surgical II (8 weeks) | 4/4 | 8 | 80 | 180 | 260 |
| HNUR 2722 | Pediatrics (8 weeks) | 1/1 | 2 | 35 | 30 | 65 |
| | **Level IV--Fall** | | | | | |
| HNUR 2138 | Medical Surgical III (16 weeks) | 4/4 | 8 | 80 | 180 | 260 |
| HNUR 2712 | Obstetrics (16 weeks) | 1/1 | 2 | 35 | 30 | 65 |
| HNUR 2812 | PN Leadership and Management (16 weeks) | 1/1 | 2 | 30 | 30 | 60 |
| **TD - Practical Nursing** | | | **61** | **760** | **885** | **1645** |
| *Lab 185/700 clinical* | | | | | | |

## Course Descriptions

### *CPTR 1002    Computer Literacy & Applications*
This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### HNUR 1000   PN Applications
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 Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana 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.  Also included in this course is 15 hours of medical terminology, to include common medical/nursing abbreviations.  Medical terminology provides the student with basic medical language skills of pronunciation, spelling, and definitions as a foundation for developing the degree of competency required to read and understand medical reports and communicate with other medical professionals.

### HNUR 1100   Anatomy and Physiology for PNs
Anatomy and physiology is a course that will enable students to develop an understanding of the relationships between the structures and functions of the human body.  Students will learn the mechanisms for maintaining homeostasis within the human body.  This course will include projects and activities with the use of textbook material, models, diagrams, and clinical studies.

### HNUR 1211   Nursing Fundamentals I
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 an application of the nursing process in the management of clients with health alterations.

### HNUR 1212   Geriatric Clinical I
This course prepares graduates to lead an aged care workforce in providing clinical care for elderly people with special care needs.  The course covers major areas of complex care need, such as dementia, medication management, nutrition, continence management and falls prevention.

### HNUR 1322   Nutritional Aspects
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.  Also includes disease processes as it relates to nutrition.

### HNUR 1363   Basic Pharmacology
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.

### HNUR 1411   Nursing Fundamentals II
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.

### HNUR 1460   Advanced Pharmacology
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 clients' learning needs and effects of all pharmacological interventions.

### HNUR 2118   Medical Surgical I
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.

### HNUR 2128   Medical Surgical II
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.

### HNUR 2138   Medical Surgical III
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.

### HNUR 2522   Mental Illness/Psychiatric Nursing
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 supervision and at the discretion of practical nursing faculty.  This course includes a 30-hour clinical component.

### HNUR 2611   IV Therapy
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 (15 hours) is an integral part of this course.

### HNUR 2712   Obstetrics
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.

### HNUR 2722   Pediatrics
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 supervision and at the discretion of practical nursing faculty.  This course includes a 30-hour clinical component

*HNUR 2812   PN Leadership and Management*
This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statues, 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 state laws, to explain procedures which facilitate necessary operation of the Louisiana 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.

# Welding

## Description
This program provides instruction in various welding processes and techniques including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding (TIG welding), flux-cored arc welding, gas metal arc welding (MIG welding), pipe welding, plasma arc cutting, oil and gas welding, blueprint reading, welding symbols, and joints.

## Program Learning Objectives
1. Learn and demonstrate safe welding practices while completing welding tasks.
2. Learn and demonstrate various metal cutting techniques using metal saws, grinders, and oxygen-acetylene fueled torches.
3. Learn and demonstrate the capacity of reading and understanding the symbols and notations used in the development of blueprints for welding projects.
4. Learn and demonstrate the development of the arc and puddle control while employing SMAW welding techniques.
5. Learn and demonstrate the SMAW technique of creating overlapping beads to form a bed of solid metal.
6. Learn and demonstrate various welding techniques using SMAW process in Fillet, V-Groove, BU, Gouge, and several pipe and flat iron positions.
7. Learn and demonstrate various welding techniques using GTAW process in Basic Multi-Joint positions using steel and aluminum wire.
8. Learn and demonstrate various welding techniques using GMAW process in Fillet and Groove welds.
9. Learn and demonstrate various welding techniques using FCAW process in Fillet and Groove welds.
10. Learn and demonstrate several metal working techniques to complete a project as assigned by the instructor.

**Curriculum**

| Course # | Course Title | Lecture/ Lab Hours | Credit Hours | Clock Hours |
|----------|--------------|--------------------|--------------|-------------|
| LEAD 1003 | Work Readiness | 2/2 | 3 | 90 |
| WKSF 1003 | Industrial Workplace Safety | 2/2 | 3 | 90 |
| WELD 1023 | SMAW Basic Bead | 2/2 | 3 | 90 |
| WELD 1411 | SMAW Fillet Weld | 2/2 | 3 | 90 |
| WELD 1421 | SMAW V-Groove Open/BU/GOUGE | 2/3 | 4 | 120 |
| **CTS 1 - Welder Helper - Level I** | | | **16** | **480** |
| WELD 1510 | SMAW Pipe 2G | 2/3 | 4 | 120 |
| WELD 1511 | SMAW Pipe 5G | 2/3 | 4 | 120 |
| WELD 1512 | SMAW Pipe 6G | 2/3 | 4 | 120 |
| WELD 2093 | GMAW Basic Fillet Weld /Groove Welds | 2/2 | 3 | 90 |
| **CTS 2 - Welder Helper - Level II** | | | **31** | **930** |
| WELD 2100 | FCAW Basic Fillet Weld /Groove Welds | 2/2 | 3 | 90 |
| WELD 1074 | GTAW Basic Multi-Joint | 2/4 | 4 | 150 |
| WELD 2231 | GTAW Aluminum Multi-Joint or Special Project | 2/3 | 4 | 120 |
| WELD 2123 | Capstone: Advanced Welding Problem Solving | 2/2 | 3 | 90 |
| **TD - Welding Technology** | | | **45** | **1380** |

**Course Descriptions**

*LEAD 1003    Work Readiness*
This course is designed to prepare for job readiness by reviewing the skills necessary for employment, including time management, communication, teamwork, and professionalism. The student will engage in a variety of skill-building activities, create a resume, participate in a simulated interview process, and review basic math and English skills necessary for their chosen program of study.

*WELD 1023    SMAW Basic Bead*
Introduction to the principles of Shielded Metal Arc Welding (SMAW). Component and consumable identification including the safe setup of equipment and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes.

*WELD 1074    GTAW Basic Multi-Joint*
An introduction to the principles of Gas Tungsten Arc Welding (GTAW), component and consumable identification including the safe setup of equipment and practice of welding beads (fillet welds), and groove welds in the flat, vertical, horizontal, and overhead positions using carbon steel consumables.

*WELD 1411   SMAW Fillet Weld*
Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of single and multi-pass filet welds in the flat, horizontal, vertical, and overhead positions using various electrodes.

*WELD 1421   SMAW V-Groove Open/BU/GOUGE*
Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions using various electrodes.

*WELD 1510   SMAW Pipe 2G*
An introduction to the safe setup of equipment and principles of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position.

*WELD 1511   SMAW Pipe 5G*
Safely setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position.

*WELD 1512   SMAW Pipe 6G*
Safely setup equipment and apply principles of Shielded Metal Arc Welding of Pipe (SMAW Pipe) in the 6G - 45 fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW Pipe) in the 6G - 45 fixed position.

*WELD 2093   GMAW Basic Fillet/Groove Welds*
An introduction to the principles of Gas Metal Arc Welding (GMAW) types of weld transfer, weld quality, and component and consumable identification including the safe setup of equipment and practice of welding fillet/ groove welds in flat, horizontal, vertical, and overhead positions.

*WELD 2100   FCAW Basic Fillet Weld/Groove*
An introduction to the principles of Flux Core Arc Welding (FCAW), component and consumable identification including the safe setup of equipment and practice of fillet/groove welds in the flat, vertical, horizontal, and overhead positions.

*WELD 2123   Capstone: Adv. Problem Solving*
This course prepares the student for upcoming welding tests, troubleshooting problems from previous courses, and special projects.

*WELD 2231   GTAW Aluminum Multi-Joint*
An introduction to the principles of Gas Tungsten Arc Welding (GTAW), aluminum, component and consumable identification including the safe setup of equipment and practice of welding beads (fillet welds) in the flat, vertical, horizontal, and overhead positions using aluminum consumables.

*WKSF 1003   Industrial Workplace Safety*
This course will provide an overview of the construction industry by examining organizational structures and systems, safety regulations and agencies, construction documents, office and field organizations, and the various construction crafts and trades.  This course will focus on the basic knowledge and skills needed in the construction industry by studying safety, math, hand tools, power tools, rigging, blueprint reading, communication, and employability.