

Nunez Community College

2026-2027 Catalog

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Academic Calendar

Refund dates and Show/No Show reporting dates for additional Parts of Term for HACR, NURS, and PTEC (FastTrack) courses can be found on the Student Consumer Information webpage.

For students enrolled in multiple terms (full term, Mini-A, and Mini-B terms) the deadline to opt-out of the Follett Access textbook program is the 100% refund date for the full term. Students enrolled solely in Mini-B courses will have until the 100% refund date for the Mini-B term to opt-out of the program.

Students can add and drop courses, complete checklist items for financial aid, and make payments in LoLA through 11:59pm of any deadline. Should students need in-person assistance, they should plan to see staff during business hours. During Fall and Spring semester, offices are open Monday-Thursday 7:30am-5:00pm and Fridays 8:00am-12:00pm. During Summer semester, offices are open Monday-Thursday 7:30am-6:00pm.

Fall 2026 Semester, Full Term (16 weeks)

DATE	EVENT
March 16	Early registration for VA students begins
March 18	Early registration for all students begins
May 29	Demographic and Course Selection Files for Dual Enrollment Partners Due
August 4	Early Registration payment deadline; in-person payment due by 3:45pm, online payments accepted until 11:59pm
August 11	Student Financial Aid Opens at Bookstore
August 18	First day of class
August 21	Final Payment Deadline for Full Term; in-person payment due by 11:30am, online payments accepted until 11:59pm
August 24	Late Registration/Last Day to Add, Drop, or Adjust Schedule
August 24	100% Tuition & Fees Adjustment Period **(Refund dates for Nursing, HACR, and PTEC FastTrack special sessions can be found on the Student Consumer Information webpage)**
August 25	Show/No Show reporting deadline 12:00pm; students dropped for non-payment/non-attendance at 4:00pm **(Show/No Show reporting deadlines for Nursing and HACR four-week terms can be found on the Student Consumer Information webpage)**
August 25-28	50% Tuition-Only Adjustment Period
August 29-September 1	25% Tuition-Only Adjustment Period
September 1	Reinstatement Deadline, 12:00pm
September 2	Census Day, Automatic W grade recorded for all courses dropped
September 2	Student Financial Aid Closes at Bookstore
September 7	Labor Day Holiday- No Classes, Campus Closed
September 24	Classes Cancelled (LCTC Conference)
October 2-7	Midterm Exams
October 12-13	Fall Break- No Classes; College Open
October 15	Midterm Grades are due
October 15	Deadline to fulfill Incomplete Grade Contracts from the previous semester
October 16	Priority Spring and Winter Intersession Registration for VA students
October 21	Spring and Winter Intersession Registration Opens
November 6	Last Day to Withdraw in LoLA from a Full Term Course or the College with a "W"
November 16	Priority Deadline to Apply for Graduation in LoLA
November 25	Thanksgiving Holiday—No Classes; College Open
November 26-27	Thanksgiving Holiday—Campus Closed
December 4	Demographic and Course Selection Files for Dual Enrollment Partners Due
December 5	Last Day of Class
December 7-9	Final Exams
December 14	Final Grades and IBC reporting due by 12:00pm
December 24-January 1	Winter Break—Campus Closed

Fall Semester 2026, Mini-Session A (8 weeks)

DATE	EVENT
March 16	Early registration for VA students begins
March 18	Early registration for all students begins
August 4	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
August 18	First day of class
August 19	Late Registration/Last Day to Add, Drop or Adjust Schedule
August 19	Final Payment Deadline for Mini-Session A; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
August 20	100% Tuition & Fees Adjustment Period
August 20	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
August 21-24	50% Tuition-Only Adjustment Period
August 24	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
August 25	Census Day, Automatic W grade recorded for all courses dropped
September 7	Labor Day Holiday- No Classes, Campus Closed
September 24	Classes Cancelled (LCTC Conference)
October 5	Last Day to Withdraw from a Mini-Session A Course or the College with a "W"
October 6	Last Day of Class
October 7-8	Final Exams
October 9	Final Grades and IBC reporting due by 12:00pm

Fall Semester 2026, Mini-Session B (8 weeks)

DATE	EVENT
March 16	Early registration for VA students begins
March 18	Early registration for all students begins
September 30	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
October 14	First day of class
October 15	Late Registration/Last Day to Add, Drop or Adjust Schedule
October 15	Final Payment Deadline for Mini-Session B; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
October 16	100% Tuition & Fees Adjustment Period
October 16	Show/No Show reporting deadline 12:00pm; students dropped for non- payment/non-attendance
October 17-20	50% Tuition-Only Adjustment Period
October 20	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
October 21	Census Day, Automatic W grade recorded for all courses dropped
November 23	Last Day to Withdraw from a Mini-Session B Course or the College with a "W"
November 25	Thanksgiving Holiday— No Classes; College Open
November 26-27	Thanksgiving Holiday—Campus Closed
December 5	Last Day of Class
December 7-9	Final Exams
December 14	Final Grades and IBC reporting due by 12:00pm

Winter Intersession 2026

DATE	EVENT
October 16	Early Registration for VA students begins
October 21	Early registration for all students begins
December 3	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
December 17	First day of class
December 17	Final Payment Deadline for Winter Intersession; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
December 17	Late Registration/Last Day to Add, Drop or Adjust Schedule
December 18	100% Tuition & Census Fees Adjustment Period, 12:00pm
December 18	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
December 21	Reinstatement deadline, 12:00pm
December 21	Census Day, 4:30pm Automatic W grade recorded for all courses dropped
December 24-January 1	Winter Intersession Courses Meet Online, Campus Closed
January 2	Last Day to Withdraw from a Winter Intersession Course or the College with a "W"
January 12	Last Day of Class
January 13	Final Exams
January 14	Final Grades and IBC reporting due by 12:00pm

Spring 2027, Full Term (16 weeks)

DATE	EVENT
October 16	Early registration for VA students begins
October 21	Early registration for all students begins
December 4	Demographic and Course Selection Files for Dual Enrollment Partners Due
January 1	New Year's Day-Campus Closed
January 5	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
January 12	Student Financial Aid Opens at Bookstore
January 18	Martin Luther King, Jr. Holiday-No Classes; Campus Closed
January 19	First day of class
January 25	Late Registration/Last Day to Add, Drop or Adjust Schedule
January 25	Final Payment Deadline for Full Term; in-person payment due January 25 by 3:45pm, Online payments accepted until 11:59pm
January 25	100% Tuition & Fees Adjustment Period
January 26	Show/No Show reporting deadline 12:00pm; students dropped for non-payment/non-attendance at 4:00pm
January 27-29	50% Tuition-Only Adjustment Period
January 30-February 2	25% Tuition-Only Adjustment Period
February 2	Reinstatement Deadline, 12:00pm Last Day to drop or resign without a grade recorded
February 3	Census Day, Automatic W grade recorded for all courses dropped
February 3	Student Financial Aid Closes at Bookstore
February 8-10	Mardi Gras Holiday—No Classes
February 9	Mardi Gras Holiday—Campus Closed
March 5-10	Midterm Exams
March 12	Midterm Grades Due
March 12	Deadline to fulfill Incomplete Grade Contracts from the previous semester
March 15	Priority Fall and Summer Registration for VA students
March 17	Fall and Summer Registration Opens
March 26-30	Spring Holiday—No Classes
March 26	Spring Holiday—Campus Closed
April 9	Last Day to Withdraw from a Full Term Course or the College with a "W"
April 16	Priority Deadline to Apply for Graduation
May 8	Last Day of Class
May 8-11	Final Exams
May 13	Final Grades and IBC reporting due by 12:00pm
May TBD	Nursing Pinning
May TBD	Commencement

Spring Semester 2027, Mini-Session A (8 weeks)

DATE	EVENT
October 16	Early registration for VA students begins
October 21	Early registration for all students begins
January 5	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
January 19	First day of class
January 20	Late Registration/Last Day to Add, Drop or Adjust Schedule
January 20	Final Payment Deadline for Mini-Session A; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
January 21	100% Tuition & Fees Adjustment Period
January 21	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
January 22-25	50% Tuition-Only Adjustment Period
January 25	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
January 26	Census Day, Automatic W grade recorded for all courses dropped
February 8-10	Mardi Gras Holiday—No Classes
February 9	Mardi Gras Holiday—Campus Closed
February 26 March 9	Last day to withdraw from a mini-session A course or the college Last Day of Class
March 10-11	Final Exams
March 15	Final Grades and IBC reporting due by 12:00pm

Spring Semester 2027, Mini-Session B (8 weeks)

DATE	EVENT
October 16	Early registration for VA students begins
October 21	Early registration for all students begins
March 2	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
March 16	First day of class
March 17	Late Registration/Last Day to Add, Drop or Adjust Schedule
March 17	Final Payment Deadline for Mini-Session B; in-person payment due March 17 by 3:45pm, Online payments accepted until 11:59pm
March 18	100% Tuition & Fees Adjustment Period
March 18	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
March 19-22	50% Tuition-Only Adjustment Period
March 22	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
March 23	Census Day, Automatic W grade recorded for all courses dropped
March 26-30	Spring Holiday—No Classes
March 26	Spring Holiday—Campus Closed
April 24	Last Day to Withdraw from a Mini-Session B course or the College with a "W"
May 8	Last Day of Class
May 8-11	Final Exams
May 13	Final Grades and IBC reporting due by 12:00pm

Summer Semester 2027 (8 weeks)

DATE	EVENT
March 15	Early registration for VA students begins
March 17	Early registration for all students begins
May 18	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
June 1	First day of class
June 2	Late Registration/Last Day to Add, Drop or Adjust Schedule
June 2	Final Payment Deadline for Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
June 3	100% Tuition & Fees Adjustment Period
June 3	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
June 4-7	50% Tuition-Only Adjustment Period
June 7	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
June 8	Census Day, Automatic W grade recorded for all courses dropped
July 12	Last Day to Withdraw from a Full-Term Summer Course or the College with a "W"
July 24	Last Day of Class
July 25-27	Final Exams
July 29	Final Grades and IBC reporting due by 12:00pm

Summer Semester 2027, Mini-Session A (4 weeks)

DATE	EVENT
March 15	Early registration for VA students begins
March 17	Early registration for all students begins
May 18	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
June 1	First day of class
June 1	Late Registration/Last Day to Add, Drop or Adjust Schedule
June 1	Final Payment Deadline for Summer Mini-Session A; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
June 2	100% Tuition & Fees Adjustment Period
June 2	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
June 3	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
June 4	Census Day, Automatic W grade recorded for all courses dropped
June 21	Last Day to Withdraw from a Mini-Session A Course or the College with a "W"
June 26	Last Day of Class
June 28	Final Exams
June 29	Final Grades and IBC reporting due by 12:00pm

Summer Semester 2027, Mini-Session B (4 weeks)

DATE	EVENT
October 16	Early registration for VA students begins
October 21	Early registration for all students begins
June 15	Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
June 29	First day of class
June 30	Late Registration/Last Day to Add, Drop or Adjust Schedule
June 30	Final Payment Deadline for Summer Mini-Session B; in-person payment due by 3:45pm, Online payments accepted until 11:59pm
June 30	100% Tuition & Fees Adjustment Period
July 1	Show/No Show reporting deadline 12:00pm; students dropped for nonpayment/non-attendance at 4:00pm
July 2	Reinstatement deadline, 12:00pm Last day to drop or resign without a grade recorded
July 2	Census Day, Automatic W grade recorded for all courses dropped
July 19	Last Day to Withdraw from a Mini-Session B Course or the College with a "W"
July 24	Last Day of Class
July 25-27	Final Exams
July 30	Final Grades and IBC reporting due by 12:00pm

Elaine P. Nunez Community College
A Comprehensive Community College

Chalmette, Louisiana
A Member of the Louisiana Community & Technical College System



Nunez Community College Catalog
2026-2027
Volume 35

Equal Opportunity Statement

Elaine P. Nunez Community College adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Director of Human Resources in the Administration Building at 3710 Paris Road or by calling 504-278-6488.

This Catalog supersedes all catalogs previously published. Policies, regulations, and procedures contained herein were in effect as the publication went to press. The College reserves the right to make administrative and policy changes regarding any items published in this catalog. Changes will be posted in the catalog section of the College's website at https://www.nunez.edu.

Nunez Community College Executive Officers

Tina Tinney, Ed.D, Chancellor
Cherie' Kay LaRocca, Ph.D., Provost
Reggie J. Poché, MFA, CWD, Interim Vice Chancellor for Strategic Partnerships and Engagement
Tai Nguyen, MBA, CPA, Vice Chancellor of Finance and Operations

Location

3710 Paris Road
Chalmette, Louisiana 70043
Phone (504) 278-6467

Membership, Accreditation, and Approval Status
Institutional Accreditation

Nunez Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Nunez Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nunez Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500 or by using information available on SACSCOC's website (www.sacscoc.org).

Program-Specific Accreditations

In addition to NCC's accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, the college offers many programs that have specialized accreditations from state, regional, and/or national professional associations and boards. A list of those specialized Accreditations is provided below:

- The **Associate of Applied Science in Process Technology** program is accredited by the **Association of Technology Management, and Applied Engineering (ATMAE)**, as well as by the **North American Process Technology Alliance (NAPTA)**.
- The **Practical Nursing** program is accredited by **Louisiana State Board Practical Nursing Examiners (LSBPNE)**.
- The **Paramedic** program is accredited by the **Commission on Accreditation of Allied Health Education Programs** (http://www.caahep.org) upon the recommendation of the **Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)**.

Louisiana Community & Technical College System Board of Supervisors

Richard Nelson
System President
265 South Foster Drive
(225) 922-2800

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Commissioner of Higher Education
Post Office Box 3677
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(225) 342-4253

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History and Academic Growth



History

Elaine P. Nunez Community College is a unique institution of higher learning with an equally unique history. The College bears the name of the late wife of the Honorable Samuel B. Nunez, Jr., President of the Louisiana State Senate from 1982-1988 and from 1990-1996; it was the first public institution of higher learning in Louisiana to be named for a woman. Elaine P. Nunez was a lifelong resident of St. Bernard, where she was educated. She was extremely interested in and actively supportive of public education. When Mrs. Nunez died, St. Bernard lost a civic-minded and dedicated individual who helped set the stage for growth and improvement in local education.

In recognition of Mrs. Nunez's support of public education, the 1992 Louisiana State Legislature passed Act 341, establishing Elaine P. Nunez Community College. The Act merged Elaine P. Nunez Technical Institute and St. Bernard Parish Community College to form a comprehensive community college, offering both vocational and technical programs and arts and sciences programs. The new College was placed under the management of the Board of Trustees for State Colleges and Universities, effective July 1, 1992, and Dr. James A. Caillier, the president of the Board of Trustees, acted as the College's first president.

True to its heritage, Elaine P. Nunez Community College experienced a unique beginning in that Hurricane Andrew struck the New Orleans area on the day registration for classes was scheduled to begin. With strong support from the local community, however, the College was able to open three days later.

In the spring of 1993, Elaine P. Nunez Community College was accredited by the then named Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates, and diplomas. This accreditation was reaffirmed for ten years in 1997, in 2009, and in 2017.

On July 1, 1999, the management of the College, along with five other community colleges, was transferred to the Board of Supervisors for the Louisiana Community and Technical College System. At the same time, the title of the College's chief executive officer was changed from "president" to "chancellor."

On August 29, 2005, Nunez Community College and its entire service area were struck by Hurricane Katrina, in what would become the greatest natural disaster to affect the United States in recorded history. St. Bernard Parish, the home parish of the campus, was almost completely decimated. The College took a direct hit and suffered flood waters which, in many areas, did not recede for weeks. The first floor of every building on campus was flooded more than seven feet.

Despite dire predictions, the College presented a fall "mini-mester" within weeks of the disaster, enrolling students in online classes, classes at Slidell High School, and other locations. By the end of December, the Facilities Department along with volunteer crews and others, had gutted the first floors of the buildings and had electricity, water, and sewer connections in the Arts, Sciences & Technology Building. The College became an oasis in the ravaged parish and catalyst for business with industry revitalization as it opened the campus for business in January of 2006 and resumed classes *on campus* on January 25, 2006.

Beginning in 2006, the College experienced unprecedented growth, exceeding its pre-Katrina enrollment in 2010. The College continues to grow and expand programs in career and technical education, transfer degrees, non-credit and workforce programs, and strives to serve the entire community, including a significant number of dually enrolled high school students from surrounding parishes.

Dr. Tina Tinney, a native of St. Bernard Parish and a former instructor at Nunez, was installed as Nunez chancellor on January 4, 2018, succeeding Chancellor Emeritus Dr. Tommy Warner. Her return as chancellor brought a focus on student-centered instruction, community partnerships and workforce development. Nunez Community College has expanded programming offerings to support community partnerships and workforce, which include but are not limited to Paralegal Studies, Coastal Studies and GIS Technology, and Wastewater Plant Operator. In 2018 Nunez Community College began offering Aerospace Manufacturing Technology, the only program dedicated to Aerospace Manufacturing Technicians in the state of Louisiana.

Academic Growth

Since its origin, Nunez Community College has shown steady progress in its quest to become an institution of higher learning that will have a tremendous impact on the future of its service area and the State of Louisiana. By the end of the 1993-94 academic year, the student body had an annual growth rate of approximately seven percent. Prior to Hurricane Katrina, the College served approximately 2,400 students each semester in credit courses. Enrollment in continuing education courses added to that number. Enrollment in Fall 2010 exceeded pre-Katrina numbers.

Nunez continues to provide dynamic program offerings, from credit courses to complete certifications, technical diplomas and associate degrees, as well as workforce credentials, value-added certifications, noncredit courses, and dual enrollment. Working constantly with businesses and industries, Nunez provides quality workforce training and with four- and two-year colleges to provide consistent and accurate articulation of course credit. To enhance transfer opportunities for students who wish to continue their education, the College has developed articulation agreements with four-year institutions throughout the region.

In addition to the growth in programs and articulation, Nunez has pursued community support in the form of its *Investing in Educational Excellence Capital* Campaign. Nunez received funds for eight Endowed Professorships from various businesses and individuals in the community and raised over one million dollars in the Capital Campaign. The College continues to pursue development opportunities, both through the Nunez Community College Foundation and through outside funding agencies. The Foundation usually sponsors events to raise funds for the College's programs and services. In addition to Foundation funding, Nunez currently averages over 20% of budget from grants and contracts.

To further develop the institution and provide service to the community, Nunez Community College and the St. Bernard Economic Development Council have formed a partnership through a resolution establishing that group as the Advisory Council to the Chancellor for Workforce Development. This partnership strengthens the mission of the College to serve the economic development needs of the community and the career development needs of its students. In every area, Nunez continues to expand, thus continuing its history of growth and diversity and establishing itself as the educational leader in its service area.

Mission, Goals, and Commitment



Mission

Nunez Community College is committed to being a student-centered institution that provides innovative, relevant curricula integrating the arts, sciences, and humanities. Through this commitment, the College prepares students for academic achievement and workforce opportunities while serving as a vital community and industry partner dedicated to fostering student success, advancing regional economic growth, and supporting the evolving needs of industry partners through responsive education and training.

Goals

Nunez Community College Educational Goals include providing:

1. Educational opportunities that prepare students for lifelong learning, responsible citizenship, productive and satisfying careers, as well as the opportunity to transfer to senior institutions;
2. A variety of occupational programs with input from local employers and industry that prepare students for immediate employment;
3. General education courses that transfer to senior institutions;
4. A program of developmental education for students who need to strengthen their academic backgrounds;
5. Student support services including educational counseling, placement testing, and career counseling designed to assist students in selecting a course of study that meets their needs;
6. A means to acquire an awareness of global and multicultural issues that produce responsible world citizens;
7. Opportunities for gaining basic and general understanding of ethics;
8. Instructional methods that include technologies and distance learning options that prepare students for careers in the 21st century; and
9. Continuing education courses and services that meet the needs of students and the community.

Commitment to Institutional Research and Effectiveness

The Office of Institutional Research and Effectiveness (OIR-E) is committed to supporting the achievement of the College's goals and mission by fostering a culture of planning and continuous improvement across the College that highlights student achievement, student support, community engagement, workforce development and educational values. The OIR-E seeks to coordinate and collaborate with all units of the College in the processes of planning and organizing by developing automated systems that help to streamline the collection and warehousing of both quantitative and qualitative data; which ensures accurate, unbiased and timely data analysis for reporting purposes, decision-making, and maintaining institutional compliance.

The College's Institutional Effectiveness (IE) Planning Model includes the five (5) main tenets of IE planning (Plan, Resource, Implement, Assess, Improve) and the four (4) strategic areas (College Mission/Vision/Strategic Plan, Development, Assessment, Use of Results) on a continuum surrounding the overall institutional objective to show continuous improvement through relevant infrastructure modifications. This framework was designed to inform all aspects of the planning and decision making processes across the College.

Educational Policies and Services

The administration, faculty, and staff of Nunez Community College are dedicated to creating a positive climate for encouraging the lifelong learning process and providing the following services:

- **Open-door admissions, policies, and procedures** that encourage the diversity of interests, aptitudes, talents, and needs of the community;
- **Occupational programs and courses** lasting several weeks to two years in the areas of arts, sciences, business, and technology, which may lead to job entry, career advancement, or pursuit of a higher degree;
- **General education and articulated courses** that prepare students in the liberal arts and that provide for a smooth transition into a senior institution;
- **Comprehensive student services** including academic advising, financial aid, job placement, and student activities to meet the needs of the College community.



Business Services

Finance and Administration

Finance and operations includes all business, fiscal, and operational functions of the College and is under the administration of the Vice Chancellor of Finance and Operations.

Business Affairs/Bursar

The accounts payable, accounts receivable, payroll, restricted funds, contracts, and purchasing departments provide for the business needs of the College. The Bursar's Office is responsible for the billing of students and/or third parties, the collection of payments toward student accounts, and assisting with problems with tuition and fee bills. These functions are under the supervision of the Director of Accounting and Budget.



Administrative Services

Facilities Maintenance and Safety

This area of the College is responsible for the physical facilities, maintenance, facility planning, parking, and hazardous waste/safety concerns. Emergency procedures are posted in all buildings and hallways. Unsafe situations should be reported to maintenance by calling 504-278-6302.

Smoking and Tobacco-Free Campus

Nunez Community College is now a vaping, smoking and tobacco-free campus. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all college properties, events held on college properties, officially sanctioned college sponsored or affiliated events that are held off-campus. More information is available on the website under policies (http://www.nunez.edu).

Campus Police

To ensure the safety of students and employees, the College employs commissioned police officers with full power of arrest. Officers are responsible for maintaining a safe campus through preventative measures such as educational activities, the enforcement of parking policies, and student ID card policy. To contact campus police, call 504-494-0797.

Potential criminal activity, sex offenses, and other emergencies on campus should be reported directly by any student or employee to a campus police officer in person or by calling 504-494-0797 or by dialing 911 for outside emergency assistance. Student victims of crime on campus are encouraged to contact the Provost as soon as possible in person or by calling 504-278-6468.

Assistance will be provided in reporting the crime, preserving the evidence, and seeking outside help if needed.

Campus Security Policy and Crime Statistics

The College endeavors to provide consistently accurate information to our community regarding the safety of our campus. In accordance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. 1092f) and the Hate Crimes Statistics Act (28 U.S. C. 534), Nunez provides information relating to crime statistics and policies concerning campus crime to current students and employees. This same information is available to prospective students and employees upon request.

The campus crime statistics for Nunez and most other U.S. colleges during the three preceding years can be found at http://ope.ed.gov/security/. Crime reports are collected from campus police, College employees with significant responsibility for student and campus activities, and local law enforcement officers who respond to reports of potential crimes on campus and on public property immediately adjacent to campus. These reports are maintained in by the Title IX office.

Crime statistics and the College's Semi-Annual Security Report, which contains both Clery Act data as well as Board of Regents Uniform Policy on Power-Based Violence, can be found on the College's Student Consumer Information webpage.



Information Technology

This department is responsible for the maintenance of the campus computer network, instructional computer laboratories, and overall coordination of the College's computer resources. The Information Technology Department's personnel review computer equipment and software requests and maintain licenses for software programs supported by the College. The Information Technology Department is also responsible for providing network access to both faculty and staff; this department also provides email access to students as well as assistance with access to various academic software suites. Students, faculty, and staff are encouraged to contact IT at 504-278-6279 or to report any technical issues across campus or if they just have a question.

Workforce Development & Continuing Education



Nunez's Workforce Development and Continuing Education Department strives to keep our community competitive and our economy strong by providing the most advanced, flexible, and applicable education and training for business and industry in Louisiana. Nunez has partnered with educational institutions, businesses, Chambers of Commerce, and other agencies to create initiatives that address local workforce needs.

Our mission is to provide individuals and businesses with the most advanced, customized and relevant education and training for economic growth. In addition, we provide affordable non-credit courses that address the professional, recreational, and cultural needs of the community.

Continuing Education offers non-credit courses (not applicable to a degree or certificate program) that are designed to expand career opportunities and maybe taught differently from traditional college courses. Additional offerings include courses and seminars that relate to recreation and lifestyle. These courses are concerned with the improved use of leisure time and personal development for both teenagers and adults. Nunez is an open enrollment institution. For more information, call 504-278-6420.

Industry Training for Certification

Workforce Development at Nunez works closely with independent industry groups to offer training that leads to industry-based credentials recognized in the field. With the billions of dollars of industrial expansions in Southeast Louisiana, many commercial and industrial crafts are in high demand and Nunez is offering training to help meet that demand. These programs are designed to quickly train and provide the skills necessary for these high-demand, high-wage jobs.

NCCER (National Center for Construction Education and Research)

NCCER was developed with the support of more than 125 construction CEOs and various association and academic leaders who united to revolutionize training for the construction industry. Sharing the common goal of developing a safe and productive workforce, these companies created a standardized training and credentialing program for the industry.

NCCER uses standardized construction and maintenance curriculum and assessments with portable credentials. These credentials are tracked through NCCER's Registry System that allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. NCCER's Registry System also assists craft professionals by maintaining their records in a secure database.

"non-curriculum available for certain skills trades"

Heavy Equipment Operator Training Program-7 weeks
Basic Safety- National Center for Construction Education & Research (NCCER)

- Heavy Equipment Level 1 - National Center for Construction Education & Research (NCCER)
- OSHA 10 - OSHA
- First Aid, CPR, AED -American Heart Association
- Classroom - Scissor Lift, Boom Lift, Forklift, and Telescopic Forklift Certification
- Practical Forklift Training, Extended Reach/ Rough Terrain Forklift

- Practical Scissor Lift, Aerial Manlift, < 80ft & > 80ft
- Practical Front End/ Payloader/ Classroom and Practical Excavator

Powered Industrial Truck (PIT)
This equipment training (also known as Powered Industrial Truck Training) will include classroom training, as well as hands-on practical skills training on the following equipment:

Scissor Lift
Boom Lift
Forklift
Telescopic Forklift

One day - 8 hours. The majority of the course will be actually evaluating students maneuvering each piece of equipment, as well as training students on how to be a spotter. Upon completion, students will receive certification to operate each piece, as well as a certification as a spotter.

Forklift Training
1 day - 3 hours training
Participants will complete the coursework and training to be certified to operate a forklift. J.D. Keller Certification

WATER TREATMENT OPERATION

Operators of both Water and Wastewater facilities are required to meet requirements set forth by the Environmental Protection Agency, the Committee of Certification, and as required by State law. These members of the municipal and state workforce enjoy good benefits, a clear promotional path, and above-average job security. As an aging workforce reaches retirement, operators are in demand in all parishes in Southeast Louisiana including St. Bernard, Orleans, Jefferson, Plaquemines, and St. Tammany. In addition, many industrial plants have their own facilities requiring state licensed operators.

Our classes are instructor led, 32 hours courses led by gifted faculty and approved by the Louisiana Department of Health. We can offer private LDH examinations on our campus. We offer evening classes over three weeks to allow time to achieve greater proficiency in the material prior to examination. Our gifted faculty are Class IV licensed operators that work locally and bring decades of experience.

- Wastewater Treatment (Class I – IV)
- Wastewater Collection (Class I – IV)
- Water Treatment (Class I – IV)
- Water Collection (Class I – IV)
- Water Production (Class I – IV)

Commercial Driving License

Truck, Bus and Other Commercial Vehicle Operator Instructional Program prepares individuals to apply technical knowledge and skills to drive trucks and other commercial vehicles. This course prepares students to obtain a class A commercial driver's license in Louisiana through theoretical and hands on exercises. Training includes classroom meetings, parking lot practicum, and road exercises totaling over 160 contact hours.

MACHINING

The National Institute for Metalworking Skills (NIMS) was formed by the leading metalworking trade associations to develop and maintain a globally competitive American workforce. NIMS develops skills standards for the industry, certifies individual skills against the standards and accredits training programs that meet NIMS quality requirements. NIMS operates under rigorous and highly disciplined processes as the only developer of American National Standards for the nation’s metalworking industry accredited by the American National Standards Institute (ANSI). NIMS Skill Standards NIMS has developed skills standards in 24 operational areas covering the breadth of metalworking operations including metal forming (Stamping, Press Brake, Roll Forming, Laser Cutting) and machining (Machining, Tool and Die Making, Mold Making, Screw Machining, Machine Building and Machine Maintenance, Service and Repair). The Standards range from entry (Level I) to a master level (Level III). The NIMS credentialing program requires that the candidate meet both performance and theory requirements. The NIMS accreditation requirements include an on-site audit and evaluation by a NIMS industry team that reviews and conducts on-site inspections of all aspects of the training programs, including administrative support, curriculum, plant, equipment and tooling, student and trainee progress, industry involvement, instructor qualifications.

Machinist-Measurement, Material and Safety
Job Planning, Benchwork and Layout
Basic Lathe Machine
CNC Machining and Advance Lathe

Auto CAD/SolidWorks

AutoCAD
Computer-aided software program that enables drafters, architects, engineers, artists, interior designers, real estate developers and many others to create two dimensional models of solid surfaces and meshes.

Introduction
Intermediate
Advanced

SolidWorks

Used to develop mechatronics systems from beginning to end. At the initial stage, the software is used for planning, visual ideation, modeling, feasibility assessment, prototyping, and project management. The software is then used for design and building of mechanical, electrical, and software elements.

Safety Training

Construction Site Safety Technician (CSST)

This comprehensive standardized safety training deals with site-specific hazards. These credentials are designed for Safety and Industry Professionals looking to jumpstart their safety career, find employment, or bolster their resume with nationally accredited certifications. This course is accredited by the National Center for Construction Education & Research (NCCER), The CSST (Construction Site Safety Technician) is appropriate for an experienced journey-level craft professional seeking a path into the safety profession. The trainee must complete the entire Field Safety and Safety Technology curriculum for this credential. Trainees have the opportunity to earn OSHA-30.

Hazardous Materials Course-Awareness

Involves 8 hours of classroom instruction, case studies, and interactive scenarios emphasizing awareness of potentially hazardous materials that are handled, transported or loaded and unloaded in a maritime setting through mechanisms such as labels and markings, the Emergency Response Guidebook or information stations. In addition, this course stresses the concept of "observe and report" in the case of an incident, with an emphasis on keeping the trainees and others a safe distance from the hazardous material.

Hazardous Materials Course-Operations

Designed to educate trainees in the defensive aspects of handling hazardous materials spills and incidents through 16 hours if classroom instruction and hands-on activities, with 8 hours of Awareness-level training as a prerequisite. Defensive efforts include activities to prevent the spread of leaked or spilled materials through actions such as damming and diverting, as well as the proper use of personal protective equipment (PPE), including the donning (putting on) and doffing (taking off) of PPE.

OSHA

OSHA helps reduce future incidents by identifying potential hazards, reviewing safety procedures with employees to make sure they are well-known, and recording information about safety events.

OSHA-10

OSHA-30

Allied Health

Online Allied Health classes are self-paced and can be started at any time. Tuition includes access to the training system for up to twelve months but most programs can be completed in 6 months or less. Training leads to national certifications specific to the field of study such as Certified Clinical Medical Assistant (CCMA) or Certified Pharmacy Technician (CPT). Certification test vouchers are included along with full academic support including advising, academic counseling, career services, and placement.

- Dental Assistant
- Healthcare IT
- Hemodialysis Technician
- Medical Administrative Assistant
- Medical Assistant
- Medical Transcription Editor
- Pharmacy Technician
- Additional programs available

Adult Education

Nunez WorkReadyU is a FREE program available to students of all educational backgrounds and skill levels. This program offers students the opportunity to improve basic literacy, math skills, and English language acquisition, to achieve varying academic goals including High School Equivalency Diplomas (HSE), college readiness, Nunez Community College co-enrollment, and career pathways. With morning, night, online, and hybrid classes, Nunez WorkReadyU can provide flexible schedules opportunities for all non-traditional students.

For more information, please contact or call 504-278-6321.

S.T.E.A.M.

S.T.E.A.M.

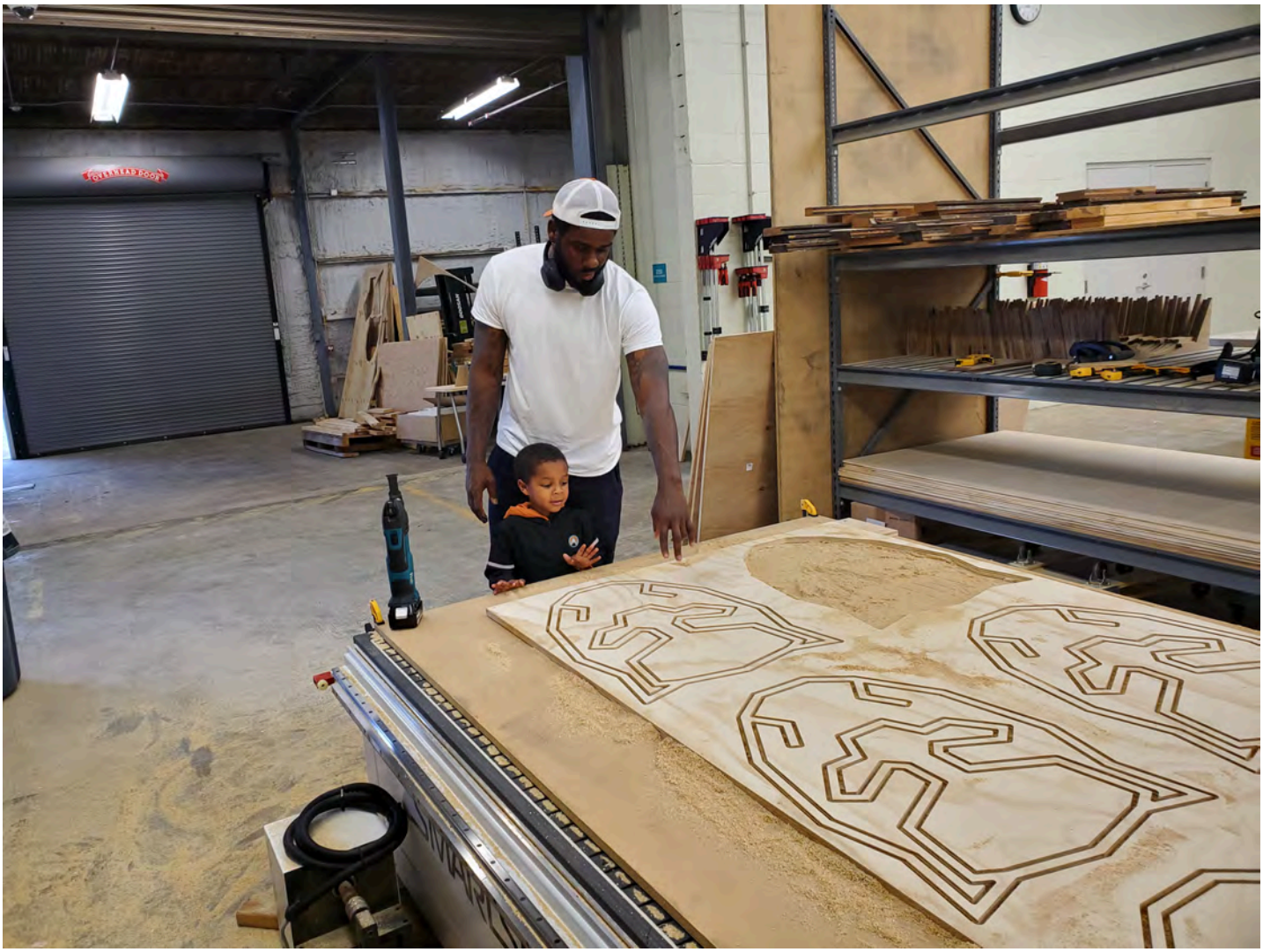
The mission of the Science, Technology, Engineering, Art, and Math (STEAM) department at Nunez Community College is the proliferation of STEAM and its related skills. STEAM is essential to ensuring that American workers are competitive in both local and national arenas. As community educators, it is our mission to prepare a highly skilled and internationally competitive workforce. Large scale change starts locally, and the STEAM Department at Nunez Community College is poised to deliver many opportunities to deepen the STEAM experience of Southeastern Louisiana. The STEAM program at Nunez includes:

K-12 Enrichment Programs and Summer Camps

These programs expose students to various skills such as 3D printing, coding, robotics, engineering, and digital media. Each workshop is designed to not only build specific skills but to help students to develop 21st century skills such as critical thinking, problem solving, communication and collaboration.

Adult Skill-Focused Workshops and Personal Enrichment Opportunities

Workshops and One Day Builds will be offered that focus on specific skills. Training and workshops include FAA Drone Certification, 3D printing, Machinist, CAD and Fiber Optics.



Institutional Advancement

Alumni Association

The mission of the Nunez Community College Alumni Association is to engage former students and graduates through promotion of educational, professional and civic opportunities. Membership is open to Nunez graduates and former Nunez students. Former students of St. Bernard Parish Community College and Nunez Technical Institute are also encouraged to join. Contact the Director of Development at 504-278-6294 or for additional information.

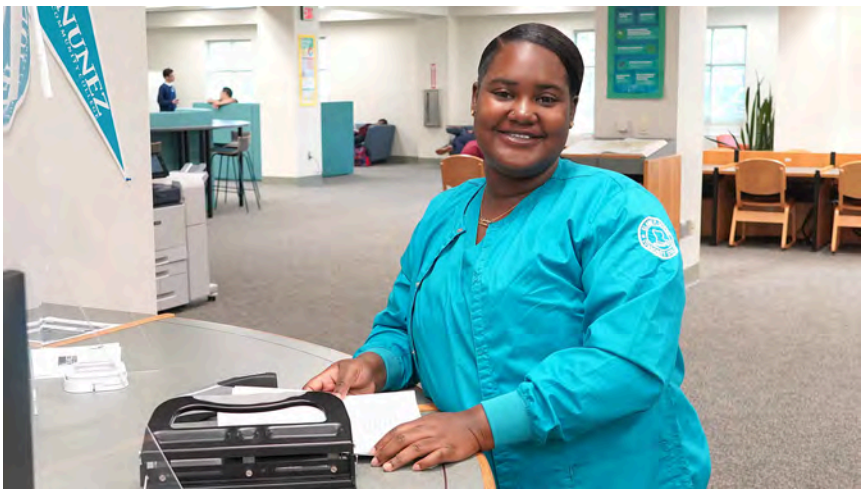
Communications

The Communications Department serves Nunez Community College as the primary communications link to students, faculty, staff, alumni, industry partners, and the community at large. Digital media (Nunez.edu, social media, email, text messaging, etc.) provides a direct line between the college and its stakeholders. In-house publications and traditional media are utilized to raise awareness of the many programs and services available to the college population and the community. The Communications Department can be reached at pr@nunez.edu.

Nunez Community College Foundation

The Nunez Community College Foundation provides support for students, programs and college facilities. The Foundation provides an open channel through which friends and organizations may contribute toward the present and future growth and development of Nunez Community College. The Foundation is non-profit 501c3 managed by a Board of Directors. Anyone interested in supporting the College through donations of any type should contact the Contact the Vice Chancellor for Strategic Partnerships and Engagement at 504-278-6277 or .

Admissions and Registration



Admission to the College

Nunez Community College publishes admission policies that are consistent with its mission that are available to students online on the Nunez website and in the catalog. These policies are consistent with the governing bodies policies, Louisiana Community & Technical College System (LCTCS) Policy 2.000 General Admissions Policy Statement and the Louisiana Board of Regents Supplement to the Minimum Standards for Admission to Louisiana Public Postsecondary Institutions.

Students seeking admission to Nunez must meet the admission requirements for the classification under which they are entering. Admissions applications should be submitted prior to or during the registration period of the semester the student desires to enroll.

Any applicant who applies for admission to Nunez Community College will not be denied admission on the basis of race, religion, sex, national origin, marital status, veteran status, or disability.

Emergency Medical Technology, Practical Nursing, Teaching, and Process Technology-Fast Track are limited-enrollment programs that have special admissions requirements as identified in their respective program descriptions.

Requests for general admissions information should be directed to:

Admissions Office:
Nunez Community College
3710 Paris Road
Chalmette, LA 70043
Phone 504-278-6467
or

Admission applications should be completed online at https://www.nunez.edu. Anyone wishing to apply in person may do so at the Admissions Office. Applications should be made as early as possible in the semester preceding the period of anticipated enrollment.

It is the responsibility of all students to familiarize themselves with rules and regulations of the College as stated in this Catalog. Additionally, those who plan to transfer credits earned at Nunez must familiarize themselves with the program, course, and grade requirements of the college to which they plan to transfer.

Admission Requirements

All students applying to the College may be fully admitted if the following criteria are satisfied:

1. The student has completed and submitted an application for admission;
2. The student has provided proof of selective service registration as required by Louisiana R.S. 17:3151 (if applicable);
3. The student has provided proof of immunization in compliance with Louisiana R.S. 17:170 (if born after 1956).
4. The student has provided proof of lawful presence in the United States, as required by applicable state and federal regulations.

All admissions requirements must be met within 30 calendar days from the official first day of class. If the student fails to provide all requested documents, a registration and transcript hold will be placed on his or her academic records.

Students enrolling in courses which have prerequisites as outlined in this Catalog may need to submit test scores and/or official transcripts from prior institutions. These documents may be submitted to the Admissions Office.

Home-Schooled Students

Admissions requirements for home-schooled students are the same as for all new students. All home-schooled students without a high school diploma or GED/HiSET 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. So that the College may 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.

Immunization

As required by Louisiana R.S. 17:170, Schools of Higher Learning, and as a condition of enrollment, all Nunez Community College students born after 1956 must provide proof or waiver of immunization. The required immunizations for institutions of higher learning are as follows:

1. Measles, Mumps, and Rubella (MMR)--Two (2) doses
2. Tetanus, Diphtheria (Td/Tdap)--One (1) dose in the last 10 years
3. Meningococcal meningitis--Two (2) doses OR one (1) dose, if first dose was given on or after age 16

Louisiana R.S. 17:170 states that no person seeking to enter any school shall be required to comply with the provisions of immunization if the student submits either:

1. A written statement from a physician stating that the procedure is contraindicated for medical reasons; or
2. A written dissent from the student or parent (waiver).

Forms to be completed by the student's physician or other health care provider, as well as a waiver, are available in the Student Affairs Office and online. Additionally, students may complete a waiver as part of their application for admission. Some specific programs have additional immunization requirements.

In the event of an outbreak of measles, mumps, rubella, tetanus, diphtheria, or meningitis, the College will require non-immunized students to leave campus until the outbreak is over or until they submit proof of adequate immunization.

The Nunez Community College Health Center, located on campus, is able to provide some students with proof of immunization records as well as immunizations. Call 504-278-6318 for more information.

Selective Service Registration

The Federal Selective Service Act, along with Louisiana R.S. 17:3151, requires male applicants between the ages of 18 and 26 to provide evidence that they have registered with Selective Service (SS) before they will be allowed to register for classes. The Admissions Office is able to verify registration electronically, however, students may be asked to provide documentation such as a copy of the applicant's SS Registration Card or a printout from http://www.sss.gov indicating the applicant's registration status.

The following categories of students are exempt from this requirement:

1. Males currently in the armed services and on active duty;
2. Veterans of the armed services who submit a copy of their DD-214 discharge certificate;
3. Non-citizens who first entered the U.S. after they turned 26.

Proof of Residence

New students may be required to provide proof of their residence with their application for admission. Acceptable documentation may include vehicle registration, voter registration, marriage to a resident, full-time employment for one year, designation of Louisiana as one's permanent address on school and employment records, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate the location of a student's official domicile. The Dean of Strategic Enrollment and Student Success may require multiple forms of proof in order to determine residence for admissions and fee purposes.

Regulations establishing residence are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the semester/term of enrollment for which resident classification is sought. A student may not establish residence while residing in Louisiana for the primary purpose of attending school.

The Non-Resident Fee policy is further explained in the "Tuition and Fees" section of the *Catalog*.

Americans With Disabilities Act (ADA)/Section 504

Nunez Community College complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments. Students with special needs should contact the ADA Coordinator at (504) 278-6278 at least four (4) weeks before planning to enroll so that authorized accommodations can be arranged in a timely manner.

Students requesting or receiving accommodations should be aware that it is their responsibility to inform the ADA Coordinator regarding any change in the status of their disability, their enrollment, or their accommodations. It is also the responsibility of the student to notify the ADA Coordinator for continued accommodations prior to the beginning of each semester.



Orientation

All first-time freshmen and incoming transfer students are encouraged to attend one of the New Student Orientation sessions offered. Details of New Student Orientation are sent by email invitation and published on the school website.

Additionally, an online orientation module is available year-round to all students on the Canvas learning platform. For questions regarding orientation, contact Student Affairs at (504) 278-6467 or email .

In accordance with the Clery Act mandate to offer a a Sexual Violence Prevention Program, first time freshmen will be provided with an electronic training opportunity at new student orientation. The link to complete the training will also be sent via email after the first day of class.

Act 321 of 2017 requires that, effective Fall 2018, each public postsecondary management board, in conjunction with the Commissioner of Higher education and the president of each public university shall adopt a policy requiring unplanned pregnancy prevention education to unmarried students and be included in freshman orientation activities.

In accordance with Louisiana Revised Statutes 17:1801.1, 14:40.8, 14.502, and the Board of Regents Uniform Policy on Hazing Prevention, Nunez prohibits hazing and takes all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students, and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education, and training. The link to the full policy is disseminated to new students upon registration and is found here.

Any student interested in completing the hazing prevention training should contact the Canvas Administrator so that the course can be added for FREE to their Canvas portal.

New students are to review these policies and other federal and state consumer information at this link: https://www.nunez.edu/student-consumer-information/index.

Admission Classifications



First-Time Entering Freshmen

A freshman student enrolling in college for the first time (never having attended any regionally-accredited college) may enroll at Nunez if he or she meets one of the criteria below:

1. A high-school graduate of a secondary school approved by a state department of education;
2. A recipient of a state-issued high-school equivalency diploma (GED/HiSET);
3. A home-schooled student who has successfully completed an approved or registered home-schooled program in accordance with Louisiana General Laws or the laws of the student's home state;
4. A home-schooled student who has not completed an approved program, a non-high school graduate (with no GED/HiSET), or a graduate of a non-accredited high school; such a student must show the ability to benefit from college by completing all necessary developmental courses if placement test or ACT scores indicate a need for them. Those whose test scores indicate that remediation is necessary will be admitted and must complete and show satisfactory progress in all required developmental courses prior to regular admission in a degree or certificate program. Home-schooled students not requiring remediation will be eligible to enroll in college-level courses and may matriculate in a degree or certificate program; or
5. A student who has not completed a high school diploma or earned a GED/HiSET, and is at least 16 years old.

Transfer Students

A transfer student is any student who has been previously enrolled at any other postsecondary school. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended.

Official transcripts, sent directly by mail or electronic eScript from the Registrar of the previous institution(s) to the Nunez Admissions Office, must be submitted if transfer credit will be applied to a degree or certificate program during the student's enrollment at the College or if a prerequisite must be fulfilled as outlined in this Catalog. Once received, transfer credits from regionally-accredited institutions of higher education will be recorded on the student's permanent academic records. The College will compute the grade point average for transfer students in the same manner as is done for a Nunez student.

Upon receipt of each transcript, Admissions Office personnel determine if the institution where the credit was earned is accredited or recognized. All credits earned at regionally-accredited schools are accepted in transfer; however, not all credits earned may apply toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken more than 8 years before a student transfers to Nunez Community College is determined by the Program Chair in which the student's program of study resides;
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Program Chair;
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
    - Plus (+) or minus (-) symbols will be disregarded.
    - Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
    - Failing grades, including W, will count as hours attempted.
    - Grades in developmental courses are treated the same as grades in other courses.
    - Grades of NC (no credit) will not be recorded.

    - Incomplete (“I”) grades will be treated as “I” grades issued by Nunez and will be converted to “F” if not converted to a passing grade by the Nunez deadline.
4. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
5. A transfer grade of “D” may not meet the course pre-requisites for courses in a sequence. Refer to the “Course Descriptions” and “Program Descriptions” sections of the *Catalog* to verify minimum grade requirements for specific courses.
6. If the transfer work was earned in quarter hours, the credits will be converted to semester hours. (The number of quarter hours times 2/3 equals the number of semester hours.)
7. The Louisiana Board of Regents Student Transfer Guide and Articulation Matrices (http://laregents.edu/articulationandtransfer/) as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE) are generally not accepted at Nunez Community College. However, students transferring from non-regionally accredited institutions can request credit, provided the college itself can document that faculty qualifications and student competencies in the transferred courses are equivalent to Nunez courses.

Students may pursue one of the following avenues to gain acceptance of this coursework:

1. Use the coursework as a basis to apply for credit by examination;
2. Use the coursework as a basis to apply for LEAP (Life Experience Assessment Program) credit; or
3. Establish that a regionally-accredited institution has accepted the courses in question toward a degree or certificate.

Transfer GPA

A student who transfers to Nunez with an adjusted cumulative/overall grade point average (GPA) of 2.00 or higher will be admitted in good standing.

A transfer student with less than a 2.00 adjusted cumulative/overall GPA will have an academic status of *“not in good standing”*. If in the first semester, the student fails to achieve a semester grade point average of 2.00 or higher, the student will be academically suspended for one semester.

Transfer students who were on academic suspension at their previous institution may be admitted to Nunez. However, students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.

Matriculating Students

A matriculating student is defined as a student taking courses for credit who intends to complete an associate degree or certificate program at Nunez Community College.

Non-Matriculating Students

Students who wish to take credit courses for personal enrichment, job improvement, or reasons other than to pursue a degree or certificate are permitted to enroll as non-matriculating students. **Non-matriculating students are not eligible for financial aid.**

Workforce Development Students

Students may wish to take courses that include workforce training, leisure, and non-credit courses. For more information, contact the Workforce Development Office at 504-278-6257 or email .

Students Currently Enrolled in High School (Dual Enrollment)

Dual enrollment gives high school students the option to earn high school and college credits at the same time. High schools can enter into a dual enrollment agreement with Nunez Community College to expand educational opportunities for their students. The college accepts any high school student who meets the program requirements set forth by the Board of Regents and the institution. For more information, please visit https://www.nunez.edu/admissions/high-school-dual-enrollment or contact the Coordinator of Instruction at 504-278-6286.

International Students

Nunez Community College has been approved by the Department of U.S. Immigration and Customs Enforcement to admit F-1 and M-1 classified international Students for Study in the United States. Please refer to the International Student Admissions page for additional information and guidelines for admissions and paperwork submissions: https://www.nunez.edu/admissions/international-students

Visiting (Summer-Only) Students

Students who plan to enroll for a summer session only while on break from another institution are allowed to enroll. Students taking a course with prerequisites outlined in this Catalog must submit an official transcript or test scores indicating that they are eligible to enroll. Students who decide to continue past the summer will be required to apply for regular admission and meet transfer admission requirements.

Re-Admitted Students

Students who interrupt their studies by failing to register for and attend classes during a fall or spring semester must submit a new admissions application before re-enrolling at Nunez. A student who does not enroll at Nunez for a fall or spring semester must adhere to the Catalog in effect at the time of re-entry in order to meet graduation requirements.

Academic Renewal

Nunez Community College provides students an opportunity to restart their academic record after a break in enrollment and a demonstration of academic maturation upon re-enrollment. Academic renewal provides a student with the opportunity to restart his/her college study in academic good standing by eliminating previously-attempted courses from the student’s current GPA. An application for renewal does not ensure approval; rather, each application will be evaluated on its merits and approved only when the student convincingly demonstrates potential for success.

The following guidelines apply:

1. No less than one semester must elapse between the end of the semester in which the student was last registered for credit at any college or university and enrollment under Academic Renewal.

2. The student must submit an application for academic renewal to the Student Affairs office during the semester the student first registers at Nunez. The application shall include evidence that sufficient academic maturation has been achieved and that there is reasonable expectation of satisfactory performance.
3. Student Affairs will evaluate each application and process the renewal only to those who meet the criteria. Applying does not ensure approval.
4. If Academic Renewal is granted, the only prior academic credit that will carry forward is for courses where a grade of "C" or higher was earned. However, the prior record remains a part of the student's overall academic record.
5. If Academic Renewal is granted, the date is entered on the transcript. Hours excluded through Academic Renewal **will be** included in a student's financial aid status for determination of the timeframe standard.
6. Specific guidelines are outlined on the Request for Academic Renewal form.
7. Official transcripts from all prior institutions must be received by the Admissions Office at the time of the Academic Renewal request.

Academic Renewal granted at/by an institution within LCTCS shall be accepted and honored system-wide. A non-LCTCS institution may choose to not accept, in transfer, Academic Renewal granted by another institution. Students are encouraged to investigate the impact of the Academic Renewal policy if they plan to transfer to another institution outside of LCTCS.

Tuition and Fees

Throughout the registration period, a deferred tuition and fee payment plan is available online by logging into your LoLA account and clicking "Pay for Classes" under the Pay for Classes module. You will be redirected to Transact where a payment plan is available during the time of registration. Payment may be made either in person with either cash, money order, or cashier's check or online by logging into your LoLA account, clicking the ***Student*** tab, clicking ***Payment/Payment Plan Processing*** under the ***My Account*** module, and then clicking either the ***Make a Payment*** or ***Payment Plans*** tabs. According to the refund policy, an obligation to pay tuition and fees in full is incurred at the time the student enrolls in a course(s). If a student decides not to attend the college, it is the student's responsibility to drop all courses before the payment deadline or end of 100% refund period. The student will be financially responsible for any courses that remain on their schedule after the payment deadline and 100% refund period.

A small convenience fee may be assessed to students who elect to pay by credit card. A $30 deferment fee may be assessed to those students whose full payments or payment arrangements are not completed within the registration period. A $10 late registration fee may be assessed to students that register or get reinstated after the registration or purge period.

Students may be administratively dropped for nonpayment of tuition and fees. For specific tuition and fee amounts, including cost of attendance, please consult the website https://www.nunez.edu/paying-for-college/index, call the Bursar's Office at 504-278-6403, 504-278-6404 or email the Bursar's Office at bursar@nunez.edu.

Tuition Appeal Policy

Students may appeal up to 60 calendar days from the last day of the full-term semester. The student must submit a Tuition Appeal Form and a typed/written letter with any supporting documentation stating why the questioned tuition amount is incorrect and should be forgiven. The letter should be addressed to the Nunez Community College Tuition Appeals Committee and forwarded to the Nunez Community College Bursar's Office. Decisions of the Tuition Appeals Committee will stand unless the student can provide additional supporting documentation that warrants further review.

The Tuition and Fee Appeal Committee cannot approve any appeal for debt that has been placed with the State of Louisiana Attorney General's Office.

Non-Payment Collection Clause

Any debt owed to the College as a result of the student's failure to make required payments or failure to comply with the terms of applicable program as governed by the Nunez Community College Catalog will result in a violation of the terms and conditions of the student's enrollment contract with the College. After several unsuccessful attempts by Nunez Community College to secure payment, any remaining debts may be transferred to the State of Louisiana Attorney General's Office, or other outside collection agency for collection. Upon transmittal for collection, the student will be responsible for collection/attorney's fees in the amount of twenty-five percent (25%) of the unpaid debt and all cost of collection including court cost and legal interest.

Tuition and Fees Deferment

Throughout the registration period, a deferred tuition and fee payment plan is available online by applying at https://www.nunez.edu and logging in to your LoLA account and clicking the payment option link on your student account summary tab. A minimum payment as defined by the college's payment plan of tuition and fees (fees will include a $30 plan activation fee) must be paid at the time of enrollment in the deferred payment plan. Normally, the college opens the payment plan during early registration. If a student enrolls in the payment plan during early registration for the fall or spring semesters then the required minimum payment, depending on the enrollment date, will be either 1/5 or 1/4 of the total tuition and fees due (*1/4 is required during summer early registration*). If a student enrolls in the payment plan during regular or late registration for the fall or spring semesters, then the required minimum payment will be 1/3 of total tuition and fees due (*1/2 is required during summer regular or late registration*). A small convenience fee may also be assessed to students who elect to pay by credit card. Information on the deferred payment plan is available from the Bursar's Office. Failure to comply with the deferred payment plan may result in the student being withdrawn from all courses.

Audited Course Fees and Tuition

Students auditing courses are assessed the regular tuition and fees for the courses enrolled.

Laboratory and Other Course Fees

Some areas of instruction, such as laboratory courses and courses that include competency testing, require extra fees. *These fees are listed in this Catalog under the course descriptions.*

Late-Registration

A student who registers after the close of the regular registration period is charged a $10 late-registration fee.

Library Fines and Replacement

Fines will be assessed for overdue books and other materials borrowed from the Library. Unpaid fines will be added to a student's bill and will result in a hold being placed on the student's record. For non-returned items, the cost of replacement will be charged to the student.

Parking, Safety, and Security Fee

The Parking, Safety and Security fee is assessed to all Nunez Community College credit students at $40 each fall and spring semester, and at $20 each summer session. There is not a requirement for a student decal. The fee includes the administration, operation, construction, repair, maintenance, security, and operation of traffic, parking and parking facilities, and other operational expenses.

Students parking vehicles in areas designated as handicapped, or fire zones will be ticketed accordingly. For safety reasons, vehicles illegally parked in fire or handicapped zones may be towed at the student's expense.

Non-Residents

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

An individual's physical presence in Louisiana for one year must be associated with substantial evidence that such presence was with the intent to establish and maintain a Louisiana domicile. Presence within the state solely for educational purposes will not be sufficient for residence classification regardless of the length of time in the state. Simply owning property, paying taxes, or having voting privileges in Louisiana does not by itself qualify a student for Louisiana residency.

Non-resident students **may** be charged an additional fee. Also, students enrolled only in web-based, electronically-delivered courses are not assessed a non-residence fee.

Once a student has earned an associate degree at Nunez, the student may be classified as a resident for tuition purposes to pursue subsequent degrees. Also, dependents of Nunez graduates may enroll as residents even if the parent is no longer a resident of Louisiana.

Military personnel on active duty and their dependents will be classified as residents during the time the active duty member is stationed in Louisiana.

Eligibility for classification as a Louisiana resident is determined by the Director of Admissions after the completed online application for admission and other related documents have been submitted. At least three (3) items of documentary evidence shall be required and all relevant documentation will be considered in the residency classification, including but not limited to vehicle registration, voter registration, Louisiana-issued professional license, marriage to a resident, full-time employment for one year, designation of Louisiana as one's permanent address on school and employment records, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate the location of a student's official domicile.

Once classified as a non-resident, a student may request a change in residency status with the Director of Admissions no later than ten (10) working days following the first day of class. If the reclassification is denied, the student may appeal in writing no later than ten (10) working days after the notice of such decision. The appeal will be forwarded to the Student Financial Assistance Committee, which will examine all documentation. If the Committee finds that the student is entitled to reclassification as a resident, such a recommendation will be made to the Chancellor and written notice of the decision will be sent to the student, the Admissions Office, and the Bursar. Failure of a student to comply with the stated deadlines shall constitute a waiver of all claims for reclassification for the applicable semester.

The complete Louisiana Community and Technical College System (LCTCS) Policy (#2.008) on residency for tuition purposes can be found in the Policies: Student Services section of the LCTCS website at https://www.lctcs.edu/

Student Self-Assessed Fee

The proceeds from the $12 self-assessed student SGA fee go directly to the Student Government Association (SGA), which oversees disbursement of the funds for various student events. The SGA sponsors annual activities such as festivals, films, and speakers. In addition, funds are provided to various academic departments and clubs/organizations for cultural and social enrichment.

Student Activity Fee

Effective Summer 2017, all students will be assessed a $3.00 per credit hour fee (capped at 12 hours) each Fall, Spring and Summer term. The proceeds from this assessment will be used to offer student activities throughout the year. A student activity calendar will be published and managed by the Student Affairs Office. Students are encouraged to meet with the Dean of Strategic Enrollment and Student Success if they desire to share ideas and/or participate in the planning of events.

Technology

As per House Bill No. 2339 (Regular Session 1997) and with the approval of the SGA Governing Board, the College will assess each student a $5-per-credit-hour technology fee to be used for the purpose of improving the technologies available to students. The fee will be assessed each term of enrollment on all hours for which a student enrolls, up to a maximum of $60 per term.

Transcript Policy and Fees

An Official Transcript may be obtained by completing an electronic transcript request form via our website under "Quick Links" at the bottom of the webpage at http://www.nunez.edu. The fee for an Official transcript is under $10.

Transcripts from the St. Bernard Parish Community College and Elaine P. Nunez Technical Institute were in paper format and were destroyed in the flooding from Hurricane Katrina. The College may not be able to verify attendance or graduation for alumni from these two former institutions. Affected students should contact the Registrar at 504-278-6424.

Returned Checks

The Nunez Community College Bursar's Office will levy a $25.00 NSF/banking fee for student returned checks from banking institutions due to non-sufficient funds (NFS), closed account, or stop payments.

Louisiana National Guard Waiver

Under the Louisiana R.S. 29:36.1, certain members of the Louisiana National Guard may be exempt from paying full tuition. Even with this exemption, a student must pay fees and purchase all required books and supplies. In addition, the student must be in good academic standing to receive the waiver.

The National Guard tuition exemption may be requested by contacting the Bursar **during each registration period** to verify the student's eligibility according to the LA National Guard State Tuition Exemption Program List. Repayment of amounts waived may be required upon withdrawal from College.

Guard members who are eligible for TOPS (Tuition Opportunity Program for Students) must also notify the Director of Financial Aid and will be eligible for the TOPS National Guard Award in lieu of a regular TOPS payment.

Senior Citizens

Senior citizens are encouraged to contact the Financial Aid Office to apply for a Pell Grant, which is financial aid awarded by the Federal Government based on a student's income. A limited number of tuition waivers may be available to senior citizens aged 60 and above who do not qualify for other financial assistance. To apply for a senior citizen tuition waiver, see the Bursar's Office. The senior citizen waiver cannot be applied to audited or non-credit courses.

Refund Policy

Refund or adjustments of tuition and fees for the fall and spring semesters upon reductions in credit hours or official withdrawal from the College is made according to the schedule listed in the Academic Calendar. Unless communicated otherwise, alternative sessions shall follow the posted refund or adjustment period posted in the Academic Calendar. Board approved mandatory fees are nonrefundable after the college's 100% period. However, the amount refunded shall not exceed the amount paid by the student. The college reserves the right to deduct all monies owed by the student before refunding. Unless otherwise provided by federal guidelines regarding federal financial aid, the tuition refund schedule shall provide for no refund after the official 14th class day for the fall/spring semester or equivalent for the summer semester, alternative sessions, or for open enrollment purposes.

Refunds resulting from the reduction in credit hours during the published refund period will be processed, provided the student completes the drop/withdrawal process prior to the posted deadline. **Non-attendance does not constitute withdrawal.**

Students must request their refunds in the Bursar's office. Students who wish to appeal the refund they receive (or lack thereof) must complete a *Tuition Appeal Form* in the Bursar's Office. A letter stating the reasons the student feels he or she is entitled to a refund should be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Tuition Appeals Committee. The student will be notified in writing of the decision of the Committee. Decisions of the Tuition Appeals Committee will stand unless the student can provide additional supporting documentation that warrants further review.

No refunds are made when a student is administratively dropped.

The official Return of Title IV Funds Policy can be found here.

Official and Unofficial Withdrawal

A student who wishes to resign from the College must do so online via LoLA. Withdrawal includes a step that must be completed in the Financial Aid Office. If a student has received Title IV Financial Aid from the government and withdraws or stops attending class on or before completing 60% of the semester, the Federal Return of Title IV Funds policy will be applied. The policy will apply to any student who receives the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Direct Loans who officially withdraws, stops attending and is administratively dropped, is dismissed, or never begins attendance in all classes.

Financial Aid recipients should contact the Financial Aid Office prior to completing the withdrawal process to ascertain if they will be affected by this policy.

Registration Procedures

Placement Tests

Students planning to enter Nunez Community College should request that their American College Test (ACT) score report be sent to the College. Nunez's ACT code is 1605. Students 25 years of age or older do not have to submit ACT scores.

American College Test (ACT) or Accuplacer Test scores from within the past three years are requested from entering degree- or certificate-seeking freshmen students. The purpose of these tests is to ensure that students are properly placed in English, mathematics, reading, and general education courses. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate corequisite courses in English and/or mathematics. The Accuplacer will be used only to place students in introductory courses. The College provides testing for students who do not have recent test scores. Prospective students should utilize the Placement and Placement Testing webpage for more information and to register for the placement test if needed.

Students are allowed to take the Accuplacer three times during a regular semester. After the Accuplacer is taken the first time, students must wait 7 days before re-taking the test. After the second time taking the Accuplacer, students must wait 14 days before re-taking the test. After the third attempt, students must wait until classes of the regular semester are over before starting the testing cycle again. Each testing cycle begins when final grades are submitted at the end of a regular semester. It is recommended that students participate in test preparation or instruction prior to any re-test. In case of extenuating circumstances, a student may request an exception to the above re-test procedures.

Students will not be refused admission because of low test scores. Test scores are used for advising and placement purposes only. However, should the Vice Chancellor for Education, Training, and Student Success determine that an applicant has not demonstrated the ability to benefit from enrolling in college-level courses, the applicant will be referred to continuing education programs or restricted to enrolling in selected appropriate courses as a non-matriculating student. Also, referrals to appropriate outside agencies will be made to assist the applicant in pursuing his or her goals.

English Placement

COURSE PLACEMENT	ACCUPLACER NEXT GENERATION WRITING	ACT ENGLISH SUBSCORE
ENGL 1011 taken concurrently with ENGL1008 [1]	No Score	No Score
ENGL 1011 taken concurrently with ENGL1008 [1]	249 and below	17 and below
ENGL 1010	250 and higher	18 and higher
ENGL 1020 [2]	NA	29 and higher

English Placement

[1]1Students without ACT English subscores or Accuplacer Next Generation Writing scores will be automatically placed into ENGL 1008 and 1011 unless they submit scores that may determine a different placement.
[2]Student receives credit (grade of P) for ENGL 1010.

Math Placement

COURSE PLACEMENT	ACCUPLACER NEXT GENERATION QUANTITATIVE REASONING, ALGEBRA & STATISTICS (QRAS)	ACCUPLACER NEXT GENERATION ADVANCED ALGEBRA AND FUNCTIONS (AAF)	ACT ACT MATH SUBSCORE
MATH 1210 taken concurrently with MATH 1198 or MATH 1213 taken concurrently with MATH 1201 or MATH 1310 taken concurrently with MATH 1298 [3,4]	No Score	NA	No Score
MATH 1210 taken concurrently with MATH 1198 or MATH 1213 taken concurrently with MATH 1201 or MATH 1310 taken concurrently with MATH 1298 [4]	0-274	200-252	18 and below
MATH 1150 [4]	NA	NA	12-16
MATH 1200, MATH 1203, or MATH 1300 [4]	NA	253-275	19-26
MATH 1400	NA	276-300	27 and above

Math Placement

[3]Students without ACT Math subscores or Accuplacer Next Generation scores will be automatically placed into Math corequisite courses unless they submit scores that may determine a different placement.

[4]Math placement will be determined by the student's chosen major.

Students in Online Classes

Students wishing to enroll in online classes offered by the College must

1. Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files; using email and the internet);
2. Have access to a computer with high speed (DSL/Cable) internet connection other than on campus;
3. Have an active email address;
4. Have access to any software or cloud-based programs required by the course prior to the beginning of the course;
5. Complete online orientation and/ or student canvas training available at https://www.nunez.edu before registration or a beginning class activity;

Auditing Students

Students who do not want to earn college credit may enroll for no credit under audit status during the registration period or, with the approval of the Vice Chancellor for Education, Training, and Student Success or designee, later in the semester. A regularly-enrolled student may audit courses. Others who wish to audit must obtain official admission to the College.

Auditing students will not receive college credit, nor will they be permitted to take advanced-standing examinations or credit examinations on the courses audited. However, courses previously audited may be taken for credit by enrolling in the course. An auditing student is required to attend class and participate in course activities. The same fee schedule applies to audited courses. A student's enrollment status for most forms of financial aid will be based only on the semester hours scheduled for credit, not the hours taken under the audit status.

Concurrent Enrollment

A student who is enrolled at Nunez Community College is required to notify the Registrar whenever he or she enrolls at another college or university during the registration period of the semester or session in which the student is enrolled at both Nunez and another institution. Upon completion of each term of concurrent enrollment, the student is required to have an official transcript from the other institution sent to Nunez for the determination of academic standing. This policy does not apply to students who are officially cross-enrolled under one of the agreements described in the next section.

Cross-Enrollment Agreements

Through formal transfer agreements, Nunez students will be able to register for a limited number of classes at Southeastern Louisiana University (SLU), Southern University of New Orleans (SUNO), and Delgado Community College (DCC). Students should contact the Registrar of their home campus for information regarding the procedures to be followed under the cross-enrollment agreements. Generally, you cannot take a course at the host institution if it is offered at your home institution during the academic year of your cross-enrollment. Final approval rests with the officials at the host campus. Students from other institutions who wish to cross-enroll for Nunez courses should initiate the process with their home-campus Registrar and submit the signed paperwork to the Registrar's Office at Nunez Community College for approval. Contact the Registrar's Office for more information.

Mobilization/Activation of Reservists and National Guard

The College recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, and international emergency situations. The College wishes to minimize the effects of this disruption on the students' academic careers.

If activation/mobilization occurs:

1. During the first 14 days of the semester, the student will be completely withdrawn from all classes with a full refund/cancellation of tuition and refundable fees. No grade will be recorded on the student's permanent record.
2. During the period between the 15th day of the semester and the last day to withdraw, the student will receive a "W" grade for all classes. Tuition and refundable fees will be refunded at 100%.

3. After the last day to withdraw with a “W” grade, the student may:
    1. Choose to take a “W” in all classes, and receive a full refund, or
    2. Request an incomplete (“I”) grade for some or all courses, and receive a refund of only the prorated amount of tuition and fees for the courses in which a “W” has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the work, or
    3. Request, with the concurrence of the instructors of the affected courses, to receive a final grade based on the work that was completed up to the date of activation/mobilization, or
    4. Request, with the concurrence of the instructors of the affected courses, to take an early final examination.

To qualify under the provisions of this policy, a student must present official military orders to the Dean of Strategic Enrollment Management and Student Success. If the time between notification and activation does not allow the student to request consideration under this policy, a parent, or spouse may do so.

Articulation Agreements

Nunez Community College is a participant in the Louisiana Board of Regents Student Transfer Guide and Articulation Matrices located at Articulation and Transfer - Louisiana Board of Regents. On the College website, https://www.nunez.edu, students may find information about the Louisiana Transfer degrees, transfer agreements with several regional institutions, links to other colleges, and other resources to help them track their own progress toward graduation. Information on the transferability of courses may be obtained from Nunez advisors or the website; however, students are encouraged to contact the school to which they plan to transfer for an official evaluation of their transfer credit. The following institutions have agreements with Nunez Community College:

Aspen University
Business Administration: Accounting
Business Management
Early Childhood Education
General Studies

Delgado Community College
Radiologic Technology
Respiratory Technology
Veterinary Technology

Dillard
AALT - Humanities
AALT - Social Sciences
AS - Business
ASLT - Natural Sciences

Herzing University
Business Administration: Accounting
Business Management
Industrial Technology

Loyola University New Orleans
Paralegal

Nicholls State University
Business Administration
Culinary Arts
Petroleum Services

Northshore Technical Community College
Drafting & Design Technology

Northwestern State University
Allied Health
Medical Office Management

Southeastern LA University
Accounting
Business Administration
Economics
Entrepreneurship
Finance
General Management
Human Resources
International Management
Marketing
Marketing: Advertising
Marketing: E-commerce
Supply Chain Management

Southern University of New Orleans
Business Administration

University of Holy Cross
Accounting
Business Administration
Culinary Arts

Louisiana State University of New Orleans
Accounting
Business Administration
Finance
Hotel, Restaurant, & Tourism Administration
Management
Marketing
Teaching - Secondary
Teaching - Secondary Biology
Teaching - Secondary Chemistry
Teaching - Secondary English
Teaching - Secondary Environmental Science
Teaching - Secondary Math
Teaching - Secondary Social Studies

University of Phoenix

University of Southern Mississippi
Applied Technology

Upper Iowa University
General Education and variety of programs

Notes:
All Louisiana Transfer degrees are guaranteed to transfer to any public college or university in the State of Louisiana.

The AST in Teaching Grades 1-5 is considered a transfer degree and is accepted at any public college or university in the State of Louisiana with a corresponding education program.

For other system-wide articulation agreements visit http://www.lctcs.edu.

For more information and details regarding articulation agreements, contact a Student Success Coach.

Student Affairs



The Office of Student Affairs is responsible for all of the non-academic and non-financial aspects of a student's enrollment at the College. The Office is located in the Administration Building and is under the leadership of the Provost. Student Affairs offers the following services to students and, in some cases, to the community at large.

Admissions Office

The Provost and the Dean of Strategic Enrollment Management and Student Success oversee the management of the Admissions Office personnel, policies, and procedures. The main functions of this office are recruiting, processing of applications for admission, collecting and evaluating student credentials, coordinating dual enrollment applications, verifying enrollment, and managing the internal scholarship process.

The Office also sends reminders to provisional students, evaluates records for incoming transfer students, and provides an array of printed materials to walk-in students, potential students at recruiting events, and campus visitors. Placement testing is also conducted during each registration period and by appointment.

Students who have questions regarding admission procedures, deadlines, or other information should call the Student Affairs Office at 504-278-6467.

Registration and Student Records

The Registrar is responsible for the maintenance and security of student academic records, as well as the scheduling of early, regular, and late registration sessions each semester. The Registrar is also charged with the enforcement of the College's academic policies and procedures.

The dates for registration, drop and add, and deadlines to withdraw are published in the Catalog. Registration is not complete until the appropriate fees have been paid or payment arrangements have been processed. A student may not register for credit courses in any semester after the scheduled registration dates for that semester without permission of the Provost or designee.

Transcripts

Student records, including academic transcripts, are housed in the Student Affairs Office. Copies of these records are available to students through written requests. Transcripts will not be sent to a third party without a written or electronic release initiated by the student, unless the request is from an authorized agency of the government.

All admission conditions and financial obligations to the College must be met in full before transcripts are issued. Students who have defaulted on student loans or who owe repayment of grant funds may not receive a copy of their transcript until the debt is in repayment.

Student Contact Information

Students who need to make changes to their mailing address, name, or phone number after registration, should do so online in LoLA. Students are held responsible for all communications sent by College offices to the most recent (email & home) address provided. Once the semester begins, students will be required to use their Nunez-provided student email for any communication with faculty and staff of the Institution. Faculty and Staff will reserve the right to not communicate with a student through a student's personal email during the semester. Students should review the Nunez "Student Access Procedure" for directions on how to access their email accounts.

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.

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Nunez Community College have access to their official records. Nunez assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parent's latest Federal Income Tax Return. 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. Students can give permission to parent to receive information from the college about their account by filing out an electronic form through LOLA by selecting the student tab then selecting FERPA Release & Confidentiality Request tab. Students can give permission to parents to receive information from the college about their account by filling out an electronic form through LoLa by selecting the student tab then selecting FERPA Release & Confidentiality Request tab.

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 indicate such on his or her LoLA account or notify the Dean of Strategic Enrollment Management and Student Success or the Registrar in writing within 10 days after the final day of registration.

Intellectual Property and Shared Royalties

Faculty, staff, and students involved in research activities related to their employment or enrollment at Nunez are governed by the LCTCS policy, which can be found at LCTCS Policy 1.042: Intellectual Property and Shared Royalties

Campus Free Speech Expression

Nunez Community College deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all of its campuses, subject only to reasonable time, place, and manner restrictions. Nunez Community College shall allow and protect non-commercial expressive activities by students, administrators, faculty members, staff members, and invited guests in accordance with all applicable laws and this policy.

Student Rights and Responsibilities

Nunez Community College provides relevant information in order to ensure that all students are familiar with their rights and responsibilities. New students are encouraged to attend an orientation at which the College's policies and procedures are presented and discussed. Students are also expected to read and follow all of the policies and procedures published or announced in this Catalog, on the Nunez and LCTCS websites, LoLA, as well as notices posted throughout the campus.

Student Rights

In order to provide conditions indispensable to the full achievement of the objectives of higher education, the College guarantees the following rights to all students:

1. Consideration for admission and for scholarships without regard to race, color, gender, national origin, religious or political beliefs, military status, or disability;
2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes when such organizations do not infringe upon the rights of others;
3. Issuance of publications following appropriate procedures;
4. Democratic student governance;
5. Use of campus facilities with appropriate approval;
6. Choice of speakers and topics subject to approval;
7. Petition for changes through proper channels; and
8. Due Process in any disciplinary matters.

Student Responsibilities

Acceptable student conduct is determined, in most cases, by good sense and judgment. The following acts, as set forth by legislative action, board policy, or College policy, are contrary to acceptable conduct. Any student who commits or attempts to commit any of these acts will be subject to disciplinary proceedings.

Actions requiring discipline include, but are not limited to, the following Student Code of Conduct:

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary action, or an authorized college event;
2. Unauthorized occupation of, or unauthorized entry into, any College facility;
3. Physical abuse, or threat thereof, against any person on campus or at any College-authorized event, or any other conduct that threatens or endangers the health and safety of any such persons;
4. Theft or damage to property of the College or a person on the campus;
5. Intentional interference with the right of access to College facilities or with any lawful right of any person on campus;
6. Setting a fire on campus;
7. Unauthorized use or possession on campus of firearms, ammunition, or other dangerous weapons, substances, or materials;
8. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
9. Forgery, alteration, or misuse of College documents, records, or identification;
10. Use, possession, distribution or acquisition of any controlled dangerous substances (Schedules I through V) in addition to any other substance whose use is controlled by state or federal laws;
11. Failure to comply with the directives of college officials, campus police, or other college, local or state officials when requested to do so;
12. Conduct that adversely affects the student's suitability as a member of the academic community (e.g., drunkenness, use of profanity, disorderly conduct, harassment in any form);
13. Smoking and other uses of tobacco or e-cigarettes in classrooms, laboratories, shops, and other designated places prohibited by law or campus policy;
14. Gambling on college property;
15. Sexual offenses including rape, acquaintance rape, and other non-forcible sexual offenses;
16. Littering, graffiti, or other defacement of campus property;
17. Bringing a pet of any kind inside campus building, unless approved in advance by the Dean of Strategic Enrollment and Student Success**;**
18. Any breach or violation of any state, federal, or local laws on campus;
19. Aiding or inciting others to commit any act set forth above.

Student Conduct Leading to Lifetime Ban from All LCTCS Member College Campuses:

1. Possession of Firearms (except as allowed by La. R.S. 14:95.2 and any applicable law): This includes any gunpowder-based devices, projectile-firing devices, and all types of air rifles.

2. Terroristic Threats: Any form of terroristic threats, including threats involving bombs, chemicals, or biological agents.

Student Disciplinary Procedure

In cases of student misconduct, the following procedure applies:

1. **Initial Report:** A report is made in writing by the complainant to the Provost or designee within 48 hours of the occurrence of knowledge of a violation of one or more of the enumerated Student Responsibilities.
2. **Dismissal or Further Investigation:** The Provost or designee shall determine whether the report alleges facts that set forth a violation of one or more of the enumerated Student Responsibilities. If it does not, the report is dismissed. If it does, the Provost conducts an investigation of the matter to include, but not be limited to, one or more face-to-face interviews of the accused violator(s), of witnesses for and against the accused violator(s), and the receiving of evidence relevant to the investigation.
3. **Sanctions:** If an investigation indicates to the Provost or designee that a violation of one or more of the Student Responsibilities has occurred, a sanction may be imposed on the accused violator(s) by the Provost or designee. In the event that a sanction is imposed, the accused violator(s) will be notified by certified mail of the decision to impose a sanction, the nature of the sanction, the reasons for the imposition of sanctions, and the specific item(s) of evidence relied upon in reaching the decision.
4. **Right of Appeal:** Each accused violator has the right to appeal any portion of the decision rendered by the Provost or designee by notifying the Provost in writing of the intent to appeal. The notice of intent to appeal must be received by the Provost within 72 hours from the date of receipt of the Notice of Decision or the right of appeal is lost.
5. **Appellate Procedure:** Upon receipt of a timely notice of appeal, the ***Dean*** shall convene an Appellate Review Panel comprised of students, faculty, and staff not directly supervised by the Provost.
    1. **Right to Counsel:** Accused violators possess the right to have counsel present at any proceedings of the Review Panel for the sole purpose of advising the accused violator. The proceedings are informal by nature and do not permit counsel to participate in any other fashion. Neither the Rules of Evidence, nor of Civil or Criminal Procedure, are applicable to these proceedings.
    2. **Scope of Review and Disposition:** The Review Panel is empowered to convene hearings, call witnesses, weigh evidence, and take all necessary steps to review the appropriateness of the decisions made by the Provost or designee with respect to the violations alleged, sanctions imposed, reasons for the decision and the evidence relied upon, or any other matter deemed relevant by the panel. The Review Panel is likewise empowered to affirm or reverse, wholly or in part, the decision of the Provost or designee. The Review Panel is empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if necessary. The Review Panel may adjourn and continue its proceedings as it deems necessary.
    3. **Recording of Proceedings:** All proceedings of the Appellate Review Panel will be electronically recorded and, in the event of a further appeal, transcribed at the request of any party.
    4. **Judgment of the Panel:** The review Panel's judgment is reached by a voice vote of its members. The judgment shall be rendered in written form and shall include the reasons for the decision.

6. **Further Appeal:** Accused violators may appeal the Judgment of the Appellate Review Panel to the Chancellor within 72 hours of receipt of the judgment of the Appellate Review Panel. The judgment of the Chancellor constitutes a final judgment at the institutional level. The student may appeal the decision of the Chancellor to the Louisiana Community and Technical College System Board of Supervisors. The appeal must be filed within 30 calendar days of receipt of the Chancellor's decision. The System staff shall then review the due process proceedings followed by the College and submit recommendations to the LCTCS Board.

Note: No provision or part of this disciplinary procedure should be construed as a derogation of the right of any person accused hereunder to seek relief in any other forum for dispute resolution established under state or federal law.

Weapons on Campus

With the exception of duly-authorized law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus disciplinary action.

Drug-Free Campus Policy

Nunez Community College prohibits the abuse of drugs, including alcohol, on campus, or at any activity sanctioned by the College. It is unlawful to possess, use, or distribute illicit drugs on Nunez property, or at any college-sponsored event, whether or not the event is conducted on campus. In addition, Nunez prohibits the use of alcohol on campus, except when approval is granted by the Chancellor for employees, outside groups, and student organizations. Students and employees who wish to serve alcohol at approved College functions must request approval in writing no later than two weeks prior to the scheduled event.

In addition, the Nunez Campus is a Tobacco-Free environment since legislation was passed in August 2014. Refer to the Smoking & Tobacco Free Policy and Alcohol and Drug Prevention Program at http://www.nunez.edu.

The College will provide referral services, and other assistance to students, faculty, and staff who seek help with substance abuse problems. The following sanctions will apply for failure to comply with the drug-free policy:

College Sanctions

Violation of the College drug policy by students, faculty, or staff will result in disciplinary action. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with Nunez.

Legal Sanctions

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverage for any reason in any place open to the public. Driving under the influence of alcohol is also illegal in Louisiana. Anyone with a blood alcohol level of .08 or above (or above the legal limit in force at the time of occurrence) will be charged with driving under the influence or driving while intoxicated.

Programs Available for Substance Abuse Counseling, Treatment, or Rehabilitation

The following clinics provide evaluations and out-patient treatment and are means of referral to in-patient public treatment facilities.

Jefferson Parish
Addictive Disorders Center
5001 West Bank Expressway
Marrero, LA 70072
504-349-8708

St. Tammany Parish
Florida Parish Human Service Authority (FPHSA)
2331 Carey St.
Slidell, LA 70456
985-646-6406

NorthLake Addictive Disorder Clinic
900 Wilkinson Street
Mandeville, LA 70448
985-624-4450
(Only Adults at least 21 years old)

Louisiana Community and Technical College System Policy Regarding 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 Nunez Community College and LCTCS that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment that interferes with work performance. This includes harassment because of race, gender, 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, request 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 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 working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, and 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, examples of prohibited conduct include:

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 or objects;
8. Offensive jokes;
9. Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin, or disability; and
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 LCTCS. It is the policy of 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, or 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. For additional information, please refer to the Campus Sexual Violence Prevention Program at http://www.nunez.edu and the Power-Based Violence, Title IX, & Sexual Misconduct Policy & Procedure 2.003.

Student Grievance Procedure

Nunez Community College adheres to policy that prohibits discrimination or harassment on the basis of gender, religious affiliation, ethnicity, age, political belief or national origin, and it affords students an orderly process for the redress of non-academic and non-financial grievances. The College will also attempt to resolve a problem that a student may have with its employees when the student can demonstrate that his or her participation in College programs or services is restricted by the problem.

Federal Law (20 USC sec. 1681 et seq.) provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Regulations also require that colleges and universities implement a procedure for "prompt and equitable resolution of sex discrimination complaints."

Procedure for Filing a Complaint

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Employees who believe they are the subjects of harassment, or who have knowledge of harassing behavior, must report such conduct to their direct supervisor, and to 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 in the Chancellor's Office and in the office of the system president for the LCTCS system office staff. **Any student who believes they are the subject of harassment or who have knowledge of harassing behavior must report such conduct to the Director of Diversity and Inclusion, Title IX/ADA Coordinator, located in the Student Testing and Career Counseling Center Building on Paris Road, or by calling 504-278-6278.**

Employees or students also may submit a complaint to the institution's Chancellor. Students or employees will not be 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:

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

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 of 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.

The Title IX Grievance Procedures can be found here.

SACSCOC Complaint Procedure

Any employee, member of management, or student 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 Nunez Community College's policies in place governing students.

The following is intended to provide information to persons wishing to file a complaint if they believe that the College has violated specific sections of the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Before filing a complaint, please read the Commission policy "Complaint Procedures for the Commission or its Accredited Institutions" located on the SACSCOC website at http://www.sacscoc.org.

The Commission reviews complaints submitted by students, faculty, and the public about its member institutions. This information helps the Commission ensure that an institution continues to meet the standards of accreditation. Procedures have been established to provide a mechanism for the Commission to consider complaints that address significant violations of the Commission's standards. All institutions accredited by the Commission on Colleges are required to have in place adequate procedures for addressing complaints by students, employees, and others.

As outlined in the complaint policy, it is the responsibility of the complainant first to attempt to resolve the matter with the institution. The complainant is responsible for providing evidence that all remedies available at the institution have been exhausted. In order to file a complaint with the Commission on Colleges, the complainant must describe these efforts on the complaint form, which can be found on the SACSCOC website.

Academic Standings and Eligibility in Courses and Programs

Students who are denied admission into a course or program may appeal to the Provost or designee. Normally, the decisions of the Provost are final and are subject only to review by the Chancellor.

Financial Aid

School Code: 015130

Nunez Community College is dedicated to the philosophy that no student who desires a college education should be denied that opportunity because of a lack of funds. Various types of financial assistance programs are administered impartially through the Financial Aid Office, which counsels students on eligibility and application procedures to help students achieve their educational and professional goals.

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

Applications for the next aid year are available October 1st of the year prior. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College. Students must reapply for financial aid each aid year.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Administration Building by emailing .

Federal Financial Aid

Eligibility Requirements

To be eligible for federal financial aid, a student must be enrolled in an eligible program of study. These include associate degrees, technical diplomas and certificates. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 or fewer hours or who are non degree seeking are not eligible for federal financial aid programs. Transient, unclassified, provisional, post baccalaureate, and post-graduate students are also not eligible for federal or state financial aid. All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each aid year. The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester. Students must be enrolled in at least 6 hours to be eligible for student loans.

All financial aid funds are awarded to students without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth, or medical conditions. Consistent with U.S. government requirements, Nunez Community College limits all financial assistance awards to the costs of attendance. Nunez Community College recommends filing for all state aid by April 15. Students can submit their completed FAFSA as early as October 1.

Additional Eligibility Requirements

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

- Be a United States citizen, a resident of a Trust Territory, or has permanent resident status approved by the U.S. Citizenship and Immigration Services;
- Possess a high school diploma or equivalent;
- Be admitted to an eligible program;
- Be in compliance with U.S. Selective Service registration requirements, if male and between the ages of 18 and 25 years old (see http://www.sss.gov);
- Not owe a refund on a previous federal Title IV grant and is not in default on federal student loans;
- Not have been convicted of sale/ possession of illegal drugs while receiving federal aid;
- Have maintained satisfactory academic progress (SAP) and is in good academic standing;
- Have a valid Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office;
- Will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education;
- Is not in default on a federal student loan and has made arrangements to repay it;
- Does not owe money on a federal student grant and has made arrangements to repay it;
- Will notify his/her school if he/she defaults on a federal student loan; and
- Will not receive a Federal Pell Grant from more than one school for the same period of time.

How to Apply for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) – commonly referred to as the FAFSA – is the document used to apply for federal student aid. The U.S. Department of Education uses the FAFSA to determine a student's eligibility for aid. The FAFSA is available at https://studentaid.gov/ Applicants can complete their application online (processed in 7-14 days).

Nunez Community College School code, 015130, must be included on the FAFSA.

Students are notified of their eligibility online in LoLA. Students must complete the loan award offer notification process by either accepting or rejecting the funds offered. Unaccepted offers are subject to cancellation. The financial aid process depends on the accuracy of the student's completed financial aid forms. Prompt return of requested documents expedites the process. Students should contact the Financial Aid Office if they have any questions.

Verification

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

Verification selection can be random or because a student's FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects 30% of students for the verification process.

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

1. Select the IRS data retrieval process link through the FAFSA online, or
2. Request Tax Return transcripts through the IRS. Students are required to submit a copy of their tax return transcript and their W-2s. Parent of a dependent student need to submit a copy of their IRS Tax transcript and W-2s in order to complete the Verification process. If the student can't locate these important documents they can easily be obtained, free of charge, from the IRS. The IRS can be reached at 800-908-9946.

Additionally, certain types of untaxed income and other items must be verified. Verification tracking groups will place the student in one of the three verification tracking groups along with the required information:

TRACKING GROUP	REQUIRED INFORMATION
Standard Verification Group (V1)	Tax Filers
	• Adjusted Gross Income
	• U.S. Income Tax Paid
	• Untaxed Portions of Individual Retirement Account (IRA) Distributions
	• Untaxed Portions of Pensions
	• IRA Deductions and Payments
	• Tax Exempt Interest Income
	• Education Tax Credits
	Non-Tax Filers
	• Income Earned from Work
	Tax Filers and Non-Tax Filers
	• Number of Household Members
	• Number in College
Custom Verification Group (V4)	• High School Completion Status
	• Identity/Statement of Educational Purpose
Aggregate Verification Group(V5)	Tax Filers
	• Adjusted Gross Income
	• U.S. Income Tax Paid
	• Untaxed Portions of IRA Distributions
	• Untaxed Portions of Pensions
	• IRA Deductions and Payments
	• Tax Exempt Interest Income
	• Education Tax Credits
	Non-Tax Filers
	• Income earned from work
	Tax Filers and Non-Tax Filers
	• Number of Household Members
	• Number in College
	• High School Completion Status
	• Identity/Statement of Educational Purpose

Verification

The verification process can take up to two weeks. Therefore, timely submission of required documents is required. Applications are considered complete only after all necessary parties (student, spouses, parents, etc.) have provided the required documentation containing complete and correct financial data.

Financial Aid Award Notification

All award notifications will be emailed to students or can be obtained through LoLA.

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

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

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

Aid Adjustments

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

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

Disbursement of Federal Financial Aid Funds

When financial aid is disbursed, the Bursar's Office first applies funds to tuition, fees, books and other amounts owed to the college, if applicable. The remaining award funds, if available are disbursed through the bank mobile refund system within 14 days of being put on the students account. Students will need to follow the directions received from BankMobile and choose how they want their refund delivered.

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

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

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

Bookstore

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

- Be currently enrolled for at least 3 credit hours
- Be making satisfactory academic progress
- Have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges

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

"If financial aid does not cover all charges, any amount still owed becomes a student account debt and is due immediately"

Attendance Policies

Failure to Begin Attendance

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

Last Date of Attendance Determination

Students who have been paid federal financial aid funds are required to earn these funds by participating in classes. Students who no longer participate or withdraw from all their courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement, may have been overpaid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student's last date of an academically-related activity. A federally mandated formula is used to calculate the amount of the overpayment.

Post Withdrawal Disbursements

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal. Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the College will disburse the funds within 90 days of the date of determination of the student's withdrawal date. Nunez Community College maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 7 days of the date that the notification was sent.

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. Students who stop attending class will be considered unofficial withdrawals. A student meeting these conditions is billed for the amount of Title IV funds owed, and a hold is placed on his/her account until payment is made. Specific information and examples regarding the Return of Title IV Funds Policy are available in the Financial Aid Office.

The official Return of Title IV Funds Policy can be found here.

Satisfactory Academic Progress (SAP)

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

Satisfactory Academic Progress (SAP) is defined as:

- **Grade Point Average**—Achieving and maintaining a required 2.00 grade point average
- **Pace of Progression**—Passing a required number of hours (67% of all hours attempted) and
- **Maximum Time Frame**—Total attempted hours must not exceed 150% of the published length of the students' declared program of study. Refer to the Nunez Community College catalog at http://www.nunez.edu for program requirements.

When is SAP Reviewed?

Students will be evaluated at the end of each payment period (semester). At the conclusion of each payment period, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum time frame. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successful in completing his or her educational program at the required pace, is no longer eligible to receive Title IV assistance. An appeal may be filed and if approved, the student will receive financial aid but will be placed on financial aid probation.

Students who are on an academic plan will be monitored each semester. SAP will be reviewed and determined BEFORE aid is initially awarded and based on the official program of record.

How is SAP Reviewed?

SAP is measured in three ways:

1. Qualitative/GPA,
2. Quantitative/Pace, and
3. Maximum Time Frame

Qualitative Measure (GPA)

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

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

Quantitative Measure (Pace of Progression)

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

Maximum Time Frame

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

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

How Other Factors Pertain to SAP

"I" (incomplete) Grades - Any course in which an "I" grade is given counts in hours attempted and will be considered an "F" until a letter grade is assigned in its place.

Developmental Education/Remedial Courses

The guidelines for the application of federal financial aid are outlined by the United States Department of Education in the Federal Student Aid Handbook. The limits to the application of federal financial aid to payment for developmental education or remedial courses are as follows: the maximum number of hours that a student may receive Title IV federal aid for developmental education courses is 30 hours within 12 consecutive months or one academic year. For students taking developmental education courses at Nunez, the limit applies to repeat coursework as follows: a student may receive federal financial aid to take a remedial course a maximum of two times; any additional attempts to complete the course will not be covered by federal financial aid, and the credit hours for the course will not count toward the student's enrollment status (full-time or part-time). In other words, from that point forward, the credit hours for that specific developmental education course will not count in the enrollment status and the student will no longer be eligible to receive federal financial aid for developmental education courses.

Withdrawals

Official Withdrawal (completely withdraw from all courses) - A student who totally withdraws (receives all Ws) is considered to have officially withdrawn from the College. Unofficial Withdrawal - Students receiving Title IV aid and stop attending all classes and receive all F grades will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

Repeated Courses

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

Change of Major

A student may change from one degree to another during attendance at the College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total attempted hours.

Pass/Non-Pass Grades

Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

What Happens once SAP is Reviewed?

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

1. **New** - student is attending college for the first time, this includes students who received credit (1) before earning a high school diploma (or equivalent), (2) for completing tests or assessments, or (3) for life experience or military service;
2. **Trans**- student is enrolling in the college for the first time and has previously attended another postsecondary institution;
3. **Good** - student meets all three standards and is eligible to receive federal financial aid;
4. **Warn** - student failed to meet at least one of the standards at the end of the previous payment period and the student was in "good" or "new" standing during that previous payment period;
5. **Aplan** – student failed to meet SAP, was granted an appeal, is placed on an Academic Plan; or
6. **Bad** - student is not meeting SAP

Notification

At the end of each payment period (where applicable), Satisfactory Academic Progress is reviewed. Students are notified via self-service, LoLA and via email with their updated status.

Re-Establishing Financial Aid Eligibility

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

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

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

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

Attend and regain without the benefit of Federal Financial Aid

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

Appeal (with an Academic Plan)

An Academic Plan is specifically designed for a student who does not meet at least one of the standards at the end of the previous payment period and for whom a Financial Aid Appeal has been granted. The requirements within the Academic Plan must be met to regain eligibility. Students will need to meet the standards of the Academic Plan each payment period until meeting the SAP standards. Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy, and may require readjustment of the student's academic plan.

If the appeal is approved (Academic Plan), the **Academic Plan** requires 100 percent successful completion of courses, no grades or marks of D, F, W or I, and the attainment of a 2.00 or higher semester/cumulative GPA.

Other Types of Appeals

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval.

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

How to Submit an Appeal?

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

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

All appeals must include an appeals statement, and additional documentation supporting the appeal may be requested from the appeals committee. The student must be able to meet Nunez Community College SAP requirements by the end of the semester in which the student is appealing.

The Financial Aid Appeal Form is available on our webpage.

Academic Renewal

Academic Renewal does not apply towards federal student aid programs. When evaluating Satisfactory Academic Progress (SAP), all courses that apply toward the program of study must be counted no matter when the courses were taken. However, students may use the mitigating circumstances of academic renewal to support a financial aid appeal.

Enrollment Certification

Nunez Community College will certify the student's enrollment at the official 14th (7th in summer if the student is receiving summer financial aid) class day for the purpose of determining financial aid awards. After a student has submitted all required documentation, has completed the verification process, and is certified eligible for financial aid, students' status is considered as being a financial aid recipient. Students whose financial aid awards satisfy the minimum amount due to the College will be considered officially registered. Students are responsible for any amount not covered by their financial aid awards.

Types of Financial Aid

Pell Grants

The Federal Pell Grant is a Federal grant which does not need to be repaid. The Pell Grant helps qualified students with financial need to meet their educational expenses. This grant is available only to undergraduate students who have not completed a bachelor's degree, or used more than 6 full-time equivalent years of the Pell Grant. In addition, a student must be enrolled full-time, (12 credit hours each semester), to receive the maximum award. Part-time awards are available to eligible students attending less than full time, as well.

Go Grant

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

Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a federal grant program for undergraduate students with exceptional financial need. FSEOG funds are limited, and Pell Grant recipients are accorded priority; it is awarded from available funds.

Federal Stafford Loans (Subsidized and Unsubsidized)

The Federal Direct Loan programs offer federally guaranteed educational loans for students whose cost of attendance cannot be met by other financial aid programs. Unsubsidized loans are available to eligible students regardless of income level. Students must maintain at least half-time enrollment (six credit hours) to receive federal loans. Repayment on the principle of the loans is deferred while the student remains in school on at least a half-time basis. The Subsidized Federal Loan does not accrue interest during deferment periods. The loan limits of the program are:

YEAR	DEPENDENT	INDEPENDENT
First year (0 to 29 credits)	$5,500	$9,500
	No more than $3,500 of this amount may be in subsidized loans.	No more than $3,500 of this amount may be in subsidized loans.
Second year (30 or more credits)	$6,500	$10,500
	No more than $4,500 of this amount may be in subsidized loans.	No more than $4,500 of this amount may be in subsidized loans.
Lifetime Limits	$31,000	$57,500

Federal Stafford Loan Limits

These limits are subject to change by the U.S. Department of Education. Students receiving financial aid may have the amount of their loans limited to meet federal guidelines. An origination fee will be deducted from the loan. Students are limited by an aggregate limit based on their academic career.

Net Price Calculator

This calculator is intended to provide estimated net price information (defined as estimated cost of attendance - including tuition and required fees, books and supplies, room and board (meals), and other related expenses - minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year. (Please Note: The Net Price Calculator only provides an estimate of college expenses, this may not be the complete and final cost. Net Price Calculator provided by an outside source and is a work in progress. Some ADA issues may exist.) Click the link to use this webtool: https://www.nunez.edu/financial-aid/files/net-price-calculator/index.html

Loan Application Procedure

Log in to the Federal Student Aid Student Loans site at http://www.studentaid.gov with the Federal Student Aid ID and password. Students will need to complete the following:

1. **Master Promissory Note (MPN)**
   Nunez Community College requires first-time borrowers to complete the MPN at http://www.studentaid.gov. Students must sign in using their FAFSA ID and password to complete the Master Promissory Note.
2. **Loan Entrance Counseling** - First-time borrowers at Nunez Community College must complete the Direct Loan Entrance Interview online at http://www.studentaid.gov. First-time borrowers will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester in which they are enrolled and must have completed the Direct Loan Entrance Interview.

Financial Literacy for Borrowers

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

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

Not all students who meet the Title IV requirements for a loan will be offered a loan at Nunez. The College reserves the right to refuse a loan request based on the student's previous borrowing/repayment history as well as total student loan indebtedness.

If students are placed on financial aid suspension at the end of the spring semester, their remaining loan disbursements will be cancelled and their loan repayment amount will be reduced accordingly.

Exit Counseling

Each loan recipient is required by federal regulations to participate in an exit interview at the time the student ceases to attend Nunez Community College at least half-time. Online Exit counseling should be completed at http://www.studentaid.gov before the student withdraws, graduates, drops to less than halftime, or completes his/her last semester at Nunez.

Federal Work-Study Programs (FWS)

Students who have financial need and who wish to earn part of their educational expenses through salaried or hourly employment may qualify for the Federal Work-Study program. Salaries will be based on the availability of funds, FWS funds are limited. Federal Work Study is a financial aid award, as are Pell Grants and Loans. Students are eligible for FWS if the total amount of the financial aid awards that they accept plus work-study wages do not exceed their need.

The example below shows a student with an annual cost of attendance of $10,000, an Estimated Family Contribution (EFC) of $2,000, a Pell Grant of $5,000, an SEOG of $1,000 and a Loan of $2,000. If the student accepts all aid offered, he/she will not be eligible for FWS because his/her remaining need is $0.

Budget (Cost of Attendance) = $10,000
Estimated Family Contribution = $2,000
Pell Grant = $5,000
Direct Loan = $2,000
SEOG = $1,000
Unmet Need = $0

However, if the student declines the loan, he/she will be eligible for FWS because his/her remaining need will then be $2,000, which can be earned through FWS. Thus, students often must choose between FWS and loans.

Budget (Cost of Attendance) = $10,000
Estimated Family Contribution = $2,000
Pell Grant = $5,000
SEOG = $1,000
Unmet Need = $2,000
Maximum Earned under FWS = $2,000

Students interested in work-study should obtain an application for student employment from the Financial Aid Office. The Financial Aid Office will determine eligibility for Title IV Federal Work Study (FWS). If it is determined that students are eligible, the FWS application will be submitted to the Human Resources. Campus personnel in need of work-study students will interview and may check references when considering an applicant for a student worker position. Upon selection, an appointment approval form must be completed by the student's Supervisor, the Financial Aid Office, and Human Resources. Supervisors will be contacted when the student is approved to begin work. Students are not to begin working until receiving such approval.

Each department shall be responsible for supervising its own student workers. This shall include ensuring that the student worker works the appropriate number of hours (usually no more than 20-25 hours per week) ensuring that timesheets are submitted when due, and students are enrolled in at least 6 credit hours.

TOPS (Tuition Opportunity Program for Students)

TOPS is available to graduates of Louisiana High Schools who meet the academic requirements set by the Louisiana Office of Student Financial Assistance (LOSFA). Students qualifying for the TOPS-Tech award must be enrolled in a technical program or LOSFA approved academic program. Additional information is available at https://mylosfa.la.gov/, or by phoning (225) 219-1012 or toll-free by dialing 1-800-259-5626.

M.J. Foster Promise Program

M.J. Foster is available to students who qualify through LOSFA application which must be completed each year in June.

All M.J. Foster Promise Award payments are contingent upon funding availability and are allocated on a first-come, first-billed basis.

The M.J. Foster Promise Program is available to all eligible Louisiana residents (19 years or older) with individual student awards available based on eligibility and enrollment. Students will qualify for financial support to earn credentials that align to high-demand jobs in growing industry sectors, such as construction, healthcare, information technology, manufacturing, and transportation and logistics.

The M.J. Foster Promise Program will cover the cost of tuition, required fees, and mandatory books and supplies after all other sources of aid have been applied (excluding student loans, federal work study, and WIOA funds).

The award amount of $3,200 per award year or $1,600 per semester, is for a student enrolled full time. Students can receive a maximum of $6,400 over a period of 3 years. A student may receive the maximum award amount of $6,400 in one year for certain high cost programs. Students can use the M.J. Foster Promise Award beginning July 1 through the following June 30.

For more information on the M.J. Foster Promise Program, please visit https://mylosfa.la.gov/students-parents/scholarships-grants/mjfoster/ or visit the Financial Aid Office.

U.S. Veteran and Military Student Assistance – Veterans

The Nunez Community College Financial Aid Office assists veterans, active duty military personnel, students who are in the United States Armed Services reserves, and eligible spouses and dependents with the process of identifying and receiving tuition benefits. Veterans of the armed forces have ten (10) years following the date of their active duty discharge to apply for educational benefits. Federal guidelines with regard to educational benefits are also obtainable through an education advisor at the appropriate military station branch or the Veterans Administration Regional Office.

Discharged servicemen, reservists, those currently serving in the Armed Forces, and eligible dependents who plan to apply for Veteran's Administration (VA) Educational Benefits must contact the VA at 1-888-442-4551 or http://www.gibill.va.gov. All forms for the VA are available through its website. Further information regarding regulations for veterans, dependents, or reservists may be obtained from the Veterans Affairs Representative or the Financial Aid Office.

All official transcripts from previously attended schools of higher education must be received by the School Certifying Official before charges can be filed with the VA. Once deemed eligible by the VA to receive educational benefits, students must meet with the VA representative at the College once each semester so that their enrollment can be certified via VA. To receive continued certification for benefits, recipients must remain in good standing. If student's cumulative Grade Point Average (GPA) places them on academic probation, the student will be allowed to receive VA benefits for one additional semester. If, after one semester, the student fails to achieve a cumulative GPA of at least 2.00, the student will not be certified to receive any additional VA benefits until they are once again in good standing.

38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of Official School Catalog Addendum

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill – Active Duty Program) or chapter 33 (Post-9/11 GI 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.
- 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.
- 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.
- 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.

VA Payment Addendum PL 115-407

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require the student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Our institution has made Veteran students aware of said policy since effective date of 1 August 2019.

Internal Scholarships

All scholarship awards are considered resources in determining eligibility for most financial aid programs and must be reported to the Financial Aid Office.

Several generous outside agencies provide scholarship funds for students. They determine the eligibility requirements for their own scholarships and students must submit a NUNEZ Scholarship application prior to the deadline in order to apply. The deadline and application are found online on our website under scholarships. As part of the application, students are required to submit demographic, contact, academic, and financial information. Some scholarships require written responses or file uploads. This one application is used to identify the student's eligibility for all of the offered scholarships and includes all of the information required to determine eligibility.

For additional information on specific scholarship awards, please visit https://www.nunez.edu/scholarships/index or contact the Advancement Office or the Office of Financial Aid.

General Eligibility Requirements

1. High School Diploma or GED
2. Completed online scholarship application
3. Submitted all Admissions documents to Nunez Community College
4. Currently admitted to Nunez Community College
5. Must be in good academic standing
6. Must complete a FAFSA and indicate Nunez Community College as a recipient

External Scholarships

All scholarship awards are considered resources in determining eligibility for most financial aid programs and must be reported to the Financial Aid Office.

Several generous outside agencies provide scholarship funds for students. They determine the eligibility requirements for their own scholarships and students must submit a NUNEZ Scholarship application prior to the deadline in order to apply. The deadline and application are found online on our website under scholarships. As part of the application, students are required to submit demographic, contact, academic, and financial information. Some scholarships require written responses or file uploads. This one application is used to identify the student's eligibility for all of the offered scholarships and includes all of the required information to determine that eligibility.

External Scholarships are awarded by third party individuals or companies. Students apply directly to those awarding the scholarship. Please read all of the eligibility requirements for each scholarship before applying.

Questions about scholarships can be sent to .

Louisiana Community & Technical Colleges System-wide Scholarships

See a Financial Aid counselor to apply.

- Louisiana Future Farmers of America Association Members
- SkillsUSA Louisiana, Inc.-Secondary Members
- Jobs for America's Graduates-Louisiana (JAG-LA) Program Graduates

Financial Aid Contacts

TOPS Grants
Financial Aid Office
504-278-6205

Federal Programs
(Pell Grant, Loan, Federal Work Study, FSEOG)

Financial Aid Office

504-278-6205

Treasure Burtchaell
Financial Aid Director

504-278-6465

Tri-Parish Works

504-278-6214

Workforce Innovation Opportunity Act (WIOA)

504-278-6214

Louisiana Office of Student Financial Assistance (TOPS and GO Grants)
http://www.osfa.la.gov
1-800-259-5626

Louisiana Rehabilitation Services
1-800-737-2957

Veterans Benefits
http://www.gibill.va.gov
1-888-442-4551
or

Jennifer Meyer

Veterans Affairs Representative
jmeyer@nunez.edu
504-278-6478

1-800-4-FEDAID (1-800-433-3243)
TTY users may call:
1-800-730-8913

Information is also available on Student Aid on the Web at http://www.studentaid.gov.

This policy is subject to change at any time, and without prior notice.

Student Services and Activities

Office of Disability Services and Counseling

Nunez Community College's Office of Disability Services and Counseling provides and coordinates tools, reasonable accommodations, and support services to allow students with disabilities to participate fully in the academic environment. The Office also provides short-term crisis management for students as it relates to their academic, personal, and social growth and development.

Nunez complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments. The ADA Coordinator/Counselor is responsible for meeting individually with students identified as having a documented disability or impairment to review submitted documentation and arrange the appropriate accommodations, as required under the ADA and Section 504, and can be reached at 504-278-6278.

Requests for special accommodations or services should be submitted to the Office of Disability Services and Counseling Office at least four (4) weeks prior to the first official day of classes each semester. It is the responsibility of the student to notify the ADA Coordinator for continued accommodations prior to the beginning of each semester. Students requesting or receiving services must inform the ADA Coordinator regarding any changes in the status of their disability, their environment, or their accommodations.



Voter Registration

In compliance with the National Voter Registration Act of 1993, the Office of Disability Services and Counseling provides assistance with completing and submitting Louisiana Voter Registration Applications and Voter Declaration Forms to any student filing for Disability Services. This service is supplied to students with disabilities on an ongoing basis. For more information contact the Office of Disability Services at 504-278-6278.

Bookstore

The college has contracted with Follett Higher Education to provide bookstore services to students, faculty, and staff. The bookstore, located in the Kane Technology Building, can also be found at https://www.nunez.edu/bookstore/index. The Vice Chancellor for Strategic Partnerships and Engagement monitors bookstore activities to ensure that the bookstore is meeting the needs of students and faculty.

Medical Emergencies

Family members who must reach students for a medical emergency should call Student Affairs at 504-278-6467. Only in cases of true medical emergencies will campus officials attempt to locate students. If students cannot be located, College personnel will attempt to notify the caller.

Student Health Services

The Nunez Community College Health Center is located in the Kane Technology Center, Room A145. Employees and students may utilize health services and are encouraged to contact a Health Center representative at 504-278-6318 if services are needed.

The Clinic is staffed by a multidisciplinary team of healthcare professionals. Before students and employees can be treated, a signed written consent form must be on file. Insurance is billed when available and a small fee assessed when applicable.

In the event of an emergency requiring medical attention, the instructor or other College employee will determine the severity of the injury and call 911 immediately, if necessary. In some cases, health care professionals on campus may provide temporary care or health counseling for students who are ill or injured. In an emergency situation, the professional may administer **first aid only** (including CPR) as indicated, until the services of a physician or EMS can be obtained.

In case of a major accident, one that requires immediate medical attention, the instructor or other College employee will call 911 for an ambulance and the person will be sent to an Emergency Room or Urgent Care Facility as determined by EMS personnel. The College will attempt to notify the student's emergency contact as soon as possible. The student will be responsible for the medical costs. A report of any accident or injury should be made by the College employee to Administrative Services as soon as possible.

In cases of questionable mental health or instability leading to possible accident, injury, or violence, the instructor or other College employee should call campus police (504-494-0797) and then the administrator on duty should be contacted.

All students are required to identify emergency contact information during the admissions application process. Students should list individuals who can be notified of accidents, injuries, or serious illness that occurs during school hours. Responsibility for treatment is to be assumed by the parents of minor students and by adult students themselves.

In addition to the Health Center on campus, the nearest medical care facility cooperating with the College is:

St. Bernard Parish Hospital
504-826-9500

8000 W. Judge Perez Dr.
Chalmette, LA 70043

Overall Good Standing

Students must be in “overall good standing” to be eligible for student organizations, honors, and other extracurricular activities. Students are in overall good standing with the College when they have met the requirements of academic good standing, do not owe any money or property to the College or any of its departments, and do not have any disciplinary sanctions on file in the Office of Student Affairs.

Student Government Association

The Student Government Association (SGA) is the official body that represents all of the students of the College. All regularly-enrolled college students are automatically members of the SGA upon payment of tuition and fees. The membership has the authority to elect officers and senators. The SGA president serves on the Chancellor’s Council and is the voice of the students in the governance of the College. The SGA sponsors social, cultural, and educational events on campus and funds these activities through the self-assessed student activity fee, which is paid each semester by all students.

Through student petitions and referenda, the SGA has the authority to approve expenditures from the SGA self-assessed fees. Such requests also require the approval of the SGA Advisor. The SGA recommends expenditures from the technology fee paid by all students. The technology fee was reauthorized by the Spring 2013 student body. The technology fee funds computer equipment, computer technicians, essential supplies, and equipment for academic programs and student services that increase the level of technology available to students and improve student life and learning.

There are many College committees that include students as members. Meetings and other activities are posted on bulletin boards in campus buildings. Meetings of the SGA are open to all students and students are encouraged to get involved by attending meetings, seeking appointments as senators, and running for office in the spring election.



Student Life

The co-curricular activities of students are important to personal growth and development. At Nunez, all such programs are planned and coordinated through the Office of Student Affairs. Scholastic, professional, and service organizations have been developed in response to expressed interest and to provide leadership opportunities for students. Officers of all student organizations must maintain overall good standing. This also applies to all members of student organizations unless otherwise specified by the organization’s charter or constitution. Several organizations offer membership to College faculty and staff and the community, as well as students.

Student activities are offered in cooperation with the Student Government Association, student organizations, and faculty sponsors. In addition, groups and students who have specialized needs and/or interests may petition the Provost for official recognition as a student organization.

The following is a list of approved organizations:

- **Culinary Club** is comprised of students with an interest in the Culinary Arts. The Culinary Club hosts fundraising food sales through the year and organizes and presents the annual King Cake Competition.
- **Gamma Beta Phi National Honor and Service Society (GBP)** is a national non-profit, honor and service organization for students in higher education. Students must be committed to excellence in education, good character, and service. To qualify for membership, students must have completed 12 or more credit hours of college-level work and have earned a cumulative grade point average of 3.20 or better.
- **Phi Theta Kappa Honor Society (PTK)** is an international, co-educational honorary society for students attending two-year colleges. To be eligible for membership, students must be currently enrolled in at least 3 hours of degree course work, have a 3.50 or higher grade point average on 12 or more hours earned from Nunez, be of good moral character, and show evidence of leadership abilities. Membership in Phi Theta Kappa is by invitation only.
- **Warriors Prayer Club** is a Christian organization that meets weekly for prayer and fellowship.
- **Pelicans Baseball** is an intercollegiate baseball team that competes in NJCAA Division 23. Interested prospects should attend a try-out as announced on http://www.nunez.edu. For more information, email .
- **NSLS** is the largest and only accredited leadership honor society in the United States. Our new chapter is part of this national organization with more than 800 chapters and over 1.9 million existing members. Students are selected based on exemplary academic achievement and leadership potential.



Hazing

The Board of Supervisors of the Louisiana and Community Technical College System (LCTCS) and Elaine P. Nunez Community College are committed to providing a safe academic and social environment for all students. In accordance with Louisiana Revised Statute 17:1801, hazing in any form is prohibited at Nunez.

The following hazing policy applies to all employees and students:

- **Definition of Hazing:** Any action taken or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual. Hazing may include but is not limited to the following activities when these activities are life threatening or are intended to hurt or physically or mentally humiliate the individual:
    - Physical abuse such as kidnapping, paddling, slapping, branding, burning;
    - Physical exercise, such as scavenger hunts, road trips, or any activity resulting in excessive fatigue, physical or psychological shock;
    - Wearing apparel, costumes, or makeup which is uncomfortable to the individual or, if worn publicly, is conspicuous; is demeaning to the individual, the observer, ethnic groups, differently-abled individuals, the LGBTQ spectrum, or religious/spiritual observers; or is not normally in good taste;
    - Engaging in public stunts, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;
    - Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
    - Any activities that interfere with the student's scholastic responsibilities; and the use of obscenities and vulgarities in dress, language, or action.
- **Duty to Report:** No student organization or individual shall employ a program of student initiation/pledge education or social events that includes hazing. It is the duty of all student organization members and any faculty or staff member to report immediately any violation of this policy to the Dean of Strategic Enrollment and Student Success for student violations and the Director of Human Resources for employee violations. Any violation of this policy shall be investigated and appropriate disciplinary action taken.
- **Expectations for Violations:** Any violation of this policy, including knowledge of and failure to report, may result in expulsion in the case of students and termination in the case of employees, and suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the College's codified student and/or employee judicial process.
- **Education, Awareness, and Prevention:** In addition to valuable resources available at http://hazingprevention.org/, Nunez provides education, awareness, and prevention activities for hazing that include but are not limited to the following:
    - Awareness seminars with organization advisors and student organization members;
    - Inclusion in new faculty/staff orientation;
    - Inclusion in new student orientation;
    - Policy posting on Canvas & college website for students and employees;
    - Awareness seminars with athletic coaching staff and student-athletes.
    - In accordance with Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature, mandatory requirements were established state-wide to maintain safety for all students who participate in student life organizations. Effective Fall 2019, all student organization members and advisors are required to complete a one-hour Hazing Prevention Training available online. For more information, contact the Vice Chancellor for Education, Training, and Student Success at 504-278-6467.

Lost and Found

Lost and Found box is located in the Student Success Center (AST building) and the Student Affairs Office (Administration building). Items turned in to Lost and Found must be claimed within 30 days. Unclaimed items will be discarded or donated to local agencies.

Student Success Center

Student Success Coaches

Coaches work with incoming students to choose or change majors, select courses, and register courses. The primary goals of the coaches are to help support students academically by helping them create an academic plan and connecting them to different resources on campus. Each coach will also work with areas such as Recruitment, Admissions, Veterans Affairs, Student Government Association, Student Activities, Tutoring, Career Development, and Testing Services.

Students should visit the Student Success Center, use the Degreeworks tool on LoLa, and check in with a faculty advisor regularly to ensure that they complete their program in a timely manner. Advisors are faculty and staff who have knowledge of the College's programs, courses, and policies. Academic advisors review test scores, previously-attempted college credit, and students' educational goals to approve specific courses each semester. Visit the LoLA portal to access your Advisor's name & contact information.

Student Success Center

The Nunez Student Success Center offers academic advising, tutoring, testing services, and academic success programs. Students will be able to access computers with basic office software and printing for course-related work. Computers and printers will be available during regular business hours. Additionally, student success programs will be available throughout the semester.



Academic Affairs



Learning Resources

Campus Library

The Nunez Community College Library is a vital part of the educational program of the institution. The facility opened in Spring 2000, includes approximately 25,000 square feet with a redesigned space for collaborative socialization and quiet studying, including open area seating, enclosed study rooms, public computer access, the Islenos Museum and Archive, and the Southern Food and Beverage Research Center.

The Library conducts library instruction sessions for all students and classes as requested by the instructor. Instructors for some classes participate in the course-integrated library instruction, providing assignments that increase both information literacy skills and subject knowledge. A librarian is available to help patrons with research needs during all open hours.

The library houses a collection of over 43,000 volumes in an easily accessible open-shelf arrangement and over 519,000 e-books that can be accessed on and off campus. The library contains over 300 serials in addition to providing access to over 170,000 journals and media in electronic format.

The Library is a selective depository for state documents. The archives concentrate on materials concerning St. Bernard Parish and associated topics. The St. Bernard Genealogical Society Library is housed near the Archives.

The library is a member of LOUIS (Louisiana Library Network) and, as such, has access to over 170 full-text scholarly databases through internet-enabled computers. These electronic resources are also accessible off-campus from the Library web page at https://www.nunez.edu/library. The library staff is dedicated to assisting all students and faculty, whether they are in the Library or accessing the Library resources and services from off-campus to meet their informational needs.

Experiential Education Programs

In recognition of the importance of on-the-job training as part of occupational and professional preparation of students, Nunez Community College offers three experiential educational programs: internships, practicums, and cooperative educational programs. These provide supervised work experience in the various curricula while granting academic credit according to the standards of accrediting agencies. Students gain occupational experience to help prepare them for meaningful employment.

These programs provide the opportunity to:

1. Develop outside the classroom program-related knowledge and skills that are used in the work setting;
2. Explore, confirm, or modify career choices;
3. Develop professional experience and contacts;
4. In some cases, earn money while learning;
5. Receive academic credit toward a degree for work experience while attending school.

College Cooperative Education Programs

College cooperative education is an educational plan in which paid or unpaid employment is integrated into the college curriculum. Students on scholastic probation are not eligible. Agreements involving the student, the College, and the employer must be confirmed prior to registering for a cooperative course. A student must meet with his or her Program Chair before enrolling for cooperative credit.

Internship

Internship programs help to orient students to the world of work, emphasize practical aspects of the business world, and provide closer liaison and cooperation among the student, the College, and the work environment. Internships may be paid or unpaid. Internships for course credit are offered in Paralegal (SPTP 1180), Process Technology (PTEC 2910), Computer Science (CSCI 2400) and Business (BUSN 2700).

Practicum and Clinical Experiences

Supervised work experience is offered in the fields of Care and Development of Young Children, Culinary Arts, Emergency Medical Services Education, Process Technology, Practical Nursing, Teaching, Medical Office Management, Process Technology, and occasionally in other programs of study. Students work a minimum number of hours during the semester as specified in the course syllabus.

Academic Policies

Credit Hours and Grading System

Credit hours are units of credit earned for successfully completing a course during a given semester. A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week together with the necessary outside preparation for a semester. The number of credit hours associated with each course is included in its course description. The value of each course of instruction and the amount of work required for graduation are stated in terms of semester credit hours. The “Program Descriptions” section of the *Catalog* identifies the number of credit hours required for completion of each credential awarded by Nunez.

At the end of each semester, students will receive a grade for every credited course in which they were enrolled. A letter grade is assigned for each credit course they complete. The syllabus for each course describes the criteria for determining the course grade, which indicates the student’s level of accomplishment in achieving the course objectives. Each letter grade is assigned quality points, as indicated in the chart below. Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours assigned to each course. The total number of quality points a student earns divided by the number of credit hours for those courses produces a grade point average (GPA) for the semester. Quality points are based on those credit hours of which a student registers and receives a grade of “A” – “F”. Credit courses for which a student receives a grade of “P” are included in earned hours but not quality hours. Courses for which students register but late withdraw with a grade of “W” are included in attempted hours but not quality hours.

The cumulative grade point average (GPA) is the result of the grade points earned in all courses for which a student receives a letter grade, divided by the total number of credits involved in those courses. Only grades of “A”, “B”, “C”, “D”, and “F” are computed in the GPA. Grade Point Averages are rounded to the second decimal place. A cumulative GPA of at least 2.0 for all courses applied to the student’s program is required for graduation.

For every course attempted, final grades are reported for each student according to the following grading system:

LETTER GRADE	DESCRIPTION	QUALITY POINTS PER CREDIT HOUR
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Passing Below Avg.	1
F	Failing	0
W	Withdrawn	Not Computed
I	Incomplete	Not Computed
P	Pass	Not Computed
NP	Not Passed	Not Computed
AUD	Audit	Not Computed
-E	Excluded	Not Computed
-E	Amnesty Renewal	Not Computed

Grading System

Nunez Community College accepts only transfer credits that have been awarded a grade of “C” or better, including grades of “P” or “Pass”. The grade of “P” will be awarded for non-traditional credit, non-credit, credit by exam, by-passed courses, and some lab or clinical courses accompanying a lecture course.

Cumulative Quality Hours are all hours for which a student has registered and received a final grade of “A” – “F” at the College as well as all quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of “F”).

Adjusted Quality Hours are all hours for which a student has registered and receives a grade “A” – “F”, excluding those credit hours removed from the calculation of the student’s grade point average (GPA) through repeat/delete policy and/or those credit hours removed through Academic Renewal.

Incomplete Grades

An “I” grade is a temporary grade that may be assigned by the instructor only in circumstances where a finite amount of work has been missed. An “I” grade may result from failure to take a final exam or failure to complete the required assignments due to extenuating circumstances beyond a student's control. Examples of extenuating circumstances are serious illness or injury, a death in the family, a sudden change in employment schedule or a sudden need for employment, an act of nature, and other emergencies deemed appropriate and verified by the instructor issuing the Incomplete. Incompletes should be reserved for those students who are passing a course, had been attending regularly, and can reasonably complete the unfinished coursework by the deadline set.

When issuing an **"I"** grade, the instructor must communicate to the student the reasons for the **"I"** grade and the work that must be completed for the grade to be converted to a letter grade and the date that all work must be completed and turned into the instructor. In most cases, the work must be completed no later than **mid-term of the next semester** following the semester in which the “I” grade was received unless an earlier date is agreed upon. If the “I” grade is not removed, it will convert to an “F” and will be calculated as such in the grade point average.

Repeat/Delete Policy

Students who repeat a course in which a grade of “C” or lower was earned may apply for the deletion of the earlier grade from cumulative grade point average calculations **if both attempts were at Nunez**. The form to apply for the Repeat/Delete Policy is available in the Student Affairs Office. The cumulative grade point average will reflect the adjusted average on grade reports and transcripts. Grades for the same course will be deleted no more than three times. Although the student may repeat a course more than three times, the prior grades will be deleted only for the first three attempts. The same limits apply to transfer students whose transcripts indicate deleted grades for repeated courses.

Students are cautioned that the grades earned in all courses attempted will remain on the transcript and that other colleges and universities may not honor the repeat/delete policy offered at Nunez.

Dean's List

At the end of each semester, the College publishes a Dean's List recognizing those students who have completed at least 12 hours with a semester GPA of at least 3.50. The Dean of Strategic Enrollment and Student Success will submit the list to the Director of Communications. Changes or corrections that occur after the list is published will not be submitted for publication.

Graduation Requirements

Students should meet on a regular basis with an advisor and make use of the Degree Works tool on LoLa to be sure that they are making progress toward the completion of their certificate or degree program. To qualify for an associate degree or certificate, students must meet the following requirements:

1. Apply for graduation by the deadline noted in the *Catalog*. Applications are available online via LoLA. The college may initiate an application on behalf of the student. Only one application will be accepted, please reach out to registrar for any requests for changes.
2. Complete the requirements of their program as described in the *Catalog* in effect at the time they enrolled. As an alternative, students may follow the requirements in the *Catalog* in effect during their final semester as long as they have been continuously enrolled. If a student changes their major, or if they do not enroll at Nunez Community College for a fall or spring semester, they must follow the program requirements described in the *Catalog* that is in effect at the time of the change of major or the return to College.
3. Earn at least a "C" in each required course, as identified in the *Catalog* program description, and any other courses identified in the program description. (The last grade earned is the official grade for a repeated course.) **The adjusted program grade point average must also be at least 2.00.**
4. Complete at least 25% of credit hours applied toward the degree or certificate in residence at Nunez. This percentage may not include any credit from non-traditional sources, including credit by examination.
5. Earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based, non-traditional sources.
6. Earn no more than one-third of the credits needed in required major courses from non-traditional sources (not including credit by examination). Major courses are identified in the *Catalog* program description.
7. Complete **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, however, an appropriate course substitution may be approved by the Program Chair responsible for that program, the Dean of Instruction, Dean of Nursing and Allied Health, or designee.
8. Complete the required amount of 2000-level courses applicable toward an associate degree as described in the program description.
9. Receive, in writing, approval from the Dean of Instruction, Dean of Nursing and Allied Health, or designee for any deviation from the required curriculum. Students may not apply toward graduation credit a lower-level course in a sequence after earning credit in the higher-level course.
10. Fulfill all obligations to the College, including financial obligations, prior to established dates. Student loan recipients must complete an exit interview online at http://www.studentaid.gov which will be sent to the institution.
11. The College strongly encourages participation in commencement. Students participating in the ceremony must adhere to Nunez graduation dress code. Information about specific graduation costs & procedures are sent to all applicants in the spring.
12. The College reserves the right to confer a certificate, diploma, or degree on any student who has fulfilled the program requirements.

Students must receive written approval from the Provost or designee for any deviation from these requirements.

Requirements for a Second Degree or Certificate

A student must meet all course requirements for a second degree or certificate and must earn at least an additional nine semester hours for a second certificate or 15 semester hours for a second degree. These hours cannot apply toward the first degree or first certificate. In addition, an official declaration of major must be on file prior to applying for a second degree or certificate so that the appropriate *Catalog* requirements can be determined.

In degree and certificate programs (e.g., LA Transfer degrees, Business Technology, General Studies Degrees, etc.) where there are several possible concentrations, a student is not eligible for a second credential if an additional concentration is completed.

Students in Discontinued Majors

Any student remaining eligible for a discontinued program who has completed 50% or more of the required courses in that program will be allowed to complete the program at Nunez. The student must complete the requirements within two years after the semester in which the program was discontinued. A student may be allowed to transfer into Nunez remaining required courses to complete the degree if Nunez can offer the courses. Exceptions to this policy may be granted by the Dean of Instruction, Dean of Nursing and Allied Health, or designee.

Transfer and Re-Entry Students

Transfer and re-entry students applying for admission must note on the Application for Admission each regionally-accredited institution they have attended and must provide an official copy of each transcript in order for the College to determine their eligibility to enroll and in order to determine which transfer credits may be applied toward graduation requirements. Transfer students may be required to provide the Catalog and/or syllabi from each of the other institutions attended.

Graduation Honors

Three categories of honors are recognized at graduation. All honor graduates will wear an honor cord at graduation.

- **4.0 Graduates** are graduates in a degree/diploma program who have earned an "A" in every course attempted. These graduates will be identified as a perfect 4.00 graduate. The unadjusted cumulative/overall grade point average is used to determine this honor.
- **Chancellor's Honor Graduates (teal cord)** are students who have earned an Associate's degree and/or technical program with an adjusted program grade point average of at least 3.80 on the college-level work attempted **for the degree or diploma program.**
- **Honor Graduates (silver cord)** are students who have earned an Associate's degree and/or technical diploma with an adjusted program grade point average of a 3.50-3.79 on the college-level work attempted **for the degree or diploma program.**

Degree Designations & GPA

- **Associate Degree Recipients** – An applied/academic degree program, with a general education core component. The Associate degree can prepare students to enter the workforce or for transfer to a 4-year university. A.A. degrees are usually offered by community colleges and two-year transfer institutions.

- **Technical Diploma Recipients** - An applied, technical program (45-60 hours), often formed by combining multiple Certificates and/or Certificates of Technical Competency. Technical Diploma programs are strictly limited to technical and community colleges.
- **Certificate Recipients** – An applied, academic, or technical program (16-34 hours), for which the certificate marks completion of a trade or, in some instances, partial mastery in a subject area.
- **Adjusted Cumulative Grade Point Average (GPA)** – This GPA is adjusted to exclude those quality hours and grades that have been removed from the calculation of a student's grade point average through a repeat/delete policy and/or Academic renewal.
- **Cumulative Grade Point Average** – This unadjusted grade point average is calculated using all grades earned from all institutions. This is the grade point average used to recognize "4.00 Graduates" at commencement.

Academic Status

There are three categories of academic status: academic good standing, academic probation, and academic suspension. Specific programs within the institution may set higher academic status rules.

- **Academic Good Standing** – Students whose grade point average is at least 2.00 are in academic good standing.
- **Academic Probation** – A student is placed on academic probation whenever his or her adjusted cumulative grade point average (GPA) falls below a 2.00. Once on academic probation, a student remains on probation (as long as each semester's GPA is at least 2.00) until an adjusted cumulative GPA of 2.00 or higher is achieved. Students on probation are encouraged to meet with their academic advisor to discuss support services that are available to help students achieve academic success.
- **Academic Suspension** – Students who are on academic probation and who fail to achieve a semester GPA of at least 2.00 will be suspended for one semester. If a student is put on academic suspension at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is put on academic suspension at the conclusion of a fall semester, the student is suspended for the following spring semester.

Enrollment During a Suspension Period

Students who have been suspended may appeal to the Provost if they feel that extenuating circumstances contributed to their unsatisfactory academic performance. Appeals must be submitted prior to the end of regular registration for the semester for which the student wants to enroll. Appeals may be granted or denied. As a condition of enrollment during a suspension period, the courses in which the student is allowed to enroll may be limited. If a suspended student is granted permission to enroll, and earns a semester grade point average of less than 2.00, another one-semester suspension will occur.

Credits earned by students while on suspension may or may not be accepted toward a degree or certificate at other institutions. Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension. Therefore, all students on suspension who intend to transfer should confer with the transfer institution prior to enrolling.

Academic Appeals

This policy governs the conditions under which a student may initiate an Academic Appeal and provides a procedure for conducting the appeal process.

This policy applies to academic grievances not addressed in Nunez's Student Complaint Policy, Title IX and Sexual Misconduct Policy, Sexual Harassment Policy, and other College policies that govern student grievances. Through the procedure outlined in this policy, students may petition for a final grade change, initiate a retroactive withdrawal request, or request removal from a first-time academic suspension.

Academic appeals are not used for financial aid appeals or refund requests.

An Academic Appeal may be initiated by a student who believes that their academic performance is not accurately reflected in the final grade they have received for a course or by a student who believes that their academic record or academic status should be corrected, updated, or changed due to extenuating circumstances not previously considered by the College.

The policy provides students with due process for submitting academic appeals. Failure to follow the policy procedures by faculty and staff of Nunez Community College would deny students their due process rights. Students who do not follow the procedures, including, but not limited to, adhering to the timeline for filing an appeal and providing supporting documentation, may have their appeal denied on those grounds.

Final Grade Appeal

Students may only appeal a final course grade after the grade has been issued at the end of the semester. Unresolved grading issues that arose earlier in the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned. Although the grade appeal process may only be used to contest grading issues that impact the final course grade, faculty members and students should attempt to find a resolution to any grade dispute before it escalates to a formal grade appeal once final grades have been issued.

A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved may choose to submit a grade appeal if they feel that the unresolved grading issue has adversely affected the final grade of the course. The burden of proof is on the student to demonstrate why the grade should be changed.

All academic appeals must be initiated within thirty (30) business days of the awarding of the final grade, except in the case of extenuating circumstances that could not have been known within the designated petition period as deemed appropriate by the academic dean of the course in question. If the faculty member who assigned the grade is no longer at the college, the student should begin the appeal process with the academic dean of the appropriate department, discipline, or subject area.

Students may appeal final course grades if they believe the following:

- The final grade in question is based on an error in calculation, and the student has tangible evidence to support the claim that an error had been made.
- The assessment resulting in the assigned grade did not follow the grading criteria, standards, and requirements as stated in the course syllabus.
- The instructor did not apply grading criteria uniformly to evaluate the student's academic work compared with the work of other students.
- Without notifying students, the instructor departed substantially from his or her previously articulated written standards in determining the grade.
- The instructor demanded, as a condition of passing a course, a requirement not germane to the subject matter of the course.

An appeal shall not be used to question the professional judgment of a faculty member, the content of an examination, or any previously articulated and unaltered course or assignment requirement.

If a student feels as if they have cause to submit a grade appeal on the abovementioned grounds, the grade appeal procedure is as follows:

Level 1

The student informally meets with the instructor to discuss the final grade. In this meeting, the instructor will explain the rationale for awarding the grade in question. The student is responsible for demonstrating why the grade should be changed. If, in this informal meeting, it is determined that the grade should be changed, the instructor completes and submits a grade change form. If the instructor is not available to meet face-to-face, email correspondence between the student and the instructor will be regarded as an informal meeting.

If a grade appeal involves an instructor no longer employed by the college or an instructor who is unavailable for an extended period of time, the student may appeal in writing to the appropriate academic dean, who will attempt to serve as mediator between the student and the instructor. If this mediation does not end in a resolution, the dean will convene a two-person committee of faculty members of the former instructor's program who also teach in the same subject area of the course in question or who have expertise in a closely related field of study. This committee will review the contents of the student's appeal within seven (7) working days of receiving the appeal and offer a recommendation to the dean to deny or approve the appeal. The dean will review the reading committee's recommendation and render a written decision (including a brief rationale) to deny or approve the appeal within five (5) working days.

Level 2

If the final grade dispute is not resolved through Level 1 of the grade-appeal process, the student may proceed with the next level.

1. The student must submit the following documents to the appropriate academic dean. The Academic Appeal Form may be found in the Forms Clearinghouse on the Nunez website.
    1. Academic Appeal Form
    2. A letter explaining the student's reason(s) for the grade appeal
    3. Any supporting documentation the student deems relevant evidence for why the grade should be changed
2. The dean receiving the Academic Appeal Form will forward all appeal documents to the instructor's Program Chair. The Program Chair will provide the faculty member with a copy of the appeal. The faculty member shall provide the Program Chair with a statement concerning the basis for the grade with any supporting documentation. The Program Chair will discuss the appeal with the student and faculty member as needed and, after review, render a decision on the appeal and, in writing, notify each party of this decision.
3. The student may appeal the Program Chair's decision, in writing, to the appropriate academic dean. The dean will convene the Grade Appeal Committee. The committee will consist of three faculty members (one who teaches in the subject area in which the grade was given), two officers of the Nunez Student Government Association, a representative of Student Affairs, and the dean (as a non-voting chairperson). The chairperson will be responsible for assuring adherence to the established procedures and for maintaining records. The chairperson has authority to grant a warranted time extension in the appeal process.The chairperson will share all appeal documents to the committee members, who will review the documents within seven (7) calendar days from the date they are received. At the end of this seven-day period, the committee will meet to discuss the evidence and render a decision.

- If the committee (by a majority vote of the committee membership) recommends changing the original grade, the chairperson will inform both the student and the faculty member of the decision. If both the student and the faculty member agree to this outcome, the chairperson will submit a Grade Change form to the Registrar.
- If the committee (by a majority vote of the committee membership) recommends upholding the original grade, the chairperson will inform both the student and the faculty member of the decision.

A written report of the committee's decision will be sent to the chairperson no later than three (3) working days after the conclusion of the hearing. The chairperson will forward the committee's written decision to all parties no later than five (5) working days after receiving the decision.

Level 3

If the appeal is denied, the student may submit an explanation to the dean (the Grade Appeal Committee Chairperson) an explanation detailing why the appeal should be reviewed again. The dean will forward this explanation and all documents originally reviewed by the Grade Appeal Committee to the Provost, who will consider the evidence and render a decision. The decision of the Provost is final.

If the faculty member wishes to appeal the decision of the Grade Appeal Committee, they may submit to the dean (the Grade Appeal Committee Chairperson) an explanation detailing why the originally assigned grade should be upheld. The dean will forward this explanation and all documents originally reviewed by the Grade Appeal Committee to the Provost, who will consider the evidence and render a decision. The decision of the Provost is final.

Retroactive Withdrawal

The Academic Calendar, posted on the College's website, lists the deadlines by which students may withdraw from their courses. Each semester and mini-session are given their own withdrawal deadline, which students are responsible for knowing and adhering to. Students may not withdraw from a course (with a grade of W) after these posted deadlines. However, they may petition for a retroactive withdrawal, granted after the withdrawal deadline of the semester in question, if they meet the criteria outlined below. A course from which the student has withdrawn, including retroactively, will remain on the student's academic record with a grade of W.

The College discourages retroactive changes to students' academic records and considers exceptions to this rule only when a student makes a compelling case that a retroactive withdrawal is appropriate and provides documentation supporting this case.

Appeals for retroactive withdrawals must be submitted no more than sixty (60) days from the end of the course for which the student is requesting a retroactive withdrawal and must be grounded in what the College considers an appropriate condition for an appeal. Appropriate conditions for appeals are typically acts beyond the reasonable control of the student that prevented them from withdrawing from the course by the withdrawal deadline posted to the Academic Calendar.

Examples of appropriate conditions for appeals:

- Death of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent)
- Physician-documented onset of a mental health or medical condition, including pregnancy, that prohibited continued attendance
- Accident or injury that prohibited continued attendance
- Administrative error made by the college
- Call to active military duty or training or voluntary armed services enlistment
- Relocation or the necessity to leave the country to take care of the health of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent)

The abovementioned examples do not constitute an exhaustive list of potentially legitimate conditions for which to request a retroactive withdrawal. The burden of proof is on the student to explain why any of these (or other) conditions prevented them from dropping the course by the withdrawal deadline posted to the Academic Calendar.

Examples of unacceptable conditions for appeals:

- Forgetting to withdraw from a course(s) by the deadline published on the Academic Calendar
- Bad personal habits or poor judgment
- Lack of knowledge of deadlines or other college policies
- Insufficient resources to pay tuition
- Known medical condition, injury, or illness that has not changed materially since the time of enrollment in the course
- Unsubstantiated claims of LoLA (student management system) error when attempting to withdraw

Students who believe they have cause to request a retroactive withdrawal must adhere to the following procedure:

1. The student completes the online Academic Appeal Form, selecting the appropriate type of appeal process (e.g., Retroactive Withdrawal) and attaches digital copies of documentation that supports the student's appeal. This documentation must include the following:
    1. Written verification from the instructor who taught the course in which the student is requesting a grade of W that the student never completed the course, including the student's last day of attendance in the course
    2. A statement from the student's academic advisor verifying that withdrawal from this course will not affect other classes on the student's transcript (e.g., prerequisites)
    3. All other relevant documentation that supports the student's appeal, including an explanation as to why the student did not withdraw from the course by the deadline posted to the Academic Calendar
2. The form will be routed to either the Dean of Instruction or the Dean of Nursing and Allied Health, as appropriate, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
3. The form will then be routed to the Dean of Strategic Enrollment Management and Student Success, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
4. The form will then be routed to the Director of Financial Aid, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
5. The form will then be routed to the Bursar, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
6. If all parties deny the appeal, the matter will be closed, and the course grade currently on the student's transcript will remain. This decision is final. If all parties approve the appeal, the appeal form will be routed to the Registrar, and the course grade will be changed to a W. If all parties do not render identical decisions on the student's appeal, the appeal will be routed to the Vice Chancellor for Education, Training, and Student Success, who will review the appeal documents and render a decision. This decision is final.

Academic Suspension Removal

Students who are on academic probation and who fail to achieve a semester GPA of at least 2.00 will be suspended for one semester. If a student is put on academic suspension at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is put on academic suspension at the conclusion of a fall semester, the student is suspended for the following spring semester.

Students who are under a first-time suspension may appeal to the Provost if they feel that extenuating circumstances contributed to their unsatisfactory academic performance. Appeals must be submitted prior to the end of regular registration in the semester for which the student wants to enroll.

As a condition of enrollment during a suspension period, the courses in which the student is allowed to enroll may be limited. If a suspended student is granted permission to enroll, and earns a semester grade point average of less than 2.00, another one-semester suspension will occur.

Credits earned by students while on suspension may or may not be accepted toward a degree or certificate at other institutions. Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension. Therefore, all students on suspension who intend to transfer should consult with the transfer institution prior to enrolling.

Students who believe they have cause to be removed from Academic Suspension must adhere to the following procedure:

1. The student completes the online Academic Appeal Form, selecting the appropriate type of appeal process (e.g., Removal from Academic Suspension) and attaches digital copies of documentation that supports the student's appeal.
2. The form will be routed to either the Dean of Instruction or the Dean of Nursing and Allied Health, as appropriate, who will retain a copy of the appeal form for their records and forward it to the Provost.
3. The Provost will review the appeal and render a decision, which is final.
4. If the appeal is approved, the form will be routed to the Dean of Strategic Enrollment Management and Student Success, who will direct the Registrar to remove the student from Academic Suspension.

The Provost may impose certain conditions that the student must abide by, should the appeal be granted. These conditions include, but are not limited to, the following:

- Consultation with an academic advisor before the student is allowed to enroll in courses
- A limitation to the number of courses the student may enroll in for that semester
- Mandatory regular meetings with an Academic Advisor or Student Success Coach
- Mandatory tutoring in the subject area(s) in which the student has shown poor academic performance

Academic Status Determination in Specific Majors

Faculty in a given major may, with the approval from the Provost or designee, establish higher academic standards for admission to, continuation in, and/or re-entry to that major. At present, the only areas with such higher academic standards are Emergency Medical Technology, Process Technology-Fast Track, Practical Nursing, and Teaching.

Awarding of Non-Traditional Credit

Awarding of Non-Traditional Credit

Credit for Prior Learning

Nunez Community College offers a variety of pathways by which students may receive college credit based on prior learning. The means used for assessing knowledge and skills attained through educational or work experience and for awarding credit for prior learning include, but are not limited to, the following:

- College Board AP credit• College Level Examination Program (CLEP) credit
- Advanced placement credit via ACT test scores
- Life Experience Assessment Program, (LEAP) credit for learning acquired via prior work or life experience
- Credit by examination
- Military training documented in the Joint Services Transcript or other official military records
- Non-academic instruction evaluated by the American Council on Education (ACE)
- Credit awarded for non-credit coursework (via LEAP and/or Credit by Examination)
- Industry-based certifications (IBCs)

Student Eligibility Requirements

While specific procedures have been established for each of the above-mentioned prior learning assessment instruments, the following criteria apply to all students seeking to qualify for prior-learning credit:

- A student must be both enrolled and in good standing in a degree, diploma, or certificate program beyond the official census day of enrollment in order to request prior learning credit.
- Credits may be requested only for courses that are offered by Nunez Community College.
- The prior learning credit assessment must be requested and completed by midterm of the semester in which it has been requested.
- Only three (3) prior learning credit hours may be earned after the student enrolls for any of the final 12 hours of credit applicable to a degree, diploma, or certificate.
- Prior learning credit cannot be awarded in a course that a student has previously completed or enrolled in at any college (excluding coursework completed before Academic Amnesty is declared for which the student earned a grade of “C” or higher).
- No more than one-third of credits needed in required major courses (those courses which require a minimum grade of “C”) may be obtained from prior learning.
- Students must be both enrolled and in good standing at the time they apply for a Credit for Prior Learning assessment.
- Students may apply for prior-learning credit only once for any given course, and the College’s ruling on an application is final.
- A non-refundable fee, charged only in those cases in which Nunez faculty must administer a credit exam or assessment, must be paid prior to the application being accepted.
- Credit earned through prior learning is assigned a grade of “P.” No quality points are earned, and such credit is not calculated in the student’s grade point average. Prior learning credits are identified on the student’s transcript as credit granted through prior learning. When such credit is awarded, the student’s transcript will indicate the method (e.g., examination, portfolio, military) by which the credit was granted.
- Students who plan to use credit from prior learning to meet the degree requirements of other institutions should check the requirements of the receiving institution, as this type of credit is often reevaluated by the receiving institution.
- Students cannot appeal the outcome of an application for credit via prior learning.
- Applying more than one type of assessment toward credit for prior learning in the same course is prohibited.

Credit for Prior Learning Limitations

Nunez Community College does not limit the amount of credits a student may earn through prior learning assessment. Regardless of the number of credit hours awarded through PLA credit, students must meet Nunez Community College residency requirements to receive a degree, diploma, or certificate. To satisfy residency requirements, students must earn 25% of the total credit hours required for a degree, diploma, or certificate through standard instruction at Nunez Community College. Prior learning assessment credit does not satisfy residency requirements. Per the graduation requirements as defined in the College’s catalog:

- Students must complete at least 25% of credit hours applied toward the degree or certificate in residence at Nunez. This percentage may not include any credit from non-traditional sources, including credit by examination.
- Students may earn no more than one-third of the hours comprising the major or area of concentration via prior-learning credit—with the exception of credit by exam.
- Students may earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based (LEAP) assessments.

Qualifying Credits

Per the Louisiana Community and Technical College System “Credit for Prior Learning” policy (Policy# 1.023), Nunez Community College shall prepare and make public (on the College’s website) the following:

1. The list of courses for which college credits may be earned
2. The number of credits that may be earned for each course
3. The minimum standards necessary to earn college credits via all available non-traditional means

Annually, when the College updates its catalog, it will also update its list of qualifying credit and post the credit matrix to the College’s website. Any changes to the previous catalog’s matrix will be reported to LCTCS so that those updates may be recorded on the master LCTCS Credit for Prior Learning Matrix.

The College’s credit matrix must list the prefix, number, and title of each course for which credit for prior learning may be received. The matrix must also list the acceptable assessment instrument and/or score required to receive credit for the course.

Nunez Community College must use the course number listed on the matrix unless it would be advantageous for the student to be awarded a specific course number with equal credit that satisfies a program prerequisite or other requirement.

Fees

Per LCTCS policy# 1.023, “no fee shall be charged for reviewing credit for prior learning that is included on the matrix and entering them on a student's transcript. Students may be assessed a fee for the administration of examinations and the review of portfolios.” Nunez will assess a fee of $20.00 per credit hour only for the administration of LEAP portfolio reviews and Credit by Exam assessments. Students who apply for Credit by Exam for non-credit coursework previously and successfully completed through Nunez Community College will be exempt from this charge. Per the Louisiana Board of Regents “Prior Learning Assessment” policy (AAP 2.23), military veterans, active military personnel, and their spouses and dependents are exempt from all fees associated with awarding credit for prior learning.

Dual Enrollment Students

Dual enrollment gives high school students the option to earn high school and college credits at the same time in both academic and in career and technical education subject areas. High schools can enter into a dual enrollment agreement with Nunez Community College to expand educational opportunities for their students. The college accepts any high school student who meets the program requirements set forth by the Board of Regents and the institution. For more information, please visit http://www.nunez.edu/admissions/high-school-dual enrollment or contact the Coordinator of Instruction at 504-278-6286.

PROCEDURES

Students requesting credit for prior learning must first determine that they meet the College’s eligibility requirements. They may consult with their academic advisor to determine eligibility and then follow the appropriate procedure for the method by which they will request credit for prior learning.

College Board Advanced Placement (AP) Program

Nunez Community College grants course credit (grade of P) via College Board Advanced Placement Examinations, which are taken prior to the student’s high school graduation and before admission to Nunez.

The College will publish its College Board Advanced Placement score matrix to the Registrar’s website so that students may know which courses qualify for AP credit via AP exam. Students who have achieved satisfactory scores on these exams can earn credit for the courses listed on the matrix. The College will grant credit to admitted students for certain courses in which the Advanced Placement (AP) exam score is a 3 or higher.

Nunez Community College has identified the following guidelines regarding receiving credit via AP exam:

1. Students must request consideration of AP scores for equivalent credit of Nunez courses in the first semester of enrollment at the College. All necessary application documents must be submitted prior to the conclusion of the student’s first semester of enrollment.
2. A student should consult with their Academic Advisor to confirm that the course credit received via AP is applicable to their major.
3. The student must request that official AP score reports be sent to the Office of the Registrar for evaluation.
4. The student must submit “Credit for Prior Learning Application” form to the Registrar, completing option one: Request for Review of Credit by Standardized Exam.”
5. Once the AP score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student’s transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via AP exam once. Such credit is contingent upon the submission of College Board Advanced Placement (AP) exam scores that (a) meet the College’s criteria and (b) are no more than three (3) years old.

College-Level Examination Program (CLEP)

Students may receive course credit (grade of P) via College-Level Examination Program (CLEP) exams, which measure mastery of college-level, introductory course content.

The College will publish its College-Level Examination Program (CLEP) score matrix to the Registrar’s website so that students may know which courses qualify for CLEP credit via CLEP exam. Students who achieve satisfactory scores on these exams can earn credit for the courses listed on the matrix.

Nunez Community College has identified the following guidelines regarding receiving credit via CLEP:

1. A student should consult with their Academic Advisor to confirm that the course credit received via CLEP is applicable to their major.
2. The student must request that official CLEP score reports be sent to the Office of the Registrar for evaluation.
3. The student must submit a “Credit for Prior Learning Application” form to the Registrar, completing option one: “Request for Review of Credit by Standardized Exam.”
4. Once the CLEP score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student’s transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via CLEP exam once. Such credit is contingent upon the submission of College-Level Examination Program (CLEP) exam scores that (a) meet the College’s criteria and (b) are no more than three (3) years old.

Advanced Placement by ACT

First-semester freshmen, transfer students, and dual enrollment students who submit American College Testing (ACT) scores of an acceptable level to Nunez Community College may request advance placement credit in English and mathematics courses without actually completing those courses.

English

- A student who has an ACT English subscore of 29 or higher may receive Advanced Placement credit (grade of P) in ENGL 1010 if they successfully complete ENGL 1020 (English Composition II) with a grade of C or better.

Mathematics

- A student who has an ACT Math subscore of 19-26 will be placed in MATH 1300 (College Algebra).
- A student who has an ACT Math subscore of 27 or higher may receive advanced placement credit (grade of P) in Math 1300 (College Algebra) if they successfully complete Math 1400 (College Trigonometry) with a grade of C or better.

• A student with transfer credit in a mathematics course higher than pre-calculus algebra may be awarded bypass credit for MATH1300 (College Algebra) if approved by the Program Chair of Math and Science or their designee from the math faculty.

Nunez Community College has identified the following guidelines regarding receiving advanced placement credit via ACT exam:

1. Students must request consideration of ACT scores for equivalent credit of Nunez courses in the first semester of enrollment at the College. All necessary application documents must be submitted prior to the conclusion of the student's first semester of enrollment.

2. A student should consult with their Academic Advisor to confirm that the course credit received via ACT is applicable to their major.

3. The student must request that official ACT score reports be sent to the Office of the Registrar for evaluation.

4. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option one: "Request for Review of Credit by Standardized Exam."

5. Once the ACT score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via ACT exam once. Such credit is contingent upon the submission of American College Testing (ACT) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

Life Experience Assessment Program (LEAP)

In accordance with recent trends recognizing non-traditional learning experiences, Nunez Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP).College credit maybe awarded for knowledge gained through reading and private study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

Through a portfolio assessment and/or skills demonstration, Nunez Community College gives students the opportunity to prove what they know, or what they can do, that is comparable to the Student Learning Outcomes of the courses in which they have requested LEAP credit.

Specific policies and procedures have been established for the granting of college credit via the Life Experience Assessment Program:

The general policies concerning credit for prior learning are applicable.

- LEAP credit is available only if the life experience warrants three (3) or more credit hours, according to the Program Chair overseeing the assessment process.
- A student may not repeat a Life Experience Assessment for course credit if the first attempt did not result in the awarding of credit.
- Students may earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based (LEAP) assessments.
- For each applicant, a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
- The LEAP review committee should consist of the Program Chair who oversees the subject area in which the credit is being requested, at least one faculty member with expertise in the relevant discipline or who regularly teaches the course for which the student is requesting LEAP credit, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

Nunez Community College has identified the following guidelines regarding receiving credit via LEAP:

1. The student consults with the Program Chair who oversees the subject area in which the student requests LEAP credit to determine if the student's prior training, learning, and/or work experience possibly warrant credit via the Life Experience Assessment Program. The Chair will also determine the possible course(s) 6 for which LEAP credit may be attempted.

2. The student should consult with their Academic Advisor to confirm that the course credit received via LEAP is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that credit via LEAP is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit via LEAP.

4. If the Program Chair who oversees the subject area in which the student requests LEAP credit determines that the student's experience warrants a Life Experience Assessment, the Chair will form a review committee.

5. The student must submit a "Credit for Prior Learning Application" form, completing option two: "Request for LEAP Credit" to the Program Chair overseeing the review committee.

6. The Program Chair overseeing the review committee will instruct the student in writing on the components of an acceptable portfolio and will return the Credit for Prior Learning Application form to the student.

7. The student takes the form to the Bursar's Office and pays a non-refundable fee of $20 per credit hour prior to the submission of the LEAP portfolio. Military veterans, active military personnel, and their spouses and dependents are exempt from this fee

8. The Bursar completes the payment section of the form and issues a receipt to the student.

9. The student submits the completed form to the Program Chair, who requests that the student's portfolio and/or skills demonstration be evaluated by the review committee.

10. The review committee evaluating the portfolio may request additional documentation from the student to help further substantiate the student's competency in the subject area. Upon completion of the evaluation, the committee submits its recommendation to the Program Chair.

11. If the committee's recommendation is approved by the Program Chair, the Chair completes the Credit for Prior Learning Application form and submits it to the Office of the Registrar.

12. Once the form has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

Portfolio Assessment

The assessment committee will recommend the contents of the portfolio the student is to submit with their LEAP application. The portfolio must demonstrate that the student's prior professional experience (including military service) has allowed for the development of skills and learning comparable to the Student Learning Outcomes of the course in which the student has requested LEAP credit, and it should prove that the student has acquired those competencies deemed necessary for specific course content.

The portfolio must include a written narrative of the student's experiences, which describes the source(s) of prior learning and explains how this experience(s) has contributed to the student's professional, technical, and/or intellectual competency in the subject matter of the course for which the student is requesting LEAP credit.

Portfolios may include any of the following additional documents as requested by the review committee:

- A résumé detailing prior professional experience relevant to the student learning outcomes of which the student is attempting to prove competency
- Licensures, certifications, or awards that attest to a student's proficiency in the subject matter of the course for which the student is requesting LEAP credit
- Letters of recommendations or testimonies from current and/or former colleagues that attest to acquired competencies
- Drawings, diagrams, artwork, etc. that demonstrate relevant knowledge or technical skill
- Documentation of specialized workplace/professional training
- Documentation of high school co-op professional experience/training
- Proof of prior coursework from a vocational/technical education program (including a validation of course content, contact hours, and evidence of completion and/or grades, if applicable)
- Proof of prior non-credit coursework (including a validation of course content, contact hours, and evidence of completion and/or grades, if applicable)
- Any other documentation required by the review committee that demonstrates competency for awarding LEAP credit.

Skills Demonstration

When the course for which the student is requesting LEAP credit requires hands-on skills building and the application of certain physical skills, the LEAP review committee may require that the student perform a demonstration of acquired skills, which is to be administered and assessed by a faculty member who teaches the course for which the student is requesting LEAP credit. The skills demonstration must be performed on the same day the student submits their portfolio to the review committee.

Industry-Based Certifications (IBCs)

Students who are currently enrolled and have previously successfully completed industry-based certifications (IBCs) may be eligible for course credit (grade of P). Nunez Community College considers the training and assessment required to obtain certain IBCs as being equivalent to certain courses that students may take for credit. The College maintains an IBC crosswalk, posted to the Registrar's website, that lists all courses for which earned IBCs are equivalent. Students possessing any of these IBCs may request credit (grade of P) for its associated course. While students are eligible to receive full credit for a course via Industry-Based Certifications, in some cases and programs, Nunez reserves the right to request and assess supplementary assessment materials to establish course equivalencies. Only IBCs that are current and in good standing will be considered valid credentials for the awarding of credit. A student may apply for credit once for the same course.

Nunez Community College has identified the following guidelines regarding receiving credit via IBC:

1. A student should review the Nunez IBC crosswalk posted to the Registrar's website for a list of courses that qualify for credit via IBC.
2. The student should consult with their Academic Advisor to confirm that the course credit received via IBC is applicable to their major.
3. The student should also consult with the Program Chair who oversees their major to ensure that credit via IBC is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit via IBC.
4. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option three: "Request for Review of Credit by Coursework or Credential."
5. Valid documentation, authenticating the certification(s), must be attached to the application form for evaluation and verification by the Office of the Registrar.
6. Once the application form and required documentation have been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student who intends to use credit received from IBCs to meet the degree requirements of another institution should check the requirements of the receiving institution.

Credit by Examination

At Nunez Community College, a student who believes they are qualified to earn college credit for prior educational or professional experience, non-credit coursework, or prior training may request credit by examination. This course credit (grade of P) is awarded to a student who can display the same competencies and meet the same student learning outcomes as those students taking a traditional course.

A student who wishes to apply for credit by examination must receive the approval of the Program Chair who oversees the program in which the course is offered. The Chair will determine whether the student's prior learning and/or professional experience warrant consideration for credit by exam. The Program Chair will also determine whether the credit exam contains the appropriate level of rigor to warrant course credit.

The exam must be created and administered by a faculty member qualified to teach the course for which the student is seeking credit by exam. If the examination involves shop or laboratory activities, a description of the examination and a rubric must be provided by the faculty member who creates and administers the exam. Credit examinations must test all of the competencies required to pass the course in question as currently required of regularly enrolled students.

Only those faculty members who teach the course for which a student is requesting credit by exam may determine whether such an exam can be created and effectively administered.

A student who wishes to take a credit examination for earlier courses in a sequence must take the examination by the end of registration for the semester in which they enroll for the more advanced course. If proficiency is not demonstrated on the exam, the student will be administratively dropped from the higher-level course and placed into an appropriate-level course.

Students may take a credit examination for the same course only once, and they may not take a credit examination for a course in which they are currently enrolled or which they have previously completed successfully at any regionally accredited college.

Students who are granted academic renewal may take credit examinations for any course completed with a grade of "C" or better prior to requesting renewal. Additionally, students may not take credit examinations for a course that was audited.

Students intending to use credit examinations to meet the degree requirements of other institutions should check the requirements of the receiving institution.

Nunez Community College has identified the following guidelines regarding receiving credit by exam:

1. The student must obtain a "Credit for Prior Learning Application" form from the Registrar's website.
2. The student must submit the form to the Program Chair who oversees the subject area in which the student is requesting credit by exam. The student must complete option four: "Request for Credit by Exam."

3. The student should consult with their Academic Advisor to confirm that the course credit received via credit by exam is applicable to their major.

4. The student should also consult with the Program Chair who oversees their major to ensure that credit by exam is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit by exam.

5. The administration of credit examinations may be approved by the Program Chair who oversees the subject area in which the student is requesting a credit exam only after the student is enrolled in at least one course at the College. The Program Chair must verify that the student is appropriately enrolled.

6. Once the Program Chair approves the student's application, the student takes the form to the Bursar's Office and pays a non-refundable fee of $20 per credit hour prior to the administration of the examination. Students who apply for Credit by Exam for non-credit coursework previously and successfully completed through Nunez Community College will be exempt from this charge as will military veterans, active military personnel, and their spouses and dependents.

7. The Bursar's office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.

8. Once the Program Chair receives the form from the student, verifies payment, and approves the credit examination application, the student will have two weeks to arrange a date to take the exam.

9. The student completes the examination with an instructor designated by the Program Chair to administer the examination. The Program Chair may also create and administer the exam if the Chair teaches the course for which the student is requesting credit by exam.

10. The Chair will direct the faculty member creating and administering the exam to set a mutually agreeable date on which the student will complete the exam.

11. As the expert in the subject matter being tested, the faculty member administering the exam will determine the necessary amount of time for completing the assessment or any required shop or laboratory activities.

12. To receive credit, a student must demonstrate a minimum proficiency of 70% for all competencies in the course for which credit is being sought.

13. The instructor administering the examination must complete the test information section on the "Credit for Prior Learning Application" form (score, date of exam, etc.) and return it to the Program Chair.

14. The Program Chair who oversees the subject area in which the student has requested credit by exam submits the completed form to the Registrar.

15. The Registrar will apply the appropriate course credit (grade of P) to the student's transcript, and the student will be notified that the credit has been posted.

16. If the student does not pass the credit examination, the Program Chair who oversees the subject area in which the student has requested credit by exam will inform the student of the examination's outcome and then submit the completed form to the Registrar. If the student had previously enrolled in a higher-level course, the prerequisite for which was intended to be satisfied by the credit exam, that student will be administratively drop from the higher-level course by the Registrar, and the Program Chair will refer the student to their advisor so that they may enroll in an appropriate-level course.

Military Credits

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits, which are articulated by the American Council on Education (ACE). The Dean of Instruction, the Dean of Nursing and Allied Health, or designee will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree, diploma, or certificate.

Students must be able to provide a Department of Defense (DD) Form 295 and DD Form 214 (where applicable) to apply for Military Training and Experience Credit. Nunez may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if the training parallels the student learning outcomes of a Nunez course for which the student desires credit and the credit meets a program requirement or is used as elective credit. Military credits are not counted as hours attempted; they count only as hours earned.

Upon request, individuals who have successfully completed Basic Training may be awarded three (3) credit hours in kinesiology as indicated in the ACE Guide. Official documentation of military training is required.

Nunez Community College has identified the following guidelines regarding military credit:

1. The student must obtain a "Credit for Prior Learning Application" form from the Registrar's website and complete option three: "Request for Review of Credit by Coursework or Credential."

2. The student should consult with their Academic Advisor to confirm that the course credit received via military credit is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that military credit is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of military credits.

4. The Dean of Instruction or the Dean of Nursing and Allied Health or a designee (depending on the subject area in which the credit is requested) will meet with the student to discuss the applicability of military credit to fulfill degree or certificate requirements.

5. Along with the "Credit for Prior Learning Application" form, the student must provide the appropriate dean with a transcript or an American Council of Education (ACE) evaluation of military experiences.

6. Upon receipt of the official transcript and/or ACE evaluations, the appropriate dean or designee will confirm the validity of the ACE evaluation and/or transcript by consulting with a faculty member who teaches the course for which the student has requested credit.

7. The dean will submit the "Credit for Prior Learning Application" form with all other pertinent documentation (ACE evaluation, transcript, etc.) to the Registrar.

8. The Registrar will post the credit to the student's transcript and notify the student that the credit has been posted.

Non-Traditional Credits from Other Institutions

The College may accept prior-learning credits that have been awarded by other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do credit for prior learning for which a student is eligible. Credit for prior learning will be awarded through the same process as that of awarding transfer credit.

General Policies and Procedures



Major

A major is a program of study leading to a degree, certificate or other approved credential. The College offers many programs of study and these programs are considered majors. Major courses for each program are identified in the program description in this *Catalog*. These courses must be completed with a grade of “C” or higher.

Change of Major

A matriculating (degree-seeking or certificate-seeking) student may transfer from one degree or certificate program to another. A non-matriculating student may declare a major after meeting the admission requirements for a matriculating student. Such application is made in the Student Affairs Office. Change of Major will only be allowed once per semester; any additional changes must be requested through the Registrar's Office in writing and approved prior to the change being made. Due to updated Federal Department of Education Guidelines, Federal Financial Aid will only pay for courses within the students declared major. The *Catalog* in effect at the time the official change of major is processed must be followed for graduation purposes.

Dual Majors

A student may work towards a second degree or certificate if:

1. The second degree is worked on concurrently along with the first degree or certificate; or
2. After completion of the first degree.

However, a student must officially declare both majors prior to the final semester needed for the second degree or certificate by completing the appropriate form in the Student Affairs Office.

Course Load

Only an exceptional student may, upon the approval of the Provost or designee, enroll in more than 19 credit hours (10 hours in summer session). The maximum allowable course load is 21 credit hours (13 hours in summer session). The Dean of Instruction, the Dean of Nursing and Allied Health, or designee must approve all requests for greater course loads.

Courses in Sequence

A student may not apply towards graduation any credits earned in a course in its respective sequence after having received a passing grade in the higher-level course in that sequence, except with special permission from the Division Dean or designee. A course in a sequence is defined as a course for which it is necessary to successfully complete the first course prior to enrolling in the second (a prerequisite) when both courses are in the same series (e.g., Introduction to Algebra, Algebra for College Students, and College Algebra, or English Composition I and English Composition II).

Dropping Courses and Withdrawing from College

Students may drop courses or may withdraw from the College with grades of “W” up to the specified date in the calendar published on the website (http://www.nunez.edu). **Students leaving the institution must withdraw online in LoLA. Students who stop attending without officially withdrawing will receive failing grades in all courses.** Dropping a course or withdrawing from the College after the refund period will not reduce the student’s financial obligation to the College and may affect eligibility for continued financial aid.

Students may be administratively dropped from courses for which they do not have the appropriate pre-requisites.

Examinations and Portfolios

Financial aid recipients should be aware that dropping courses and withdrawing from the College will have an effect on financial aid eligibility and should discuss their situation with the Financial Aid Director before or during the drop/withdrawal process.

Final examinations or final assessments are required and held at the end of each semester or summer term in accordance with the schedule published in the *Catalog*. When final examinations are inappropriate because of the nature of the course, the Dean of Strategic Enrollment and Student Success may approve exceptions to this requirement. Students who have more than two final exams scheduled on the same day may request that their instructor reschedule a final exam. Requests may be denied.

Some courses may require students to pass a proficiency “exit” examination or to complete an approved portfolio before they receive credit for the course or are eligible to enroll in subsequent courses.

Off-Campus Educational Experiences

Off-campus educational experiences (OCEE) sponsored by Nunez Community College complement classroom instruction and are considered an important part of the educational process. While the College endorses the concept, it also stresses the importance of students performing all classwork in a timely manner. If students have to miss other classes in order to participate in an off-campus experience, it is the students' responsibility to make up all work covered during this absence. Participation in an OCEE will not in itself excuse students from attending other classes in which they are enrolled. OCEE as used in instruction includes all events (except athletic competitions) organized by a staff or faculty member in which Nunez students are taken off-campus to participate in instructional or cultural activities directly related to their course of study.

Requests for OCEE must be approved by the Provost or designee at least one week prior to the scheduled event. Overnight OCEEs require special approval of the Provost or designee prior to making arrangements for the trip. Safety should be emphasized at all times. Proper instructions on conduct and safety should be given to the class prior to departure.

Student Classification



Class Standing

A student is classified as a freshman (FR) if he or she has earned fewer than 30 credit hours in college-level courses and as a sophomore (SO) if he or she has earned 30 or more credit hours. A preparatory student (PR) is concurrently enrolled in both high school and college.

Full-Time/Part-Time Status

A student is classified as full-time or part-time in accordance with the number of credit hours pursued during a term of enrollment. Twelve or more hours constitute full-time status in a regular semester (six hours in a summer session).

Official 14th/7th Day Enrollment

Students' classification is determined by registration information on the official 14th class day (7th in the summer) and again at the end of each semester according to the number of credit hours and quality points earned.

General Education Courses

General Student Learning Outcomes:

1. Students will demonstrate effective communication skills through oral, reading, written, and digital formats in a professional setting.
2. Students will engage in critical and creative thinking through inquiry, qualitative, and quantitative analysis and through integrative learning in order to identify and solve problems in real world, professional applications.
3. Students will demonstrate awareness and understand the significance of cultural knowledge and diversity, ethical reasoning, and social responsibility from both a local and global perspective.
4. Students will demonstrate the ability to locate, identify, evaluate, disseminate, and use relevant information responsibly to address problems in a variety of media and contexts.

General Education Courses

Courses to fulfill the general education requirements may be selected from the following:

English

CODE	TITLE	HOURS
ENGL 1010	English Composition I (CENL 1013)	3
ENGL 1020	English Composition II (CENL 1023)	3

Course List

Analytical Reasoning/Mathematics

CODE	TITLE	HOURS
MATH 1200	Survey of Mathematical Concept (CMAT 1103)	3
MATH 1203	Applied Algebra (CMAT 1203)	3
MATH 1300	College Algebra (CMAT 1213)	3
MATH 1400	College Trigonometry (CMAT 1223)	3
MATH 1600	Elementary Number Structures (CMAT 1413)	3
MATH 1630	Elem Geometry & Statistics (CMAT 1423)	3
MATH 1700	Finite Math (CMAT 1313)	3
MATH 2000	Statistics (CMAT 1303)	3
MATH 2010	Calculus I (CMAT 2115)	5
MATH 2100	Calculus II (CMAT 2125)	5

Course List

Arts

CODE	TITLE	HOURS
FIAR 1000	Introduction to Drawing (CART 2203)	3
FIAR 1010	Sculpture Fundamentals (CART 1123)	3
FIAR 1150	Figure Drawing (CART 2213)	3
FIAR 1200	Introduction to Fine Art (CART 1023)	3
FIAR 1600	Introduction to Painting	3
FIAR 1700	Introduction to Ceramics	3
FIAR 1710	Intermediate Ceramics	3
FIAR 1800	Digital Photography	3
FIAR 1850	Introduction to Digital Art	3
FIAR 1900	Intro to Printmaking	3
FIAR 1910	Screen Printing	3
FIAR 2100	Intermediate Drawing	3
FIAR 2400	Survey of Visual Arts to 1400 (CART 2103)	3
FIAR 2410	Survey of Vis. Arts from 1400 (CART 2113)	3
FIAR 2500	Watercolor	3
FIAR 2720	Independent Study In Ceramics	3
FIAR 2850	Intermediate Digital Art	3
MUSC 1013	Music Appreciation (CMUS 1013)	3
MUSC 1100	Music Fundamentals	3
MUSC 1400	Survey of Music Med. to Class.	3
MUSC 1500	Survey Music fr Rom to Pres	3
THEA 1000	Intro to Theater	3
THEA 1010	Stagecraft	3
THEA 1100	Classical Theater	3
THEA 1300	Introduction to Acting	3
THEA 1400	Voice for the Stage	3
THEA 2100	Direction and Production	3
THEA 2110	Advanced Acting	3
VIPR 1100	Video Production I	3
VIPR 1200	Video Production II	3

Course List

Humanities

CODE	TITLE	HOURS
ENGL 2010	Survey of English Literature I (CENL 2103)	3
ENGL 2020	Survey of English Lit II (CENL 2113)	3
ENGL 2030	Major British Writers	3
ENGL 2100	Reading Fiction	3
ENGL 2110	Poetry and Drama (CENL 2313)	3
ENGL 2150	Intro to Fiction Writing (CENL 2523)	3
ENGL 2210	Major American Writers (CENL 2173)	3
ENGL 2220	Intro to African American Lit (CNEL 2403)	3
ENGL 2240	Intro to Women's Literature	3
ENGL 2300	Technical Writing	3
ENGL 2600	World Literature I (CENL 2203)	3
ENGL 2610	World Literature II (CENL 2213)	3
FIAR 1200	Introduction to Fine Art (CART 1023)	3
FIAR 2400	Survey of Visual Arts to 1400 (CART 2103)	3
FIAR 2410	Survey of Vis. Arts from 1400 (CART 2113)	3
FREN 1010	Elementary French I (CFRN 1013)	3
FREN 1020	Elementary French II (CFRN 1023)	3
HIST 1010	History of Western Civ I (CHIS 1013)	3
HIST 1020	History of Western Civ II (CHIS 1023)	3
HIST 1500	World History I (CHIS 1113)	3
HIST 1510	World History II (CHIS 1123)	3
HIST 2010	American History to 1865 (CHIS 2013)	3
HIST 2020	American History from 1865 (CHIS 2023)	3
HIST 2100	Louisiana History (CHIS 2033)	3
MUSC 1013	Music Appreciation (CMUS 1013)	3
PHIL 1100	Intro to Philosophy (CPHL 1013)	3
PHIL 1130	World Religions (CPHL 2013)	3
PHIL 2200	Ethics (CPHL 2113)	3
SPAN 1010	Elementary Spanish I (CSPN 1013)	3
SPAN 1020	Elementary Spanish II (CSPN 1023)	3
SPAN 2010	Intermediate Spanish I (CSPN 2013)	3
SPAN 2020	Intermediate Spanish II (CSPN 2023)	3
SPCH 1100	Fund of Effective Speaking (CCOM 1013)	3
SPCH 1310	Interpersonal Communication (CCOM 2213)	3
SPCH 2150	Public Speaking (CCOM 2013)	3
SPCH 2200	Argumentation and Debate (CCOM 2113)	3
THEA 1000	Intro to Theater (CTHE 1013)	3
THEA 1100	Classical Theater	3

Course List

Natural Sciences

CODE	TITLE	HOURS
BIOL 1010	Intro Anatomy and Physiology	3
BIOL 1030	Nutrition for Food Service Prs	3
BIOL 1040	Animal Behavior	3
BIOL 1060	Principles of Biology I (CBIO 1013)	3
BIOL 1080	Principles of Biology II (CBIO 1023)	3
BIOL 1100	General Biology I (CBIO 1033)	3
BIOL 1200	General Biology II (CBIO 1043)	3
BIOL 1500	Nutrition and Diet Therapy (CBIO 2703)	3
BIOL 2000	Microbiology (CBIO 2123)	3
BIOL 2050	Genetics (CBIO 2513)	3
BIOL 2200	Louisiana Wetlands Ecology	3
BIOL 2210	Environmental Science (CEVS 1103)	3
BIOL 2220	General Botany (CBIO 2313)	3
BIOL 2300	Human Anatomy & Physiology I (CBIO 2213)	3
BIOL 2400	Human Anatomy & Phys II (CBIO 2223)	3
CHEM 1003	Gen, Organic & Biochemistry (CCEM 1003)	3
CHEM 1100	General Chemistry I (CCEM 1123)	3
CHEM 1200	General Chemistry II (CCEM 1133)	3
CHEM 2200	Organic Chemistry I (CCEM 2213)	3
ENVN 2210	Environmental Science (CEVS 1103)	3
GEOL 1010	Physical Geology (CGEO 1103)	3
GEOL 1020	Historical Geology	3
PHSC 1000	Physical Science	3
PHSC 1200	Physical Science II	3
PHYS 1010	Elementary Physics (CPHY 1013)	3
PHYS 1100	General Physics I (CPHY 2113)	3
PHYS 1200	General Physics II (CPHY 1033)	3

Course List

Natural Sciences Labs

CODE	TITLE	HOURS
BIOL 1020	Intro Anatomy & Physiology Lab	1
BIOL 1070	Principles of Biology I Lab (CBIO 1011)	1
BIOL 1090	Principles of Biology II Lab (CBIO 1021)	1
BIOL 1110	General Biology I Lab (CBIO 1031)	1
BIOL 1210	General Biology II Lab (CBIO 1041)	1
BIOL 2010	Microbiology Laboratory (CBIO 2121)	1
BIOL 2230	General Botany Lab (CBIO 2311)	1
BIOL 2310	Human Anatomy & Phys I Lab (CBIO 2211)	1
BIOL 2410	Human Anatomy & Phys II Lab (CBIO 2221)	1
CHEM 1110	General Chemistry I Lab (CCEM 1121)	1
CHEM 1210	General Chemistry II Lab (CCEM 1131)	1
CHEM 2210	Organic Chemistry Laboratory (CCEM 2211)	1
GEOL 1030	Physical Geology Lab. (CGEO 1101)	1
GEOL 1040	Historical Geology Lab	1
PHSC 1100	Physical Science I Lab	1
PHSC 1300	Physical Science II Lab	1
PHYS 1070	Elementary Physics Lab	1
PHYS 1110	General Physics I Laboratory (CPHY 2111)	1
PHYS 1210	General Physics II Laboratory (CPHY 2121)	1

Course List

Social/Behavioral Sciences

CODE	TITLE	HOURS
ANTH 1100	Introduction to Anthropology (CATR 1013)	3
ANTH 2100	Anthropology of Sex and Gender	3
ECON 2000	Microeconomics (CECN 2223)	3
ECON 2020	Macroeconomics (CECN 2213)	3
ECON 2250	Money and Banking (CECN 2313)	3
GEOG 1201	World Regional Geography I	3
GEOG 1202	World Regional Geography II	3
GEOG 2100	Elements of Physical Geography	3
POLI 1100	American Government (CPOL 2013)	3
POLI 2600	Intro Comparative Government	3
POLI 2610	Constitutional Law	3
PSYC 1100	Introduction to Psychology (CPSY 2013)	3
PSYC 1130	Psychology of Personal Adjustm	3
PSYC 2000	Social Psychology (CPSY 2413)	3
PSYC 2100	Human Growth and Development (CPSY 2113)	3
PSYC 2200	Child Psychology (CPSY 2313)	3
PSYC 2220	Adolescent Psychology (CPSY 2213)	3
PSYC 2250	Educational Psychology (CPSY 2613)	3
SOCI 1100	Introduction to Sociology (CSOC 2013)	3
SOCI 1510	Sociology of Sexual Behavior	3
SOCI 2090	Criminology (CCRJ 2113)	3
SOCI 2100	Social Problems (CSOC 2113)	3
SOCI 2200	Marriage and the Family (CSOC 2213)	3
SOCI 2220	Drug Abuse	3
SOCI 2300	Society and the Person	3
SOCI 2400	Juvenile Delinquency (CCRJ 2413)	3
SOCI 2500	Sociology of Deviant Behavior (CSOC 2313)	3

Course List

Academic Program Information



Academic Programs

The following are brief descriptions of the academic programs offered at Nunez Community College. Students are required to complete a minimum of 25% of the required hours in all degree or certificate programs in residence at Nunez. Additional graduation requirements are described in the “Graduation Requirements” section of the Catalog. Students who intend to transfer to another college should discuss these plans with a Nunez advisor and with a counselor from the other college so that maximum **articulation** of credits can be achieved.

Career and Technical Certificate (CTC)

An applied skills program (usually 6-18 hours) that provides specific, meaningful technical skills relative to employment readiness. The CTC includes a demonstrated alignment with, and a process whereby a student’s competencies are verified against, a set of pre-determined standards which lead to and/or prepare an individual to test for an industry-based certification (IBC), state licensure, or state-recognized certification awarded by an independent third party that is recognized by business and industry and/or the State of Louisiana. At least half of the CTC requirements should be distinctive from other credentials. The CTC is not designed for transfer to an academic degree program. CTCs may be combined to form a Certificate of Technical Studies (CTS) and/or a Technical Diploma (TD).

Certificate of Technical Studies (CTS)

An applied, technical program (usually 16-33 hours) provides the student with a broad technical competency. The CTS is not designed for transfer to an associate or baccalaureate degree program; the Certificate of Applied Science (CAS) is more appropriate for such transferability. After completion, students may consider pursuing a CAS in the same field.

Certificate of Applied Science (CAS)

A more academically-oriented program (usually 25-45 hours) created by combining a CTS with a limited general education component (at least 9 SCH). At a minimum, the general education component should be fully transferable into any undergraduate academic program.

Certificate of General Studies (CGS)

An academically-oriented program designed to provide students with a broad foundation of fundamental academic skills, primarily for personal growth or as preparation for further collegiate study. The CGS framework allows students an opportunity to tailor their courses to meet admission or pre-requisite requirements of a transfer institution. The 30-hour curriculum consists of eight general education courses (24 hours) and two elective courses. After completion, the students may consider pursuing an Associate of General Studies.

Technical Diploma (TD)

An applied, technical program (45-60 hours), often formed by combining multiple CTS and CTC courses. Technical Diploma programs are strictly limited to technical and community colleges.

Associate of Applied Science (AAS)

An applied, academic degree program, with a limited general education core component, primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD with 15 hours of required general education or can be a distinct curriculum unrelated to any pre-existing program of technical studies. If technical coursework required of the degree is intended for transfer to a four-year institution. All general education coursework must meet SACSCOC requirements.

Associate of Arts (AA)

An academic degree program with a significant general education core, designed primarily to serve as preparatory education for transfer to a related baccalaureate program. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer. All general education coursework must meet SACSCOC requirements.

Associate of Science (AS)

An academic degree program with a significant general education core, designed primarily to serve as preparatory education for transfer to a related baccalaureate program. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer. All general education coursework must meet SACSCOC requirements.

Associate (A)

An academic degree program with a significant general education core, designed to prepare students for immediate employment or career entry, but which also may serve as preparatory education for transfer to a related baccalaureate program. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer. All general education coursework must meet SACSCOC requirements.

Louisiana Transfer Associate (AA/LT or AS/LT)

An Associate of Arts or Associate of Science degree that follows a prescribed curriculum (providing both structure and flexibility) and assures transfer of the 60 hours in the degree plus credit for completion of the Board of Regents' required general education block at any public university. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

Industry-Based Credentials

Industry-Based Credentials (IBCs) are short-term credentials for various high-demand fields. The credentials listed below are offered as standalone courses within the Workforce Development department and as stackable credentials in academic/technical programs. For more information, call 504-278-6420.

AutoCAD / SolidWorks

Basic Life Support (BLS) CPR and AED for Healthcare Providers
Basic Life Support: CPR and First Aid

Heartsaver Adult First Aid, CPR & AED
Heartsaver Pediatric First Aid, CPR & AED

Fiber Optics:

Certified Fiber Optics Specialist in Fiber to the Home/Premises/Curb Node

Certified Fiber Optics Specialist in Outside the Plant Installation

Certified Fiber Optic Specialist Splicing

Certified Fiber Optic Specialist Testing

Certified Fiber Optic Technician

Certified Nurse Aide

Commercial Driver's License (CDL)

Emergency Medical Responder
EMT Refreshers/Paramedic Refresher

FAA Part 107 – Small Unmanned Aircraft Systems (Drones)

HazWoper- 24 or 40

Machinist

NCCER Construction Site Safety Technician (CSST)
NCCER Core Curriculum

NCCER Heavy Equipment Level 1

NFPA 70E Qualified Electrical
OSHA 10 Construction -online
PALS Pediatric Advanced Life Support

Forklift Certification (J. J. Keller)

Powered Industrial Trucking (PIT)- Aerial Lift/Scissor Lift/Telehandler Lift (PIT)

The following will be offered as credit courses through Coastal Studies:
Wastewater Collection Operator Certification (Levels 1-4)
Wastewater Treatment Operator Certification (Levels 1-4)
Water Distribution Operator Certification (Levels 1-4)
Water Production Operator Certification (Levels 1-4)
Water Treatment Operator Certification (Levels 1-4)

Faculty and Administration

Faculty and Administration

Faculty

Taylor Amalfitano
Associate Professor, **English**
B.A. University of New Orleans
M.A. University of New Orleans
M.L.I.S. Louisiana State University

Steven Baiamonte, Jr.
Instructor, **Electrical Construction**
Electrical State License (since 2010)
2002 Nunez Electrical Certificate

Shae Beckham
Instructor, **Welding**
T.D. Nunez Community College

Jamone Bienemy
Instructor**, Welding**
T.D. Nunez Community College

Nathaniel Adam Bourne
Senior Chair of Career and Technical Education Program Chair: Electrical Construction Sciences and Building Trades
Instructor, **Electrical Construction and Carpentry**
B.A., University of Mississippi
M.Div., New Orleans Baptist Theological Seminary

Jason Campagna
Professor, **Business**
B.S., Our Lady of Holy Cross College
M.B.A., University of New Orleans
Ed.D., University of Holy Cross

Ronald Chapman
Professor, **History**
B.A., University of New Orleans
M.A., University of New Orleans

Derrick Collins
Instructor, **Sustainable Energy Career Academy**
Global Wind Organization Certified Safety Trainer since 2022

Patrick Conroy
Program Chair: Paralegal Studies and Business
B.A., Washington Square University College
J.D., Loyola University of New Orleans

Emily Dalrymple
Instructor, **English**
B.A. University of New Orleans
M.A. University of New Orleans

Martin Davis
Program Chair: Cybersecurity and Computer Science
B.S., Troy University
M.A., Ashford University

L. Doyle DeForest
Instructor, **Culinary Arts**
A.A.S., Delgado Community College
C.E.C., Delgado Community College
C.W.P.C.

Ronda DeForest
Instructor**, Culinary Arts**
B.A., The University of New Orleans
M.A. The University of New Orleans
Teacher Certification, The University of New Orleans

Janelle Dejan
Instructor, **Electrical**
State of Louisiana Class 'A' Electrical Contractor License
Master Electrician

James Dow Instructor, **EMSE** National Registry of Paramedics, Louisiana State Licensed Paramedic

Melissa Elsensohn
Program Chair: Nursing Instructor, **Nursing**
ADN, Delgado Community College

Lauren Englade-Franklin
Assistant Professor, **Chemistry**
B.S., Louisiana Tech University
Ph.D., Louisiana State University

Carter Gordon
Instructor, **Process Technology**
B.S., University of Southwest Louisiana

Christine T. Griggs
Senior Chair of Academics Program Chair: Mathematics and Science
Professor, **Mathematics**
B.S., Southeastern LA University
M.S., Southeastern LA University

Randy Hartzog
Instructor, **Heating, Air Conditioning, and Refrigeration**
A.A.S., Northshore Technical Community College

Klaus Heyer
Professor, **Biology and Sociology**
B.A., Rhode Island College
M.A., San Jose State University
M.S., University of Rhode Island
Ph.D., University of New Orleans

Juliette Paul-Jackson
Program Chair: English, Humanities, and Fine Arts
Professor, Fine Arts
B.F.A., Louisiana State University
M.A.A.T., School of the Arts Institute of Chicago

Scottie Jackson
Instructor, **Cybersecurity and Computer Science**
B.S., Alabama A&M University
MS., Central Michigan University
M.S.S US Army War College

Duane Jardine
Interim Program Chair: Aerospace Manufacturing Technology Associate Professor, Process Technology, Aerospace Manufacturing Technology, Physical Science, Mathematics
A.A.S., Community College of the Air Force
B.S.ME, University of Texas at San Antonio
M.Sc., University of New Orleans

Jorge Jimenez Instructor, Electrical Construction Sciences

Alaa Khalil
Associate Professor, **Biology**
Doctor of Medicine and Surgery, Al-Mustansiriya University

Samira Kharboui
Instructor, **Mathematics**
B.S., Southern University of New Orleans
M.S., The University of New Orleans

Abdellah Laamarti
Instructor, **Mathematics**
B.A., Lehman College/CUNY
M.S., University of New Orleans

Katherine Lemoine
Program Chair of CDYC and Teaching Grades 1-5
Associate Professor, **CDYC and Teaching Grades 1 - 5**
B.A. University of New Orleans
M.Ed., University of New Orleans
Ed.D., University of Holy Cross

Rachel Lestelle
Instructor, **EMSE and Paramedic**
Paramedic Certification, Delgado Community College

Mahtab Lodhi
Instructor, **Coastal Studies & GIS Technology**
M.A., University of Nebraska - Omaha
Ph.D., University of Nebraska – Lincoln

Scarlet McCarthy
Nursing Instructor, Practical Nursing Program
ADN, Delgado Community College-Charity School of Nursing
BSN, Southeastern Louisiana University
MSN, Herzing University

Markethey McClellan Instructor, **Heating, Air Conditioning and Refrigeration A.A. Tulane University T.D. Louisiana Technical College T.D. Missouri Community College**

Jesus Melendez
Program Chair: Welding
Assistant Professor, **Welding**
C.T.S., Nunez Community College
Certified Welder, American Welding Society
Precision Weld Testing & Training of Baton Rouge
Certified Forklift Trainer

Donald Mieger
Dean of Nursing and Allied Health
Instructor, **EMS and Paramedic**
B.A., American Military University
A.A., Pearl River Community College
EMT Certification, Mississippi Gulf Coast Community College
EMT Intermediate Program, University of South Alabama
Paramedic, Mississippi Gulf Coast Community College

Francis Migues
Instructor, **Psychology**
B.A., University of Mississippi
M.A., Pepperdine University

Charles Miller
Associate Professor, **Sociology**
B.A., Tulane University
M.A., The University of Georgia
M.A., The University of New Orleans
Ph.D., The University of New Orleans

Theresa Moss-Hayes Instructor, **Phlebotomy** Louisiana State Nursing Aid License, CLS Laboratory Assistant License

Aj'ee Murrell
Instructor, **Practical Nursing**
RN, BSN, Western Governors University

Joyce Nelson
Nursing Assistant Program Coordinator Instructor, **Nursing**
BSN, William Carey University
MSN, Nicholls State University
FNP, Nicholls State University
PMHNP, Herzing University
DNP, Capella University

Holly Newman Program Chair: EMSE Instructor, **EMSE** A.A.S. Arkansas Technical University Ozark B.S., Arkansas Technical University Certified EMT, UACCM Morrilton

Monchel Parker-Johnson Program Chair: Health Science and Medical Office Management Instructor, **Medical Office Management** A.A.S, Community College B.S. Southern University at New Orleans

Jacqueline Richard
Program Chair: Coastal Studies
Professor, **Coastal Studies and GIS Technology**
B.A., University of Kansas
M.S., University of New Orleans

Gwendolyn Robinson
Professor**, English**
B.A., Grambling State University
M.A., Louisiana Tech University

Wallace Rodrigue
Instructor, **Process Technology and Instrumentation**
A.S., Delgado Community College

Fred Sakon
Assistant Professor, **Mathematics**
B.A., Clemson University
M.S., Florida State University
M.S., Tulane University

Leslie Sam
Head Librarian
B.A., Xavier University of Louisiana
M.L.I.S., University of Southern Mississippi

Hailey Simoneaux
Instructor, **Certified Nursing Assistant**
RN, BSN, University of Holy Cross

Nicholas Slie
Program Chair: Louisiana Transfer Degrees (ASLT/AALT) and General Studies
Professor, **Theater**
B.A., Louisiana State University
M.Phil., Trinity College Dublin

Tyrone Spicer
Instructor, **Emergency Medical Services Education**
National Registered Paramedic
CTS, Nunez Community College

Roshundra Stallings
Instructor, **Nursing**
ADN, Pearl River Community College
BSN, Chamberlain University

Kyle Steib
Program Chair: Instrumentation and Process Technology
Instructor, **Process Technology**
M.B.A., University of Phoenix

Tina Tinney, Chancellor
Associate Professor, **Biology**
B.S., University of New Orleans
M.A.S.T., University of New Orleans
Ed.D., Southeastern University

Christine Todd
Assistant Librarian
B.A., Sarah Lawrence College
M.L.I.S., Louisiana State University

Rustin Treadaway Instructor, **Building Trades** Technical Certificate, St. Bernard Trade School NCCER Certified Instructor of Carpentry

William Vasquez Instructor, **Process Technology**

Faculty and Administration

Faculty Awards

Excellence in Teaching Awards

Each year at graduation, an award is given to a full-time faculty member chosen by his or her peers for outstanding teaching. Significant participation in discipline-related organizations, curriculum development, implementation of innovative teaching strategies, and commitment to students both in and out of the classroom are the primary measures considered in determining the recipient of the award.

RECIPIENT	DATE OF AWARD
Ron Chapman	2004
William McPherson	2005
Juliette Paul	2007
Sandra LeBlanc	2008
Gwen Robinson	2009
Donalyn Lott	2010
Christine Thomas	2011
Ruth Varisco	2012
Greg Bazin	2013
Lynn Irby	2014
Earl Wilson	2015
Anthony Austin	2016
Kathleen LeBlanc	2017
Katherine Lemoine	2018
Lauren Englade-Franklin	2019
Ruth Moise Varisco	2020
Steve Baiamonte, Jr	2021
Nick Slie	2022
Alaa Khalil	2023
Kathleen Huff	2024
Charles Miller	2025
Lauren Englade-Franklin	2026

Faculty Awards

Freeport/McMoran Endowed Professorship

RECIPIENT	DATE OF AWARD
Tonia Loria	2005
Jeff Perigoni	2009
Margaret Bader	2014
Katherine Lemoine	2017
Christine Griggs	2020
Roshundra Brumfield	2025
Melissa Clark Elsensohn	2025
Leslie Sam	2025
Melanie Schmill	2025

Faculty Awards

Lamarque Endowed Professorship

The recipient of the Excellence in Teaching Award also receives this honor.

RECIPIENT	DATE OF AWARD
Ron Chapman	2004
William McPherson	2005
Juliette Paul	2007
Sandra Leblanc	2008
Gwen Robinson	2009
Donalyn Lott	2010
Christine Thomas	2011
Ruth Varisco	2012
Greg Bazin	2013
Lynn Irby	2014
Earl Wilson	2015
Anthony Austin	2016
Kathleen LeBlanc	2017
Katherine Lemoine	2018
Lauren Englade-Franklin	2019
Ruth Moise Varisco	2020
Steve Baiamonte, Jr	2021
Nick Slie	2022
Alaa Khalil	2023
Kathleen Huff	2024
Charles Miller	2025
Lauren Englade-Franklin	2026

Faculty Awards

Arlene Soper Meraux Endowed Professorship

RECIPIENT	DATE OF AWARD
Chester Mock	2009
Donald Bordelon	2017
Andreas Pashos	2020
Nathaniel Bourne	2025
Alex Mulvaney	2025
Kyle Steib	2025
Kyle Steib	2026

Faculty Awards

Duke Robin Family Endowed Professorship

RECIPIENT	DATE OF AWARD
Ruth Varisco	2005
Margaret Bader	2009
Ruth Varisco	2017
Anastasia Joyner Haynes	2020
Ronda DeForest	2025
Ruth Varisco	2025
Ronda Deforest	2026

Faculty Awards

Meraux Foundation Endowed Professorship

RECIPIENT	DATE OF AWARD
Ron Chapman	2009
Dr. Klaus Heyer	2014
Ron Chapman	2017
Lauren Winters	2020
Juliette Jackson	2023
Christine Griggs	2025
Roshundra Stallings	2026

Faculty Awards

Joey Georgusis Endowed Professorship

RECIPIENT	DATE OF AWARD
Donalyn Lott	2009
Christine Thomas	2014
Christine Griggs	2017
Kathleen Huff	2020
Christine Griggs	2023
Alaa Khalil	2025
Jacqueline Richard	2026

Faculty Awards

Jack Rowley Endowed Professorship

RECIPIENT	DATE OF AWARD
Earl Wilson	2009
Sandra LeBlanc	2014
Dr. Klaus Heyer	2017
Stephen Waddell	2020
Donald Mieger	2023
Donald Mieger	2025

Faculty Awards

Stewart Enterprises Endowed Professorship

RECIPIENT	DATE OF AWARD
William McPherson	2009
Juliette Paul	2014
Steve Waddell	2017
Klaus Heyer	2020
Alaa Khalil	2023
Taylor Amalfitano	2025
Francis Migues	2025
Alaa Khalil	2026

Faculty Awards

Tate & Lyle North American Domino Endowed Professorship

RECIPIENT	DATE OF AWARD
Cliff Wilson	2009
Steve Baiamonte, Jr	2020

Faculty Awards

Nicholas P. Trist Endowed Professorship

RECIPIENT	DATE OF AWARD
Lynn Irby	2005
Mark Rice	2009
Rose Frazier	2017
Kathleen LeBlanc	2020

Faculty Awards

Faculty and Administration

Dr. Tina Tinney, Chancellor

Mary Robin, Executive Assistant to the Chancellor

Cydne Shipley, Executive Director of Communications and External Affairs

Jason Browne, Director of Communications

Thomas R. Warner, Chancellor Emeritus

Education, Training, and Student Success

Dr. Cherie Kay LaRocca, Provost
Emily Sherwood, Office Manager

Dr. M. Shannon Williamson, Dean of Instruction
Michelle Lozes, Office Manager

Leslie Sam, Head Librarian
Christine Todd, Assistant Librarian
VACANT, Library Aide

Donald Mieger, Dean of Nursing and Allied Health
Amanda Bauer, Office Manager

Dr. April Lavergne, Dean of Strategic Enrollment and Student Success
Hannah Camp, Office Manager

Jermaine Labat, Registrar
Priscilla Dardar, Assistant Registrar
Michéle Orr, Registrar Office Coordinator
Stephanie Hoskins, Admissions and Records Coordinator

Natalie Haniford, Director of Student Success
Brett Combel, Student Success Coach
Dr. Gordon Maples, Student Success Coach
Megan Trainor, Student Success Coach
Chirstan Williams, Student Success Coach
James Worley, Student Success Coach

Treasure Burtchaell, Director of Financial Aid
Kim Doty, Financial Aid Officer
Stacey Labit, Financial Aid Officer
Jennifer Meyer, Financial Aid Officer and VA SCO

Jacinta Massey, Director of Testing and Accessibility, Title IX/ADA Coordinator

Glenn Powell, Head Baseball Coach, Athletic Director
Blaine Spencer, Fitness Center & Special Projects Coordinator
Reggie Bergeron, Baseball Assistant Coach

Dr. Darriona Lee, Director of IR/IE and Compliance
VACANT, Manager of IR/IE & Compliance
Lei Lani Michel, Assistant Director of Emerging Technology & Engagement

Donna Clark, Vice Chancellor Emeritus

Finance and Administration

Tai Nguyen, Vice Chancellor for Finance and Administration

Dana Littlepage, Director of Accounting and Budget

Wendy Frazier, Assistant Director of Purchasing
Tanya Williams, Procurement Specialist

Jackie Cantrell, Assistant Director of General Accounting
Mary Llorance, Staff Accountant
Jon Verret, Payroll and Accounts Payable Manager
Jamie Curole, Accounting Specialist

Tachel Jones, Assistant Director of Bursar/Accounts Receivable
Terrance Phillips, Student Account Specialist
Ashleigh Jones, Student Account Specialist

Nicole Kellum, Director of Human Resources
Jennay Kennedy, Human Resources Generalist
Angele Leonard, Human Resources Generalist
Donna Neumiller, Human Resources Assistant

Mike Pritchard, Facilities Foreman
Monique McConduit, Office Coordinator
David Ballero, Facilities and Fleet Manager
Jerome Burbank, Maintenance Technician
Anahi Landry, Events Manager

Lluva Akwe, Custodian
Ronnie Blaise, Custodian
Tia Greer, Custodian
Clara Johnson, Custodian
Keithia Sylve, Custodian

Charles Licciardi, Risk and Safety Manager

Randy Mire, Property Control Coordinator

James Harper, Police Officer
Angelica Tenorio, Police Officer
Raymond Theriot, Police Officer
Errol Schultz, Police Officer
Henry Senez, Police Officer

Jason Hosch, Director of Information Technology |
Chris Hintzen, Senior Systems Administrator
Seth Braniff, IT Technician
Robert Williams, Helpdesk Technician

Institutional Advancement

Reggie J. Poché, Interim Vice Chancellor for Strategic Partnerships and Engagement
Sonia Collins, Executive Assistant

Alex Powell, Director of Development

Julie Rexford, STEAM Director

Samantha DaLuz, Executive Director of Strategic Partnerships
Dekana St. Germain, Office Manager

VACANT, Director of Academic Initiatives and Strategic Partnerships
VACANT, Coordinator of Instruction

Brian Gibson, Director of Workforce Development

Bradley Narcisse, Director of Adult Education
Kathleen LeBlanc, Lead Instructor
Re'Shawn Rayford, Education Coordinator

Jerry Graves, Director of Grants
Jennifer O'Sullivan, Grants Coordinator

All Programs

AALT-AALT - Louisiana Transfer Degree, Associate of Arts

About the Program

Catalog Display Name
Louisiana Transfer Degree, Associate of Arts

Program Title
AALT Louisiana Transfer

Program Code
AALT-AALT



The Louisiana Transfer (LT) Associate Degree is designed to provide students with an opportunity to complete the first 60 hours of coursework toward a baccalaureate degree at a 2-year or community college. LT graduates are eligible to enter a 4-year Louisiana public university as a junior, with all 60 (non-developmental) credits transferring to the receiving university. The Transfer Degree Guarantee (TDG) refers to a guaranteed and easy transfer for students from a 2-year community college to a public university in Louisiana. Students may complete either an Associate of Arts (AALT) or Associate of Science (ASLT), depending on their interests and aspirations for further study and a bachelor's degree. It is the student's responsibility to choose courses that will maximize preparation for the university major, so it is important for students to do some research and seek advice when designing their LT degree.

See below for the eight LT concentration templates designed to lead into a bachelor's degree curriculum. Each consists of a 39-hour General Education block and 21-hours of additional coursework related to the prospective major. Students must complete the degree with a grade of "C" or better in each course.

Students learn comprehensive subject matter that includes but is not limited to:
Biological Sciences
Fine Arts
Humanities
Physical Sciences
Social/Behavioral Sciences
Criminal Justice
General Business
Mass Communication

Program Requirements

Simple Requirements

General Education

General Education Requirements (39 credits)

Type
Completion Requirement

Composition Requirement

Earn a minimum Letter of C in the following:
- Gen Ed: Composition

College Algebra Requirement

Earn a minimum Letter of C in the following:
- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab

Mathematics Elective Requirement

Students must earn a C or better in all courses.

Earn at least 3 credits from the following:
- Gen Ed: Mathematics

Humanities Literature Requirement

Students must earn a C or better in all courses.

Earn at least 3 credits from the following:
- Gen Ed: Literature

Humanities Requirement

Students in the Business or Fine Arts concentrations must choose one SPCH course. Students must earn a C or better in all courses.

Earn at least 6 credits from the following:
- Gen Ed: Humanities

Natural Science Requirement

Students must complete 6 credits of science in a sequence plus 3 additional credits of sciences in another subject area.

Earn at least 9 credits from the following:
- Gen Ed: Natural Sciences

Fine Arts Requirement

Students must earn a C or better in all courses.

Earn at least 3 credits from the following:
- Gen Ed: Arts

Social Science Requirement

Students must earn a C or better in all courses.

Students in the Business concentration must select a PSYC or SOCI course for one social science elective. The other social science course may be fulfilled with any of the social science menu options or a BUSN course that is not fulfilling another requriement.

Students in the Social Science concentration may select courses from the Social Science, Humanities or Natural Science menu to fulfill this requirement.

Earn at least 6 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Major Courses

Concentration Courses (21 credits)

Type

Completion Requirement

Additional Comments:

Students in the Louisiana Transfer Degree Associate of Arts program may choose a concentration in Business, Fine Arts, Humanities, or Social Sciences. Students must earn a C or better in all courses. The courses required for each concentration are as follows:

BUSINESS	FINE ARTS	HUMANTIES	SOCIAL SCIENCES
3 credits of elective in any business or social science course	FIAR 1200 Introduction to Fine Arts OR MUSC 1013 Music Appreciation	15 credits in humanities electives	9 credits social/ behavioral science electives
Complete all of the following Business Requirements ECON 2000 Microeconomics ECON 2020 Macroeconomics MATH 2000 Statistics ACCT 2400 Principles of Financial Accounting ACCT 2150 Managerial Accounting CSCI 1150 Survey of Microcomputer Applications	One Art History Course: FIAR 2400 Survey of Visual Arts to 1400 FIAR 2410 Survey of Visual Arts from 1400 MUSC 1400 Survey of Music Med to Classical MUS 1500 Survey of Music from Rom to Present THEA 1300 Introduction to Acting THEA 2110 Advanced Acting	6 credits in free electives in transferable courses	12 credits social/ behavioral science or humanities electives

BUSINESS	FINE ARTS	HUMANITIES	SOCIAL SCIENCES
	12 credits from the following basic skills courses: FIAR 1000 Introduction to Drawing FIAR 1010 Sculpture Fundamentals FIAR 1150 Figure Drawing FIAR 1600 Introduction to Painting FIAR 1700 Introduction to Ceramics FIAR 1800 Digital Photography FIAR 1850 Introduction to Digital Art FIAR 1900 Introduction to Printmaking FIAR 2100 Intermediate Drawing FIAR 2500 Watercolor THEA 1300 Introduction to Acting THEA 2110 Advanced Acting		
	3 credits of free elective in any transferable course		

AAS-AERO - Aerospace Manufacturing Technology, Associate of Applied Science

About the Program

Catalog Display Name
Aerospace Manufacturing Technology, Associate of Applied Science

Program Title
AAS Aerospace Manufact, Tech

Program Code
AAS-AERO



The Associate of Applied Science in Aerospace Manufacturing Technology prepares students for skilled technical careers supporting the manufacturing, assembly, testing, and maintenance of aerospace components and systems. Students develop comprehensive knowledge and hands-on skills in electrical and electronic assembly, mechanical assembly, fluid systems, fabrication, welding, composite materials, surface preparation and coatings, blueprint reading, and manufacturing quality practices. The curriculum combines technical coursework with general education courses to strengthen communication, problem-solving, and workplace readiness skills valued by employers in the aerospace and advanced manufacturing sectors.

Graduates are prepared for careers as aerospace manufacturing technicians, aerospace assembly technicians, fabrication specialists, mechanical assembly technicians, quality technicians, production technicians, and other skilled positions within aerospace manufacturing and related advanced manufacturing industries. Students receive extensive laboratory-based training using industry-relevant equipment and processes while emphasizing safety, professionalism, and precision manufacturing standards. The degree incorporates the Aerospace Manufacturing Technology Certificate of Technical Studies and Technical Diploma as stackable credentials, allowing students to earn workforce-relevant milestones while progressing toward the associate degree and expanded career opportunities.

Program Requirements

Simple Requirements

General Education

General Education (15 credits)

Type
Completion Requirement

Composition Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab

Mathematics Requirement

Earn at least 3 credits from the following:

- Gen Ed: Mathematics

Natural Science Requirement

Complete ALL of the following Courses:

- PHSC1000 - Physical Science
  OR PHSC1200 - Physical Science II
  OR PHYS1100 - General Physics I
  OR CHEM1100 - General Chemistry I

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Major Courses

Major Courses (45 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses. A minimum of 12 credits must be completed in residence.

Earn a minimum Letter of C in the following:

- ARST1000 - Introduction to Aerospace
- ARST1040 - Intro to Elec.& Elec. Assembly
- ARST1050 - Fluid Systems
- ARST1210 - Print Reading
- ARST1500 - Hoist & Crane Equipment
- ARST1760 - Adv Electro & Electri Assembly
- ARST1780 - Intro Mech Assembly
- ARST2510 - Welding Aero Manuf
- ARST2700 - Advanced Mechanical Assembly
- ARST2770 - Surface Prep, Coatings & Adhes
- ARST2780 - Composite Materials
- ARST2790 - Fabrication Aero Manuf
- INDT1030 - Industrial & Plant Safety
- INDT2070 - Quality Control
- INDT2900 - Job Readiness Skills

AAS-BMNG - Business Management, Associate of Applied Science

About the Program

Catalog Display Name
Business Management, Associate of Applied Science

Program Title
AAS-Business Management

Program Code
AAS-BMNG



The Associate of Applied Science in Business Management prepares students for careers in today's dynamic business environment by developing technical, managerial, and leadership skills applicable across a wide range of industries. Students build competencies in accounting, business communications, management, marketing, finance, business technology, and organizational leadership while strengthening critical thinking, problem-solving, and decision-making skills. Students may tailor the degree by selecting a concentration in Accounting, Business Administration, or Entrepreneurship to align with their career goals.

Graduates are prepared for careers as supervisors, office managers, business managers, entrepreneurs, accounting specialists, administrative managers, operations coordinators, sales managers, and small business owners in business, industry, government, healthcare, hospitality, and nonprofit organizations. The program incorporates stackable workforce credentials, including the Payroll and Timekeeping Clerk Career and Technical Certificate, Accounting Clerk Certificate of Technical Studies, Hotel, Restaurant, and Tourism Administration Career and Technical Certificate, Real Estate Sales Career and Technical Certificate, and Entrepreneurship Certificate of Technical Studies, allowing students to earn workforce-relevant credentials while progressing toward the associate degree. Graduates may also choose to continue their education by transferring to a bachelor's degree in business, management, accounting, entrepreneurship, or a related field.

Program Requirements

Simple Requirements

General Education

General Education Requirements (18 credits)

Type
Completion Requirement

Composition Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL1020 - English Composition II

Mathematics Requirement

Complete ALL of the following Courses:

- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab

Speech Requirement

Earn at least 3 credits from the following:

- Gen Ed: Any Speech Course

Social Science Requirement

Complete ALL of the following Courses:

- ECON2000 - Microeconomics
  OR ECON2020 - Macroeconomics

Natural Science Requirement

Earn at least 3 credits from the following:

- Gen Ed: Natural Sciences

Major Courses

Required Business Courses (21 credits)

Type
Completion Requirement

The following courses are required for all Business Management Majors:

Earn a minimum Letter of C in the following:

- ACCT2400 - Principles of Fin Accounting
- BUSN1100 - Introduction to Business
- CSCI1150 - Business Computer Applications
- BUSN2100 - Management
- BUSN2190 - Legal Environment of Business
- BUSN2400 - Business Communication
- BUSN2700 - Foundations of Strategic Mgmt
  OR BUSN2750 - Business Internship

Concentration Courses (21 credits)

Type
Completion Requirement

Students must complete 21 hours in their chosen concentration of Accounting, Business Administration or Entrepreneurship. 21 of the 42 credit hours in the major must be completed in residence.

Earn at least 21 credits from the following:

- Accounting Concentration Approved Electives
- Business Administration Approved Electives
- Entrepreneurship/Small Business Management Concentration Approved Electives

AAS-CDAS - Care and Development of Young Children, Associate of Applied Science

About the Program

Catalog Display Name
Care and Development of Young Children, Associate of Applied Science

Program Title
AAS Care/Dev of Young Children

Program Code
AAS-CDAS



The Care and Development of Young Children (CDYC) program prepares students for careers in early childhood education by developing the knowledge, skills, and competencies needed to support the growth, learning, and development of children from birth through age five. Students gain a strong foundation in child development, developmentally appropriate practices, curriculum planning, health and safety, family engagement, observation and assessment, child guidance in and administration of early childhood programs. The CDYC program prepares graduates for employment in child care centers, Head Start and Early Head Start programs, pre-kindergarten programs, family child care homes, and other early learning environments. Graduates may pursue positions such as early childhood teacher, preschool teacher, infant and toddler teacher, teacher assistant, or child care center administrator, depending on credential level and experience. Coursework emphasizes hands-on learning through field experiences in high-quality early childhood settings, providing opportunities to apply classroom knowledge in real-world environments. The program aligns with Louisiana's early childhood workforce standards and supports the preparation of competent, reflective professionals who are committed to providing high-quality care and education for young children and their families.

The Care and Development of Young Children program offers stackable credentials that allow students to build their education and career pathway while entering the workforce at multiple points. Students may earn a Career and Technical Certificate and Technical Diploma before completing the Associate of Applied Science degree, with each credential applying toward the next level of study. The Career and Technical Certificate serves as a 3 course credential for a Child Development Associate (CDA) upon completion of a Verification Visit and CDA test with the Council of Professional Recognition. Graduates of the Technical Diploma and Associate of Applied Science are eligible to apply to the Louisiana Department of Education for the Early Childhood Ancillary Certificate (ECAC), which qualifies individuals to serve as lead teachers in publicly funded early learning centers. Graduates may also choose to continue their education by transferring to a bachelor's degree program in early childhood education or a related field.

Program Requirements

Simple Requirements

General Education

General Education Requirements (30 credits)

Type
Completion Requirement

Composition

Composition I must be completed with a grade of C or better.

Complete ALL of the following Requirement Set:
- Gen Ed: Composition

Mathematics Requirement

Math 1300 or Math 1310 is recommended for students intending to transfer to a bachelor's degree program.

Earn at least 3 credits from the following:
- Gen Ed: Mathematics

Speech Requirment

Earn at least 3 credits from the following:
- Gen Ed: Any Speech Course

Humanities Requirement

Earn at least 3 credits from the following:
- Gen Ed: Humanities

Natural Science Requirement

Earn at least 3 credits from the following:
- Gen Ed: Natural Sciences

Fine Arts Requirement

Earn at least 3 credits from the following:
- Gen Ed: Arts

Social Science Requirement

Students must earn a C or better in Psychology courses.

Earn a minimum Letter of C in the following:
- PSYC1100 - Introduction to Psychology
- PSYC2200 - Child Psychology
  OR PSYC2100 - Human Growth and Development

CSCI 1150

Complete ALL of the following Courses:
- CSCI1150 - Business Computer Applications

Major Courses

Major Courses (24 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses. At least 15 credits in the major must be earned in residence.

Earn a minimum Letter of C in the following:
- CDYC1050 - Intro to Care&Dev of Yng Child
- CDYC1110 - Observation & Participation
- CDYC2300 - Lit & Lang Dev in Early Child
- CDYC2980 - Practicum

CDYC electives

Students must complete 9 credits of CDYC electives approved by their advisor with a grade of C or better.

Earn at least 9 credits

Electives

Approved Electives (6 credits)

Type
Completion Requirement

Additional Comments:
Students must complete 6 credits of elective courses approved by their advisor.

AAS-CGIS - Coastal Studies and GIS Technology, Associate of Applied Science

About the Program

Catalog Display Name
Coastal Studies and GIS Technology, Associate of Applied Science

Program Title
AAS Coastal Studies & GIS Tech

Program Code
AAS-CGIS



The Associate of Applied Science (AAS) in Coastal Studies and GIS Technology prepares students for careers supporting Louisiana's coastal restoration, natural resource management, and geospatial technology industries. Students develop technical skills in Geographic Information Systems (GIS), remote sensing, coastal science, environmental monitoring, regulatory processes, field data collection, mapping, and restoration practices in addition to completing general education coursework.

Graduates are prepared for entry-level positions such as GIS Technician, Restoration Technician, Field Technician, Surveying Technician, with parish and state agencies, engineering and environmental consulting firms, restoration contractors, utilities, and nonprofit environmental organizations. Students earn the Ducks Unlimited Ecology Conservation and Management Certification as part of the curriculum. This four-semester degree is the culminating credential in the program's stackable pathway, building upon the GIS Technology CTS, Coastal Restoration CTS, GIS and Facilities Planning CTS, and Coastal Studies and GIS Technology Technical Diploma.

Program Requirements

Simple Requirements

General Education

General Education Requirements (19 credits)

Type
Completion Requirement

General Education Requirements

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
- MATH2000 - Statistics
- GEOG1201 - World Regional Geography I
  OR GEOG1202 - World Regional Geography II
- BIOL1100 - General Biology I
- BIOL1110 - General Biology I Lab
- HIST2100 - Louisiana History

Major Courses

Major Courses (28 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- BIOL2200 - Louisiana Wetlands Ecology
- CSTL1013 - Coastal Science
- CSTL1114 - Computer Graphs & Maps
- CSTL1123 - Fundamentals of Mapping & GIS
- CSTL2133 - Remote Sensing I
- CSTL2143 - GIS Theories and Concepts
- CSTL2153 - Remote Sensing II
- ENVN1030 - Environmental Law
- ENVN2210 - Environmental Science
  OR BIOL2210 - Environmental Science

Electives

Approved Electives (13 credits)

Type
Completion Requirement

Additional Comments:
Any 13 credit hours from the following subjects: ANTH, GEOG, GEOL, SOCI, PSYC, PHIL, HIST, POLI, ENVN, BIOL, CHEM, PHYS, MATH, ARST, CSTL

AAS-CNMG - Construction Management, Associate of Applied Science

About the Program

Catalog Display Name
Construction Management, Associate of Applied Science

Program Title
AAS Construction Management

Program Code
AAS-CNMG

The Associate of Applied Science in Construction Management and Technology prepares students for leadership careers in the construction industry by combining technical trade skills with construction management principles. Students develop competencies in project planning, estimating, construction documents, budgeting, scheduling, safety, leadership, and construction administration while receiving hands-on training in carpentry, electrical construction, and heating, air conditioning, and refrigeration (HVACR). This multidisciplinary curriculum prepares graduates to understand and coordinate multiple phases of residential and commercial construction projects.

Graduates are prepared for careers as assistant project managers, construction supervisors, field engineers, estimators, assistant superintendents, construction coordinators, lead carpenters, and multi-craft technicians with general contractors, specialty contractors, construction management firms, and industrial employers. The program incorporates the Carpentry Certificate of Technical Studies and the Construction Management Certificate of Technical Studies as stackable credentials, allowing students to earn workforce-recognized milestones while progressing toward the associate degree. The curriculum also provides opportunities for experienced tradespeople to broaden their technical knowledge and prepare for advancement into construction leadership positions through credit for prior learning and interdisciplinary coursework.

Program Requirements

Simple Requirements

General Education

General Education Requirements (12 credits)

Type
Completion Requirement

Composition and Mathematics Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  AND ENGL1011 - English Composition I with Lab
- MATH1200 - Survey of Mathematical Concept
  OR MATH1210 - Survey of Math Cpts with Lab

Social Science Requirement

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Major Courses

Major Courses (46 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Complete ALL of the following Courses:

- CNST1000 - Introduction to Construction
- CNST1030 - Carpentry 1
- CNST1040 - Intro to Construction Mgmt
- CNST1050 - Carpentry 2
- CNST1060 - Construct. Materials & Methods
- CNST1070 - Construction Safety
- CNST2000 - Construction Documents
- CNST2010 - Construction Estimating
- CNST2020 - Construction Scheduling
- ELEC1000 - Electrical Construction I
- HACR1150 - HVAC Introduction
- INDT2900 - Job Readiness Skills

Electives

Business Elective (3 credits)

Type
Completion Requirement

Additional Comments:
Students must complete 3 credits of any BUSN course. BUSN 2100 is recommended.

AAS-CSCI - Computer Science, Associate of Applied Science

About the Program

Catalog Display Name
Computer Science, Associate of Applied Science

Program Title
AAS-Computer Science

Program Code
AAS-CSCI

The Associate of Applied Science in Cybersecurity and Information Assurance prepares students for careers protecting computer networks, information systems, and digital assets from cyber threats. Students develop comprehensive technical skills in computer hardware and software support, networking, scripting, Linux and Windows server administration, cloud computing, incident response, digital forensics, network defense, security management, and cybersecurity operations. The curriculum combines hands-on technical training with coursework in ethics, communication, and problem-solving to prepare graduates for the evolving cybersecurity workforce.

Graduates are prepared for careers as cybersecurity technicians, information security analysts, network security specialists, systems administrators, network administrators, security operations center (SOC) technicians, and information technology professionals in business, government, healthcare, manufacturing, and nonprofit organizations. Students have opportunities to prepare for industry-recognized certifications including CompTIA ITF+, A+, Network+, Security+, Cloud+, and Cisco CCNA. The program includes a supervised internship that provides real-world experience and requires students to earn industry certifications prior to graduation. Coursework is aligned with National Security Agency (NSA) and Department of Homeland Security (DHS) Knowledge Units supporting the institution's cybersecurity education objectives. The degree incorporates the Help Desk Technician Certificate of Technical Studies and the Network Security Career and Technical Certificate as stackable credentials, allowing students to earn workforce-relevant milestones while progressing toward the associate degree.

Program Requirements

Simple Requirements

General Education

General Education Requirements (15 credits)

Type
Completion Requirement

Composition and Mathematics Requirements

Complete ALL of the following Courses:
- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- MATH1203 - Applied Algebra
  OR MATH1213 - Applied Algebra with Lab
  OR MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab

Natural Science Requirement

Earn at least 3 credits from the following:
- Gen Ed: Natural Sciences

Humanities Requirement

Earn at least 3 credits from the following:
- Gen Ed: Humanities

Social Science Requirement

Earn at least 3 credits from the following:
- Gen Ed: Social and Behavioral Sciences

Major Courses

Major Courses (43 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Complete ALL of the following Courses:
- CSCI1000 - Info. Technology Principles
- CSCI1100 - Problem Solv. & Prog Technique
- CSCI1200 - Skills for Info Tech. Success
- CSCI1300 - Introduction to Scripting
- CSCI1400 - IT Hardware Support
- CSCI1500 - IT Software Support
- CSCI1600 - Linux Server
- CSCI1700 - Network Essentials
- CSCI1800 - Microsoft Windows Server
- CSCI1900 - CCNA I
  OR CSCI2000 - Advanced Network Topics
- CSCI2100 - Information Assurance
- CSCI2200 - Computer Forensics
- CSCI2300 - Network Security Design
- CSCI2400 - CSCI Internship

Electives

Approved Computer Science Electives (3 credits)

Type
Completion Requirement

Student must earn a C or better in all CSCI electives.

Complete ALL of the following Courses:
- CSCI1010 - Ethics in Info. Technology
  OR CSCI1910 - CCNA II
  OR CSCI1920 - CCNA III

AAS-ELCO - Electrical Construction Associate of Applied Science

About the Program

Catalog Display Name
Electrical Construction Associate of Applied Science

Program Title
AAS Electrical Construction

Program Code
AAS-ELCO



The Associate of Applied Science in Electrical Construction prepares students for careers in residential, commercial, and industrial electrical construction, installation, maintenance, and troubleshooting. Students develop comprehensive technical skills in electrical theory, wiring methods, conduit systems, motor controls, transformers, electrical distribution systems, instrumentation, process control systems, and National Electrical Code compliance. Through extensive hands-on laboratory instruction, students gain experience using industry-standard tools, equipment, and technologies while learning the safety, professionalism, and technical competencies expected of skilled electrical professionals.

Graduates are prepared for careers as electricians, electrical construction technicians, industrial maintenance technicians, instrumentation technicians, electrical systems installers, and related positions in construction, manufacturing, petrochemical, energy, utilities, and industrial facilities. The program incorporates NCCER Electrical certifications and provides students with a strong foundation for apprenticeship opportunities, industry advancement, and licensure pathways where applicable. The degree includes both the Electrical Construction Certificate of Technical Studies and the Advanced Electrical Construction Certificate of Technical Studies as embedded credentials, allowing students to earn workforce-relevant milestones while progressing toward the associate degree.

Program Requirements

Simple Requirements

General Education

General Education Requirements (15 credits)

Type
Completion Requirement

Math Requirement

Earn at least 3 credits from the following:

- Gen Ed: Mathematics

Composition Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab

Natural Science Requirement

Complete ALL of the following Courses:

- PHSC1000 - Physical Science

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Social Science Requirement

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Major Courses

Major Courses (50 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- ELEC1000 - Electrical Construction I
- INST1010 - NCCER Instrument Level I
- ELEC1010 - Electrical Construction II
- INST1020 - NCCER Instrument Level II
- ELEC2000 - Electrical Construction III
- ELEC2010 - Electrical Construction IV

AAS-EMSP - Paramedic, Associate of Applied Science

About the Program

Catalog Display Name
Paramedic, Associate of Applied Science

Program Title
AAS EMS - Paramedic

Program Code
AAS-EMSP



The Emergency Medical Services Education programs prepare students to function as practitioners in the pre-hospital emergency medical environment as well as providing the student with a college degree. These curricula meet the requirements of local, state, and national accrediting agencies. Students who complete these programs successfully are eligible to take the National Registry Examinations. Certified EMTs find employment in pre-hospital healthcare, fire departments, emergency dispatch, security and safety settings.

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses.

To enroll in the Associate of Applied Science - Emergency Medical Services Paramedic, students must have completed all developmental reading requirements as well as meeting the EMSE Admissions requirements.

Students must have the permission of the EMSE faculty to begin the program.

To enroll in the Paramedic AAS program, students must:

1. Be currently listed on the National Registry of EMT as an EMT or AEMT and maintain NREMT certification and Louisiana licensure as an EMT or AEMT during enrollment;

2. Be eligible to enroll in MATH 1200 or MATH 1210, Survey of Mathematical Concept;

3. Be eligible to enroll in ENGL 1010 or ENGL 1011, English Composition I

4. Document evidence of current professional-level proficiency in CPR.

5. Completed the Pre-Reqs: BIOL 1010 “Intro Anatomy and Physiology” and BIOL 1020 “Intro Anatomy and Physiology Lab” (or higher Anatomy and Physiology courses) with a grade of “C” or better.

Program Requirements

Simple Requirements

General Education

General Education Requirements (19 credits)

Type
Completion Requirement

Students must complete 4 credits of Natural Science with a C or better.

Earn a minimum Letter of C in the following:

- BIOL1010 - Intro Anatomy and Physiology
- BIOL1020 - Intro Anatomy & Physiology Lab

Students must pass general education requirements with a D or better.

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
- MATH1190 - Math for Allied Health
  OR MATH1203 - Applied Algebra
  OR MATH1300 - College Algebra
- BIOL1500 - Nutrition and Diet Therapy
  OR BIOL2050 - Genetics
  OR ENVN1010 - Environmental Hlth and Safety
  OR ENVN1030 - Environmental Law
  OR ENVN2210 - Environmental Science
  OR BIOL2210 - Environmental Science

Students must complete 3 credits of Humanities requirements with a D or better.

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Students must complete 3 credits of Social Science requirements with a D or better.

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Major Courses

Major Courses (42 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- EMSE1020 - Emergency Medical Technician I
- EMSE1021 - Emergency Medical Tech II
- EMSE1030 - Emergency Med Tech Lab I
- EMSE1031 - Emergency Medical Tech II Lab
- EMSE1040 - Emergency Med Tech Capstone
- EMSE1200 - Principles of Paramedic Care
- EMSE1210 - Princ. of Paramedic Care Lab
- EMSE1300 - Cardiac & Resp Emergencies
- EMSE1310 - Cardiac & Resp Emerg Lab
- EMSE1320 - Paramedic Internship I
- EMSE1500 - Medical Emergencies
- EMSE1510 - Medical Emergencies Lab
- EMSE1520 - Paramedic Internship II
- EMSE2200 - Special Populations in EMS

- EMSE2210 - Special Populations in EMS lab
- EMSE2220 - Paramedic Internship III
- EMSE2300 - Trauma Emergencies
- EMSE2310 - Trauma Emergencies Lab
- EMSE2320 - Paramedic Field Practicum I
- EMSE2400 - EMS Operations&Paramedic Rev
- EMSE2420 - Paramedic Field Practicum II

AAS-HACR - Heating, Air Conditionng, & Refrigeration, Associate of Applied Science

About the Program

Catalog Display Name
Heating, Air Conditionng, & Refrigeration, Associate of Applied Science

Program Title
AAS Heating, AC & Refrigeratio

Program Code
AAS-HACR



Photo by Allison Shelley/Complete College Photo Library

The Associate of Applied Science in Heating, Air Conditioning, and Refrigeration (HACR) prepares students for skilled technical careers in the installation, maintenance, diagnosis, and repair of residential and commercial heating, cooling, and refrigeration systems. Students develop comprehensive knowledge of refrigeration principles, electrical systems, motors and controls, residential air conditioning, heating systems, heat pumps, system design, troubleshooting, and HACR safety practices. The curriculum combines extensive hands-on laboratory instruction with general education coursework to strengthen communication, problem-solving, and workplace readiness skills.

Graduates are prepared for careers as HACR technicians, refrigeration technicians, service technicians, installation technicians, maintenance technicians, and related positions in residential, commercial, industrial, healthcare, hospitality, and facilities maintenance environments. Students receive practical training using industry-standard tools, equipment, and diagnostic procedures while learning the codes, safety standards, and best practices used throughout the HACR industry. The degree incorporates the Refrigeration Helper I and Domestic Refrigeration Helper II Certificates of Technical Studies and the Heating, Air Conditioning, and Refrigeration Technical Diploma as stackable credentials, providing multiple milestones for workforce entry and career advancement.

Program Requirements

Simple Requirements

General Education

General Education Requirement (15 credits)

Type
Completion Requirement

Composition Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab

Mathematics Requirement

Complete ALL of the following Courses:

- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab

Natural Science Requirement

Earn at least 3 credits from the following:

- Gen Ed: Natural Sciences

Social Science Requirement

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Major Courses

Major Courses (46 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- HACR1150 - HVAC Introduction
- HACR1160 - Principles of Refrigeration I
- HACR1170 - Principles of Refrigeration II
- HACR1180 - Princip. of Refrigeration III
- HACR1210 - Electrical Fundamentals
- HACR1220 - Electrical Components
- HACR1230 - Electric Motors
- HACR1240 - Applied Electricity& Troublesh
- HACR1410 - Domestic Refrigeration
- HACR1420 - Room Air Conditioners
- HACR2510 - Residential Central A/C
- HACR2520 - Residential Central A/C II
- HACR2530 - Residential System Design
- HACR2540 - Residential Heating
- HACR2560 - Residential Heat Pumps
- INDT2900 - Job Readiness Skills

AAS-INST - Instrumentation, Associate of Applied Science

About the Program

Catalog Display Name
Instrumentation, Associate of Applied Science

Program Title
AAS Instrumentation

Program Code
AAS-INST



The NCCER Instrumentation - Advanced Certificate of Technical Studies builds upon foundational instrumentation knowledge and prepares students for more advanced responsibilities in industrial process control and instrumentation systems. Students develop competencies in instrument fitting mathematics, tubing and piping system installation, instrumentation electrical circuitry, grounding and shielding, instrument calibration and configuration, loop checks, troubleshooting, commissioning, programmable logic controllers (PLCs), and control system operations. The program emphasizes the technical skills required to install, maintain, test, and troubleshoot sophisticated industrial instrumentation systems.

Graduates are prepared for careers as instrument fitter technicians, instrumentation technicians, industrial maintenance technicians, and process control technicians in manufacturing, petrochemical, energy, and industrial facilities. Students complete NCCER Instrumentation Levels III and IV and gain advanced technical knowledge valued by employers throughout the Gulf South. This certificate builds upon the Instrumentation Helper Certificate of Technical Studies and may be applied toward the NCCER Instrumentation and Electrical Technical Diploma and Associate of Applied Science degree.

Program Requirements

Simple Requirements

General Education

General Education Requirements (15 credits)

Type
Completion Requirement

Mathematics Requirement

Earn at least 3 credits from the following:

- Gen Ed: Mathematics

Natural Science and Composition Requirements

Complete ALL of the following Courses:

- PHSC1000 - Physical Science
- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Social Science Requirement

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Major Courses

Major Courses (49 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- ELEC1000 - Electrical Construction I
- ELEC1010 - Electrical Construction II
- INST1010 - NCCER Instrument Level I
- INST1020 - NCCER Instrument Level II
- INST1030 - NCCER Instrument Level III
- INST1040 - NCCER Instrument Level IV

AAS-PLGL - Paralegal Studies, Associate of Applid Science

About the Program

Catalog Display Name
Paralegal Studies, Associate of Applid Science

Program Title
AAS-Paralegal Studies

Program Code
AAS-PLGL



A vital fixture at law firms and legal departments, paralegals are legal professionals who carry out administrative, organizational, and research tasks that support lawyers and the legal process. The average annual salary for a paralegal in New Orleans, Louisiana ranges from about **$57,000 to $66,000.**

The Associate of Applied Science in Paralegal Studies prepares students for professional careers assisting attorneys and supporting legal operations in a variety of settings. Students develop comprehensive knowledge and skills in legal research, litigation, legal writing, case analysis, legal ethics, legal technology, and specialized areas of law. Students gain practical experience in legal research, drafting legal documents, case preparation, investigation, and client and witness interaction. The Associate of Applied Science incorporates the Paralegal Skills Career and Technical Certificate and the Legal Assistant Certificate of Technical Studies as stackable credentials, providing students with multiple milestones on the path to degree completion.

The program can be completed fully online.

Program Requirements

Simple Requirements

General Education

General Education Requirements (27 credits)

Type
Completion Requirement

Students must pass general education requirements with a D or better.

Complete ALL of the following Courses:

- BUSN1150 - Survey of Microcomputer App
- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab

- ENGL1020 - English Composition II
- SPCH1100 - Fund of Effective Speaking
  OR SPCH1310 - Interpersonal Communication
- POLI1100 - American Government
- BUSN2190 - Legal Environment of Business
- BUSN2400 - Business Communication

Students must complete 3 credits of Math (1199 or higher) with a D or better.

Earn at least 3 credits from the following:

- Gen Ed: Mathematics

Students must complete 3 credits of Natural Science with a D or better.

Earn at least 3 credits from the following:

- Gen Ed: Natural Sciences

Major Courses

Major Courses (21 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses. At least twelve (12) credit hours must be earned in residence.

Earn a minimum Letter of C in the following:

- PARL1000 - Intro to Law and the Para Prof
- PARL1025 - Technology in the Law Office
- PARL1050 - Litigation
- PARL1300 - Legal Ethics
- PARL1100 - Legal Research
- PARL2000 - Case Analysis and Writing
- PARL2500 - Paralegal Practicum

Electives

Paralegal Electives (12 credits)

Type
Completion Requirement

Students must earn a C or better in all Paralegal courses.

Earn at least 12 credits from the following:

- Paralegal Elective

AAS-PTEC - Process Technology, Associate of Applied Science

About the Program

Catalog Display Name
Process Technology, Associate of Applied Science

Program Title
AAS Process Tech

Program Code
AAS-PTEC



The Process Technology Associate of Applied Science (AAS) program prepares students for careers operating and monitoring industrial process systems in energy, petrochemical, chemical, manufacturing, and related industries. Students develop technical knowledge and hands-on skills in process operations, industrial safety, process instrumentation, process equipment, process systems, fluid mechanics, quality control, and troubleshooting. Through classroom instruction, laboratory experiences, and applied learning activities, students learn to monitor and control industrial processes, interpret operating procedures, identify and respond to process issues, and apply safe and efficient operating practices.

Graduates are prepared for employment as process technicians, process operators, production technicians, plant operators, and related positions in refineries, chemical plants, manufacturing facilities, and other industrial environments. The program supports regional workforce needs in Southeast Louisiana's industrial and energy sectors and includes opportunities for applied workplace learning through a Process Technology Internship. The AAS is the highest credential in the PTEC stackable pathway and may be completed after earning the Process Technology Support Technician Certificate of Technical Studies (CTS) and/or Process Technology Technical Diploma. Students interested in accelerated completion may qualify for the Process Technology AAS Fast Track option.

Program Requirements

Simple Requirements

General Education

General Education Requirements (20 credits)

Type
Completion Requirement

Composition and Mathematics Requirement

Earn a minimum Letter of C in the following:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab

Complete ALL of the following Courses:

- CHEM1100 - General Chemistry I
- CHEM1110 - General Chemistry I Lab
- PHYS1100 - General Physics I
  OR PHSC1000 - Physical Science
- PHYS1110 - General Physics I Laboratory
  OR PHSC1100 - Physical Science I Lab
- ECON2000 - Microeconomics
  OR ECON2020 - Macroeconomics

Humanities Requirement

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Enrichment Course

Earn at least 3 credits from the following:

- INDT2900 - Job Readiness Skills
  OR BUSN2400 - Business Communication
  OR SPCH1100 - Fund of Effective Speaking
  OR SPCH1310 - Interpersonal Communication
  OR SPCH2150 - Public Speaking
  OR SPCH2200 - Argumentation and Debate

Major Courses

Major Courses (40 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses. At least 18 credit hours must be earned in residence.

Earn a minimum Letter of C in the following:

- PTEC1010 - Intro to Process Technology
- PTEC1330 - Process Instrumentation
- PTEC1331 - Process Instrumentation Lab
- PTEC1630 - Process Equipment
- PTEC1631 - Process Equipment Lab
- PTEC2420 - Process Technology II:Systems
- PTEC2421 - Process Tech II: Systems Lab
- PTEC2430 - Process Tech III: Operations
- PTEC2431 - Process Tech III:OperationsLab
- PTEC2630 - Fluid Mechanics
- PTEC2440 - Process Troubleshooting
- PTEC2910 - Process Technology Internship
- INDT1030 - Industrial & Plant Safety
- INDT2070 - Quality Control

AAS-WDET - Wind Energy Technology, Associate of Applied Science

About the Program

Catalog Display Name
Wind Energy Technology, Associate of Applied Science

Program Title
AAS Wind Energy Technology

Program Code
AAS-WDET



The Associate of Applied Science in Wind Energy Technology is a comprehensive, Global Wind Organisation (GWO)-certified program that combines academic coursework with industry-recognized technical training to prepare graduates for immediate employment as wind turbine technicians or for transfer to a four-year institution. Building on the Career and Technical Certificate in Offshore Safety and Survival and the Technical Diploma in Wind Turbine Mechanics and Maintenance, the program provides students with the knowledge, technical and safety skills, and critical thinking abilities needed to succeed in the rapidly growing energy industry.

Students receive hands-on training in mechanical, electrical, and hydraulic Wind Turbine Generator systems; hazardous energy control (lockout/tagout); crane operations, rigging, and load handling; and the installation, operation, maintenance, and repair of wind turbine components. The curriculum also emphasizes safe work practices, advanced rescue techniques, diagnostic procedures, and the use of drones for turbine inspection and assessment. General education coursework in mathematics, science, communications, and other academic disciplines strengthens students' analytical, problem-solving, and professional skills, preparing them for both workforce success and continued education.

Graduates earn the CTC in Offshore Safety and Survival and the TD in Wind

Turbine Mechanics and Maintenance as part of the degree program, along with OSHA 10, First Aid/CPR, and eight Global Wind Organisation (GWO) certifications, equipping them with the internationally recognized credentials and comprehensive training sought by employers throughout the offshore wind industry.

- LLWS1000 - Living Learning Working Skills

Program Requirements

Simple Requirements

General Education

General Education Requirement

Type
Completion Requirement

General Education Requirements

Complete ALL of the following Courses:

- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL2300 - Technical Writing
- BIOL2210 - Environmental Science
  OR ENVN2210 - Environmental Science
- BIOL2200 - Louisiana Wetlands Ecology

Students must complete one three credit Natural Science course with the corresponding lab.

Earn at least 4 credits from the following:

- Gen Ed: Natural Sciences

Students must complete one social science course.

Earn at least 3 credits from the following:

- Gen Ed: Social and Behavioral Sciences

Students must complete one humanities course.

Earn at least 3 credits from the following:

- Gen Ed: Humanities

Major Courses

Major Courses (38 credits)

Type
Completion Requirement

Earn a minimum Letter of C in the following:

- SECA1000 - Offshore Basic Training
- SECA1010 - Advanced Rescue Operations
- SECA1020 - Enhanced First Aid-Wind Energy
- SECA1030 - Introduction to Wind Energy
- SECA1100 - Intro to Mechanical Systems
- SECA1110 - Basics of Electric Motors
- SECA1120 - Basics of Hydraulic Systems
- SECA2000 - Wind Turbine Blade Repair
- SECA2010 - WTG Hazardous Energies
- SECA2011 - Wind Industry Crane Operations
- CSTL2323 - Introduction to sUAS
- CSTL2321 - Drone Surveying Lab

AGS-ASGS - Associate of General Studies

About the Program

Catalog Display Name
Associate of General Studies

Program Title
AGS General Studies

Program Code
AGS-ASGS



The Associate of General Studies degree program at Nunez Community College is a flexible, interdisciplinary curriculum designed to provide students with a strong academic foundation while supporting their individual goals and career pathways. This program is ideal for students who wish to explore a broad range of subjects, prepare for transfer to a four-year institution, or enter the workforce with well-rounded skills. Students in the General Studies Program gain critical thinking, communication, and problem-solving skills that are highly valued in today's dynamic job market. Through courses in the humanities, sciences, social sciences, and mathematics, students develop a diverse knowledge base that can be applied across a wide variety of industries.

The Associate of General Studies degree program allows pre-baccalaureate studies in many areas. The degree also provides an opportunity for students with specific workforce needs to complete an associate degree not met by other degree options. A minimum of 12 credit hours in this degree path must be taken in courses numbered 2000 or above. Additionally, a minimum of 15 hours must be taken in residence. A student may not be awarded the Associate of General Studies more than once. To ensure the transferability of coursework, students should complete all required courses with a grade of "C" or better.

Whether you're planning your next academic step or seeking a versatile credential to support your career, the General Studies Program at Nunez empowers you to shape your own path forward. Graduates of the General Studies Program are well-positioned to pursue:
Transfer to four-year universities to complete bachelor's degrees in fields such as business, education, psychology, social work, communications, or liberal arts.

Employment in entry-level roles across sectors including administration, customer service, non-profit work, local government, education support, and more. Career advancement through enhanced workplace skills such as written and verbal communication, teamwork, adaptability, and analytical reasoning.
Personal enrichment and community leadership, especially in Southeast Louisiana, where culture, creativity, and service intersect with meaningful local impact.

Program Requirements

Simple Requirements

General Education

General Education Electives (33 credits)

Type
Completion Requirement

Students must complete 6 credits in composition, and 3 credits in Math, Humanities, Arts, and Speech.

Complete ALL of the following Requirement Set:

- Gen Ed: Composition
- Gen Ed: Mathematics
- Gen Ed: Humanities
- Gen Ed: Arts
- Gen Ed: Any Speech Course

CSCI 1150

Complete ALL of the following Courses:

- CSCI1150 - Business Computer Applications

Students must complete 6 credits of Natural Science Electives.

Complete at least 2 of the following requirement set:

- Gen Ed: Natural Sciences

Students must complete 6 credits of Social and Behavioral Sciences.

Complete at least 2 of the following requirement set:

- Gen Ed: Social and Behavioral Sciences

Major Courses

Area of Concentration (18 credits)

Type
Completion Requirement

Additional Comments:
Students must complete 18 credits in an area of concentration **with a grade of C or higher**. Concentrations are courses with the same prefix or prefixes in the same category.

If the area of concentration is Natural Sciences or Social/Behavioral Sciences, the corresponding pair of Enrichment courses may be replaced with a pair of courses from another subject area. If the area of concentration is Humanities or Fine Arts, the corresponding General Education Requirement may be replaced with another course.

Electives

Elective Courses (9 credits)

Type
Completion Requirement

Additional Comments:
Students must complete 9 hours of free electives. Free electives are college level courses of any prefix.

AS-AST - Teaching (Grades 1-5), Associate of Science

About the Program

Catalog Display Name
Teaching (Grades 1-5), Associate of Science

Program Title
AS Teaching (Gr 1-5)

Program Code
AS-AST



The Teaching Grades 1-5 program prepares students to transfer to a four-year teacher preparation program leading to a bachelor's degree and Louisiana teacher certification in elementary education. Students develop a strong academic foundation in general education, child development, educational psychology, instructional technology, and effective teaching practices while gaining an understanding of the physical, cognitive, social, and emotional development of children in the elementary grades. Coursework emphasizes communication, critical thinking, collaboration, and the use of evidence-based instructional strategies to support diverse learners. Graduates are well prepared to continue their studies in elementary education and pursue careers as elementary school teachers, interventionists, instructional coaches, curriculum specialists, and other education professionals in public, private, and charter schools.

The Associate of Science in Teaching Grades 1-5 is designed as a transfer pathway and aligns with Louisiana teacher preparation requirements and the Louisiana Transfer Degree framework, allowing students to transfer to participating four-year colleges and universities with junior-level standing in many teacher education programs. Students complete observation and field-based experiences in elementary school classrooms, providing opportunities to connect educational theory with professional practice. Graduates who continue to a bachelor's degree and approved educator preparation program will be eligible to pursue Louisiana teacher certification upon successful completion of all program requirements and state certification assessments.

Program Requirements

Simple Requirements

Major Courses

Teaching Courses

Type
Completion Requirement

English Requirements

Earn a minimum Letter of C in the following:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL1020 - English Composition II
- ENGL2010 - Survey of English Literature I
  OR ENGL2100 - Reading Fiction
  OR ENGL2210 - Major American Writers

Natural Sciences Requirements

Earn a minimum Letter of C in the following:

- BIOL1060 - Principles of Biology I
- BIOL1080 - Principles of Biology II

Physical Science Requirement

Students must earn a C or better in Physical Science Courses.

Earn at least 6 credits from the following:

- CHEM1100 - General Chemistry I
- CHEM1200 - General Chemistry II
- GEOL1010 - Physical Geology

Mathematics Requirements

Earn a minimum Letter of C in the following:

- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
- MATH1600 - Elementary Number Structures
- MATH1630 - Elem Geometry & Statistics
- MATH2000 - Statistics

Fine Arts Requirements

Earn a minimum Letter of C in the following:

- FIAR1200 - Introduction to Fine Art
  OR THEA1000 - Intro to Theater

History Requirement

Earn a minimum Letter of C in the following:

- HIST1500 - World History I
  OR HIST1510 - World History II
- HIST2010 - American History to 1865
  OR HIST2020 - American History from 1865

Social Science Geography Requirement

Earn a minimum Letter of C in the following:

- GEOG1201 - World Regional Geography I
  OR GEOG1202 - World Regional Geography II

Social Science Elective Requirements

Students must earn a C or better in Social Science Courses.

Earn at least 6 credits from the following:

- ECON2000 - Microeconomics
- PSYC1100 - Introduction to Psychology
- POLI1100 - American Government
- SOCI1100 - Introduction to Sociology

Teaching Courses

Earn a minimum Letter of C in the following:

- TEAC2010 - Teac. & Learn. in Diver. Set.1
- TEAC2030 - Teac. & Learn. in Div. Set. 2

Electives

Free Elective (3 credits)

Type
Completion Requirement

Additional Comments:
Students must earn a C or better in a free elective course of any prefix.

AS-CNLD - Construction Leadership, Associate of Science

About the Program

Catalog Display Name
Construction Leadership, Associate of Science

Program Title
AS-Construction Leadership

Program Code
AS-CNLD



The Associate of Science in Construction Leadership prepares students to transfer to a four-year university and complete a bachelor's degree in Construction Management or a related field. Students develop a strong foundation in construction management through coursework in construction materials, methods, safety, estimating, project planning, and construction administration while completing a comprehensive general education curriculum in mathematics, science, communication, and the liberal arts. Additional coursework in surveying, financial accounting, physics, and geology aligns with the lower-division requirements of many bachelor's degree programs in construction management.

Graduates are prepared to transfer to senior institutions and continue their education toward careers such as construction manager, project manager, superintendent, estimator, owner's representative, or commercial construction executive. The program was developed to support seamless transfer into four-year construction management programs and incorporates the Construction Management Certificate of Technical Studies as an embedded credential, allowing students to earn a workforce-recognized certificate while completing a transfer-oriented associate degree.

Program Requirements

Simple Requirements

General Education

General Education Requirements (36 credits)

Type
Completion Requirement

Composition Requirement

Complete ALL of the following Courses:
- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL1020 - English Composition II

Mathematics Requirement

Complete ALL of the following Courses:
- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
- MATH1400 - College Trigonometry

Fine Arts Requirement

Earn at least 3 credits from the following:
- Gen Ed: Arts

Natural Sciences Requirement

Complete ALL of the following Courses:
- GEOL1010 - Physical Geology
- PHYS1100 - General Physics I
  OR PHSC1000 - Physical Science

Social Science Requirements

Students must complete at least 6 credits of social science. 3 credits must be economics (ECON 2000 or ECON 2020) but the other 3 credits may be elected from the course menu.

Earn at least 6 credits from the following:
- Gen Ed: Social and Behavioral Sciences

Humanities (Speech) Requirement

Earn at least 3 credits from the following:
- Gen Ed: Any Speech Course

Humanities (Literature) Requirement

Earn at least 3 credits from the following:
- Gen Ed: Literature

Humanities Requirement

Complete ALL of the following Courses:
- PHIL2200 - Ethics

Major Courses

Major Courses (24 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:
- CNST1040 - Intro to Construction Mgmt
- CNST1060 - Construct. Materials & Methods
- CNST1070 - Construction Safety
- CNST2000 - Construction Documents
- CNST2010 - Construction Estimating
- CNST2020 - Construction Scheduling
- CSTL1313 - Surveying
- ACCT2400 - Principles of Fin Accounting

ASLT-ASLT - Louisiana Transfer Degree, Associate of Science

About the Program

Catalog Display Name
Louisiana Transfer Degree, Associate of Science

Program Title
ASLT Louisiana Transfer

Program Code
ASLT-ASLT



The Louisiana Transfer (LT) Associate Degree is designed to provide students with an opportunity to complete the first 60 hours of coursework toward a baccalaureate degree at a 2-year or community college. LT graduates are eligible to enter a 4-year Louisiana public university as a junior, with all 60 (non-developmental) credits transferring to the receiving university. The Transfer Degree Guarantee (TDG) refers to a guaranteed and easy transfer for students from a 2-year community college to a public university in Louisiana. Students may complete either an Associate of Arts (AALT) or Associate of Science (ASLT), depending on their interests and aspirations for further study and a bachelor's degree. It is the student's responsibility to choose courses that will maximize preparation for the university major, so it is important for students to do some research and seek advice when designing their LT degree.

See below for the eight LT concentration templates designed to lead into a bachelor's degree curriculum. Each consists of a 39-hour General Education block and 21-hours of additional coursework related to the prospective major. Students must complete the degree with a grade of "C" or better in each course.

Students learn comprehensive subject matter that includes but is not limited to:
Biological Sciences
Fine Arts
Humanities
Physical Sciences
Social/Behavioral Sciences
Criminal Justice
General Business
Mass Communication

Program Requirements

Simple Requirements

General Education

General Education Requirements

Type
Completion Requirement

Composition Requirement

Earn a minimum Letter of C in the following:
- Gen Ed: Composition

Mathematics Requirement

Students in the Physical Science Concentration are recommended to complete Math 1400.

Earn a minimum Letter of C in the following:
- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
- MATH1400 - College Trigonometry
  OR MATH2000 - Statistics
  OR MATH2010 - Calculus I
  OR MATH2100 - Calculus II

Humanities Literature Requirement

Students must earn a C or better in all courses.

Earn at least 3 credits from the following:
- Gen Ed: Literature

Humanities Elective Requirement

Students must earn a C or better in all courses.

Earn at least 6 credits from the following:
- Gen Ed: Humanities

Social Science Requirement

Students must earn a C or better in all courses.

Earn at least 3 credits from the following:
- Gen Ed: Social and Behavioral Sciences

Fine Arts Requirement

Students must earn a C or better in all courses.

Earn at least 3 credits from the following:
- Gen Ed: Arts

Major Courses

Concentration Courses

Type
Completion Requirement

Additional Comments:
Students completing the Louisiana Transfer Degree Associate of Science may choose a concentration in Biological Sciences or Physical Sciences. Students must earn a C or better in all courses. In addition to the general education requirements, the following courses are required for each concentration:

BIOLOGICAL SCIENCES CONCENTRATION	PHYSICAL SCIENCES CONCENTRATION
BIOL 1100 General Biology I	CHEM 1100 General Chemistry I
BIOL 1110 General Biology I Lab	CHEM 1110 General Chemistry I Lab
BIOL 1200 General Biology II	CHEM 1200 General Chemistry II
BIOL 1210 General Biology II Lab	CHEM 1210 General Chemistry II Lab
CHEM 1100 General Chemistry I	PHYS 1100 General Physics I
CHEM 1110 General Chemistry I Lab	PHYS 1110 General Physics I Lab
BIOL 2000 Microbiology	PHYS 1200 General Physics II
BIOL 2010 Microbiology Lab	PHYS 1210 General Physics Lab
CHEM 1200 General Chemistry II	MATH 2010 Calculus I
CHEM 1210 General Chemistry II Lab	MATH 2100 Calculus II
13 additional credits in Natural Science Electives (must choose options for science majors; non-science major courses will not be counted toward the concentration).	3 additional credits in a Mathematics or Natural Science Elective (must choose options for science majors; non-science major courses will not be counted toward the concentration).
	3 additional credits in a Social Science Elective

CAS-BSTC - Business Technology, Certificate of Applied Science

About the Program

Catalog Display Name
Business Technology, Certificate of Applied Science

Program Title
CAS Business Technology

Program Code
CAS-BSTC



The Certificate of Applied Science in Business Technology degree program prepares students for entry level positions in a wide array of business-related industries such as accounting; hotel, restaurant, and tourism; legal, medical, and general office management; computer information systems; or computer technology. A minimum of 9 hours must be taken at the 2000 level. Additionally, a minimum of 15 hours must be taken in residence. The Certificate of Applied Science in Business Technology will satisfy 30 hours for the Associate of General Studies degree program for students who want an associate degree.

Program Requirements

Simple Requirements

General Education

General Education Requirements (9 credits)

Type
Completion Requirement

General Education Courses

Students must earn a C or better in English.

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- MATH1200 - Survey of Mathematical Concept
  OR MATH1210 - Survey of Math Cpts with Lab
- ECON2000 - Microeconomics
  OR ECON2020 - Macroeconomics

Major Courses

Major courses (21 credits)

Type
Completion Requirement

Additional Comments:
Students must complete 21 credits of Business Electives (Any ACCT, BUSN, ECON, FINA, OADM, or OFCR courses) with a grade of C or better.

CAS-MDBC - Medical Billing and Coding, Certificate of Applied Science

About the Program

Catalog Display Name
Medical Billing and Coding, Certificate of Applied Science

Program Title
CAS Medical Billing & Coding

Program Code
CAS-MDBC



Photo by Allison Shelley/Complete College Photo Library

The Medical Billing and Coding Certificate of Applied Science program prepares students for careers supporting healthcare administrative and revenue cycle operations. Students develop technical skills in medical terminology, anatomy and physiology, medical coding systems, healthcare documentation, patient billing, reimbursement procedures, healthcare compliance, and medical office operations. Through coursework in CPT coding, ICD-10-CM coding, computerized patient billing, reimbursement strategies, and healthcare regulations, students learn to accurately translate medical information into standardized codes, process insurance claims, support healthcare financial operations, and maintain accurate patient records.

Graduates are prepared for employment as medical coding specialists, medical billing specialists, health information technicians, insurance claims specialists, reimbursement specialists, and related positions in hospitals, physician offices, medical clinics, insurance organizations, and other healthcare settings. The program prepares students for professional credentialing examinations in medical coding and billing, including industry-recognized certifications offered through organizations such as the American Health Information Management Association (AHIMA) and the American Academy of Professional Coders (AAPC), when applicable. The Certificate of Applied Science courses may be applied toward the Associate of Applied Science in Business Technology with a concentration in Medical Office Management, providing students with an opportunity to continue their education and expand career opportunities in healthcare administration.

Program Requirements

Simple Requirements

General Education

General Education Requirements (15 credits)

Type
Completion Requirement

General Education Requirements

Students must earn a C or better in Composition.

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- CSCI1150 - Business Computer Applications
- MATH1200 - Survey of Mathematical Concept
  OR MATH1210 - Survey of Math Cpts with Lab
- BIOL1010 - Intro Anatomy and Physiology

Select one course from the Humanities, Arts, or Social Science menu.

Earn at least 3 credits from the following:

- Gen Ed: Humanities
- Gen Ed: Arts
- Gen Ed: Social and Behavioral Sciences

Major Courses

Major Courses (24 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses. At least 12 credit hours must be earned in residence.

Earn a minimum Letter of C in the following:

- HSOM1020 - Medical Terminology I
- HSOM1030 - Medical Terminology II
- HSOM1110 - Basic CPT Coding
- HSOM2010 - Legal Aspects of Medical Ofc
- HSOM2050 - Medical Office Management
- HSOM2090 - Advanced Medical Coding
- HSOM2150 - Reimbursement/Patient Billing
- HSOM2700 - Basic ICD-10CM Coding

CGS-CTGS - Certificate of General Studies

About the Program

Catalog Display Name
Certificate of General Studies

Program Title
CGS General Studies

Program Code
CGS-CTGS



Photo by Allison Shelley/Complete College Photo Library

The General Studies Certificate program provides students with a flexible, interdisciplinary foundation in the humanities, sciences, social sciences, mathematics, and general education coursework. The program is designed to help students develop essential academic and professional skills, including critical thinking, written and oral communication, problem-solving, information literacy, and analytical reasoning. Students may use this credential to explore academic interests, strengthen foundational skills, prepare for additional college-level study, or meet individual educational and career goals.

The General Studies Certificate supports students who plan to continue their education at Nunez Community College or transfer to a four-year institution to pursue a bachelor's degree in fields such as business, education, psychology, social sciences, communications, or liberal arts. The credential may also benefit students seeking to enhance workplace skills applicable across a variety of industries, including business, government, nonprofit organizations, education support, and administrative fields. Students completing the certificate may continue into the Associate of General Studies degree or other academic programs aligned with their educational and career goals. Transfer students should work with academic advisors to select coursework that supports their intended transfer pathway.

Program Requirements

Simple Requirements

General Education

General Education Requirements

Type
Completion Requirement

Composition Requirement

Earn a minimum Letter of C in the following:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL1020 - English Composition II

Mathematics Requirement

Earn a minimum Letter of C in the following:

- Gen Ed: Mathematics

Fine Arts Requirement

Earn a minimum Letter of C in the following:

- Gen Ed: Arts

Natural Science Requirement

Earn a minimum Letter of C in the following:

- Gen Ed: Natural Sciences

Social Science Requirement

Earn a minimum Letter of C in the following:

- Gen Ed: Social and Behavioral Sciences

Humanities Requirement

Earn a minimum Letter of C in the following:

- Gen Ed: Humanities

Two courses from a single category as described on the General Education Courses page of the Catalog

A minimum of 3 credit hours in this category must be taken in courses numbered 2000 or above. Students must earn a C or better in all courses.

Earn at least 6 credits from the following:

- Gen Ed: Arts
- Gen Ed: Humanities
- Gen Ed: Natural Sciences
- Gen Ed: Social and Behavioral Sciences
- Gen Ed: Mathematics

Electives

Electives

Type

Completion Requirement

Students must complete 3 credits from the following categories: Humanities, Mathematics, Natural Science, or Social Science with a C or better

Earn at least 3 credits from the following:

- Gen Ed: Humanities
- Gen Ed: Mathematics
- Gen Ed: Natural Sciences
- Gen Ed: Social and Behavioral Sciences

CTC-AEMT - EMT-Advanced, Career and Technical Certificate

About the Program

Catalog Display Name

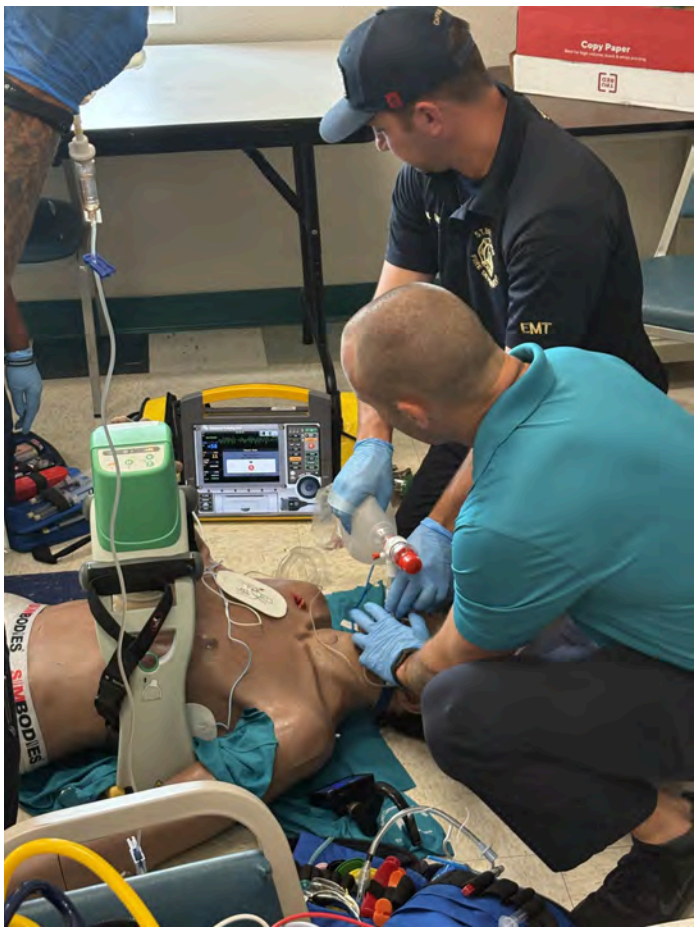
EMT-Advanced, Career and Technical Certificate

Program Title

CTC Adv. Emergency Medical Tec

Program Code

CTC-AEMT



The Emergency Medical Services Education programs prepare students to function as practitioners in the pre-hospital emergency medical environment. These curricula meet the requirements of local, state, and national accrediting agencies. Students who complete these programs successfully are eligible to take the National Registry Examinations. Certified EMTs find employment in pre-hospital healthcare, fire departments, emergency dispatch, security and safety settings.

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses. Students must have the permission of the EMSE faculty to begin the program.

Advanced Emergency Medical Technician (AEMT) is a mid-level provider of prehospital emergency medical services.

Before entering the Advanced Emergency Medical Technician program, students must complete BIOL 1010 Intro Anatomy and Physiology and BIOL 1020 Intro Anatomy & Physiology Lab with a grade of “C” or better.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Photo by Allison Shelley/Complete College Photo Library

Earn a minimum Letter of C in the following:

- EMSE1100 - Adv Emergency Med Technician
- EMSE1120 - Adv Emerg Med Tech Capstone

CTC-BAKR - Baker, Career and Technical Certificate

About the Program

Catalog Display Name
Baker, Career and Technical Certificate

Program Title
CTC Baker

Program Code
CTC-BAKR



Photo by Allison Shelley/Complete College Photo Library

The Baker Career and Technical Certificate prepares students for entry-level careers in commercial baking, pastry production, and food preparation. Students develop foundational skills in baking techniques, ingredient identification, food safety and sanitation, recipe conversion, production methods, and kitchen operations. Through hands-on laboratory experiences, students learn to prepare breads, pastries, desserts, and other baked goods while applying industry standards for quality, consistency, and workplace safety.

Graduates are prepared for employment as bakers, bakery assistants, pastry production workers, prep cooks, and related positions in bakeries, restaurants, hotels, catering operations, grocery stores, and food service establishments. The program emphasizes practical skills that can be immediately applied in professional kitchen environments. This credential serves as a stackable pathway within the Culinary Arts and Culinary Entrepreneurship program and may be applied toward the Culinary Arts Certificate of Technical Studies and the Culinary Entrepreneurship Technical Diploma. Students gain experience in professional culinary laboratory settings that reflect industry expectations and standards.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CULA1000 - Introduction to Culinary Arts
- CULA1020 - Basic Food Preparation
- CULA1050 - Sanitation
- CULA1500 - Baking
- CULA1600 - Advanced Baking

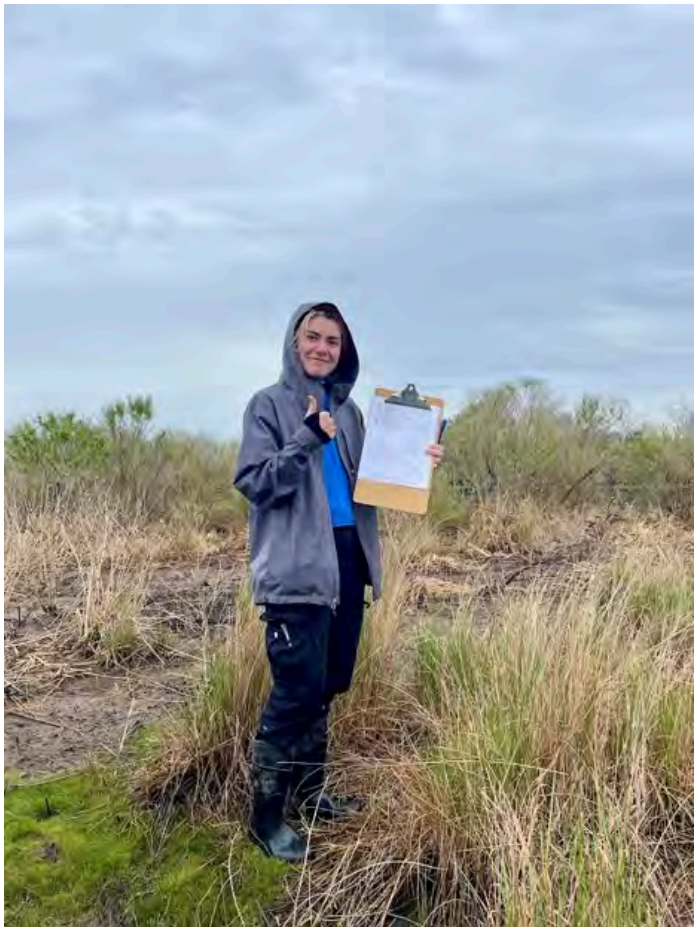
CTC-CGIS - Coastal Surveying Skills, Career and Technical Certficate

About the Program

Catalog Display Name
Coastal Surveying Skills, Career and Technical Certficate

Program Title
CTC Coastal Surveying

Program Code
CTC-CGIS



The Career and Technical Certificate (CTC) in Coastal Surveying Skills trains students with foundational surveying and geospatial skills for careers supporting coastal restoration, engineering, construction, and environmental projects. Students develop technical competencies in surveying methods, field data collection, mapping, and unmanned aircraft systems (UAS) operations. This pathway combines classroom instruction with hands-on training.

Graduates are prepared for entry-level positions such as Surveying Technician, Survey Assistant, Field Technician, UAS (Drone) Operator, and GIS Technician with engineering and surveying firms, restoration contractors, parish and state agencies, environmental consulting firms, and construction companies. This pathway prepares students to take the Federal Aviation Administration (FAA) Part 107 Remote Pilot certification exam, allowing graduates to operate drones commercially.

Program Requirements

Simple Requirements

Major Courses

Major Courses (13 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSTL2323 - Introduction to sUAS
- CSTL1313 - Surveying
- CSTL1311 - Surveying Lab
- CSTL2333 - Hydrographic Surveying
- DRDT1030 - Basic CADD

CTC-CTNA - Certified Nursing Assistant, CNA, Career and Technical Certificate

About the Program

Catalog Display Name
Certified Nursing Assistant, CNA, Career and Technical Certificate

Program Title
CTC Certified Nurse Asst (CNA)

Program Code
CTC-CTNA



Nursing assistants provide basic bedside care and comfort to patients and residents in multiple healthcare settings. The Nursing Assistant CTC prepares students for employment in long-term care, hospitals, home healthcare, and other healthcare facilities.

Classroom instruction includes an introduction to healthcare, basic nursing skills, body structure and function, and infection control. The program includes instruction on the Federal Nursing Home Reform Act or Omnibus Budget Reconciliation Act (OBRA) national skills standards. Students must complete CPR certification (BLS for Healthcare Providers from the American Heart Association).

Students participate in clinical activities under the supervision of the instructor at approved healthcare facilities including local hospitals, long-term-care facilities, and/or nursing homes. Upon successful completion of this course, the student is qualified for certification (CNA) and employment in the areas of long-term care, home health, and acute care.

Course Requirements:

Achieve ACT score of Composite 13, or Achieve ACCUPLACER Next-Gen score of Reading 235

Program length: One semester

Drug testing is required of all students prior to admission and at various times during the nursing assistant program. A criminal history record, background check and credential evaluation are required of all students upon admission. Failure to meet these requirements will result in immediate dismissal from the program.

Students will be required to maintain current CPR certification (BLS for Healthcare Providers from the American Heart Association) throughout the program.

Students must attend several off-campus clinical sites using their own means of transportation. Clinical site times will vary depending on the facility and clinical availability.

Program Requirements

Simple Requirements

(No Requirement Levels)

Major Courses (10 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- NURS1000 - Nursing Assistant
- HSOM1020 - Medical Terminology I
- HSOM1030 - Medical Terminology II

CTC-ECOO - Culinarian, Career and Technical Certificate

About the Program

Catalog Display Name
Culinarian, Career and Technical Certificate

Program Title
CTC Culinarian

Program Code
CTC-ECOO



The Culinarian Career and Technical Certificate prepares students for entry-level positions in commercial kitchens and food service operations. Students develop foundational culinary skills in food preparation, knife techniques, cooking methods, kitchen safety, sanitation, menu preparation, and professional kitchen operations. Through hands-on instruction and laboratory experiences, students learn to prepare a variety of foods while applying industry standards for quality, efficiency, and safe food handling.

Graduates are prepared for employment as line cooks, prep cooks, kitchen assistants, banquet cooks, and other entry-level culinary professionals in restaurants, hotels, catering companies, healthcare facilities, institutional food service operations, and related hospitality settings. The program provides practical training aligned with industry needs and serves as a stackable credential within the Culinary Arts and Culinary Entrepreneurship pathway. Students may continue their studies through the Culinary Arts Certificate of Technical Studies and ultimately the Culinary Entrepreneurship Technical Diploma.

Program Requirements

Simple Requirements

Major Courses

Major Courses (15 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CULA1000 - Introduction to Culinary Arts
- CULA1020 - Basic Food Preparation

- CULA1050 - Sanitation
- CULA1500 - Baking
- CULA1800 - Soups, Stocks, and Sauces

CTC-ECTS - Early Childhood Teaching Skills, Career and Technical Certificate

About the Program

Catalog Display Name
Early Childhood Teaching Skills, Career and Technical Certificate

Program Title
CTC Early Childhood Teaching S

Program Code
CTC-ECTS



The Early Childhood Teaching Skills Career and Technical Certificate prepares students with foundational knowledge and skills for careers in early childhood education. Students develop competencies in child development, developmentally appropriate practices, health and safety, positive child guidance, family engagement, and creating supportive learning environments for children from birth through age 5. Coursework emphasizes the knowledge and professional dispositions needed to provide high-quality care and education in a variety of early childhood settings.

Graduates are prepared for entry-level positions in child care centers, Head Start and Early Head Start programs, pre-kindergarten programs, family child care homes, and other early learning environments. This certificate serves as the first stackable credential within the Care and Development of Young Children pathway and provides the coursework required to pursue the Child Development Associate (CDA) Credential through the Council for Professional Recognition upon successful completion of the required verification visit and CDA assessment. All coursework applies toward the Technical Diploma and Associate of Applied Science, allowing students to continue their education while advancing their careers.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CDYC1015 - Strengthening the CDYC I
- CDYC1025 - Strengthening the CDYC II
- CDYC1035 - Strengthening the CDYC III

CTC-EEKG - EKG Technician, Career and Techical Certficiate

About the Program

Catalog Display Name
EKG Technician, Career and Techical Certficiate

Program Title
CTC Electrocardio (EKG) Tech

Program Code
CTC-EEKG

The EKG Technician Career and Technical Certificate prepares students with the knowledge and technical skills needed to perform electrocardiogram (EKG) procedures used in the diagnosis and monitoring of cardiovascular conditions. Students develop competencies in cardiac anatomy and physiology, electrocardiography, 3-lead and 12-lead EKG acquisition, rhythm interpretation, patient preparation, infection control, and professional communication. Through classroom instruction, laboratory practice, and supervised clinical experiences, students gain hands-on experience performing EKG procedures in healthcare settings.

Graduates are prepared for entry-level positions as EKG technicians, cardiac monitor technicians, telemetry technicians, and electrocardiography technicians in hospitals, physician offices, outpatient clinics, diagnostic laboratories, and other healthcare facilities. This certificate may be completed as a stand-alone credential or applied toward the Patient Care Technician Certificate of Technical Studies, allowing students to expand their clinical skills and career opportunities.

Program Requirements

Simple Requirements

Major Courses

Major Courses (7 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- HASC1020 - Intro to EKG
- HASC1030 - EKG II

CTC-EMBA - EMT Basic, Career and Technical Certficiate

About the Program

Catalog Display Name
EMT Basic, Career and Technical Certficiate

Program Title
CTC EMT-Basic

Program Code
CTC-EMBA



The Emergency Medical Services Education programs prepare students to function as practitioners in the pre-hospital emergency medical environment. These curricula meet the requirements of local, state, and national accrediting agencies. Students who complete these programs successfully are eligible to take the National Registry Examinations. Certified EMTs find employment in pre-hospital healthcare, fire departments, emergency dispatch, security and safety settings.

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses. Students must have the permission of the EMSE faculty to begin the program.

EMTs are clinicians, trained to respond quickly to emergency situations regarding medical issues, traumatic injuries and accident scenes.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- EMSE1020 - Emergency Medical Technician I
- EMSE1021 - Emergency Medical Tech II

- EMSE1030 - Emergency Med Tech Lab I
- EMSE1031 - Emergency Medical Tech II Lab
- EMSE1040 - Emergency Med Tech Capstone

CTC-FSMA - Food Service Manager, Career and Technical Certificate

About the Program

Catalog Display Name
Food Service Manager, Career and Technical Certificate

Program Title
CTC Food Service Manager

Program Code
CTC-FSMA



Photo by Allison Shelley/Complete College Photo Library

The Food Service Manager Career and Technical Certificate prepares students for supervisory and management support roles within food service and hospitality operations. Students develop skills in food service management, purchasing and inventory control, cost management, customer service, food safety, sanitation, and restaurant operations. Coursework introduces students to the business and operational aspects of managing food service establishments while reinforcing industry best practices.

Graduates are prepared for employment as shift supervisors, food service managers, restaurant supervisors, catering coordinators, and related positions in restaurants, hotels, institutional dining facilities, catering companies, and other hospitality organizations. The program emphasizes leadership, operational efficiency, and customer service skills that support career advancement within the food service industry. This credential serves as a stackable component of the Culinary Arts and Culinary Entrepreneurship pathway and may be applied toward the Culinary Entrepreneurship Technical Diploma.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Complete ALL of the following Courses:

- CULA1000 - Introduction to Culinary Arts
- CULA1100 - Culinary Nutrition

OR BIOL1030 - Nutrition for Food Service Prs
- CULA2700 - Food Service Management I & II
- CULA2730 - Food Service Management III
- CULA2750 - FSM IV- Hosp & Rest Mgmt

CTC-HRTA - Hotel, Restaurant & Tourism Admin, Career and Technical Certificate

About the Program

Catalog Display Name
Hotel, Restaurant & Tourism Admin, Career and Technical Certificate

Program Title
CTC Hotel, Restaurant & Touris

Program Code
CTC-HRTA

The Hotel, Restaurant, and Tourism Administration Career and Technical Certificate prepares students for entry-level careers in the hospitality and tourism industry. Students develop foundational knowledge in hospitality operations, customer service, food and beverage management, tourism, business communications, and professional workplace practices. Coursework emphasizes the skills needed to deliver quality guest experiences while supporting the day-to-day operations of hotels, restaurants, tourism organizations, and related businesses. The program follows the American Hotel and Lodging Association (AHLA) curriculum. Prior to the completion of this CTC, students will test for the Certified Guest Service Professional (CGSP) designation and Responsible Vendors License (TIPS), both industry-based certifications. Micros Opera web-based training is also included.

Graduates are prepared for positions such as front desk associate, guest services representative, restaurant supervisor, hospitality coordinator, tourism assistant, and customer service representative in hotels, restaurants, resorts, event venues, cruise operations, and tourism organizations. This certificate may be completed as a stand-alone workforce credential or applied toward the Associate of Applied Science in Business Management for students seeking additional education and career advancement.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:
- BUSN1100 - Introduction to Business
- BUSN1800 - Introduction to Hospitality Management
- BUSN2800 - Lodging Management

CTC-INSK - Instrumentation Skills, Career and Technical Certificate

About the Program

Catalog Display Name
Instrumentation Skills, Career and Technical Certificate

Program Title
CTC Instrumentation Skills

Program Code
CTC-INSK



The Instrumentation Skills Career and Technical Certificate provides students with foundational knowledge and hands-on training in industrial instrumentation systems. Students develop competencies in workplace safety, hand and power tools, instrumentation drawings and documents, electrical systems, tubing and piping systems, fasteners, and the measurement of flow, pressure, level, and temperature. Through laboratory-based instruction, students gain practical experience with the tools, materials, and processes commonly used by instrumentation technicians and fitters.

Graduates are prepared for entry-level positions such as instrumentation helper, instrument fitter helper, industrial maintenance helper, and technician trainee in manufacturing, energy, petrochemical, and industrial facilities. The curriculum introduces students to NCCER Instrumentation coursework and serves as the first stackable credential within the Instrumentation Technician pathway, allowing students to continue toward the Instrumentation Helper Certificate of Technical Studies, NCCER Instrumentation-Advanced Certificate of Technical Studies, Technical Diploma, and Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:
- CNST1000 - Introduction to Construction
- INST1010 - NCCER Instrument Level I

CTC-NETS - Network Security, Career and Technical Certificate

About the Program

Catalog Display Name
Network Security, Career and Technical Certificate

Program Title
CTC Network Security

Program Code
CTC-NETS



Photo by Allison Shelley/Complete College Photo Library

The Network Security Career and Technical Certificate prepares students to install, configure, maintain, and secure computer networks and information systems. Students develop technical skills in networking, operating systems, hardware and software support, network administration, Windows Server, Linux, routing and switching, and cybersecurity fundamentals. Coursework includes hands-on experience with network technologies, security controls, and troubleshooting techniques used to support and protect organizational information systems.

Graduates are prepared for entry-level careers as network support technicians, network administrators, systems support specialists, cybersecurity technicians, and information technology specialists. The curriculum includes preparation for industry-recognized certifications such as CompTIA A+, CompTIA Network+, and Cisco Certified Network Associate (CCNA), providing students with credentials valued by employers throughout the information technology industry. This certificate serves as a stackable credential within the Cybersecurity and Information Assurance pathway and may be applied directly toward the Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1400 - IT Hardware Support
- CSCI1500 - IT Software Support
- CSCI1700 - Network Essentials
- CSCI2300 - Network Security Design

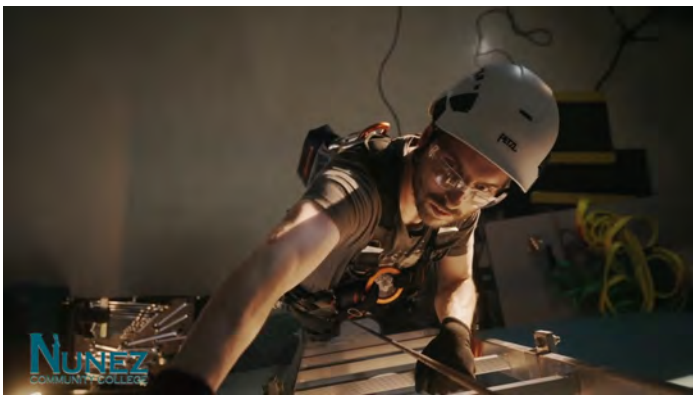
CTC-OSAS - Offshore Safety and Survival, Career and Technical Certificate

About the Program

Catalog Display Name
Offshore Safety and Survival, Career and Technical Certificate

Program Title
CTC Offshore Safety and Surviv

Program Code
CTC-OSAS



The Career and Technical Certificate in Offshore Safety and Survival prepares students for entry-level careers in the offshore energy industry, including offshore wind, oil and gas, and other marine energy sectors, by providing the essential safety training needed to work in demanding offshore environments. A major focus is working safely at heights, where students learn fall protection, climbing techniques, equipment inspection, and safe access and egress procedures for wind turbines. Students also complete advanced rescue training, practicing industry-standard techniques for rescuing injured workers from elevated and confined environments. Additional instruction includes offshore hazard mitigation, survival procedures, emergency response, first aid, and lifesaving techniques.

Upon completion of the certificate, students will have earned OSHA 10 and First Aid/CPR certifications, along with Global Wind Organisation (GWO) Basic Safety Training, Advanced Rescue Training, and Enhanced First Aid certifications, equipping them with internationally recognized credentials that demonstrate their readiness to work safely and effectively in the offshore energy industry.

Program Requirements

Simple Requirements

Major Courses

Major Courses (8 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- SECA1000 - Offshore Basic Training
- SECA1010 - Advanced Rescue Operations
- SECA1020 - Enhanced First Aid-Wind Energy

CTC-PARA - Paralegal Skills, Career and Technical Certificate

About the Program

Catalog Display Name
Paralegal Skills, Career and Technical Certificate

Program Title
CTC Paralegal Studies

Program Code
CTC-PARA

The Paralegal Skills Career and Technical Certificate provides students with foundational knowledge of the legal system and the role of the paralegal profession. Students develop skills in legal research, legal terminology, legal technology, professional communication, and the use of computer applications commonly found in legal environments. The curriculum introduces students to the legal profession while emphasizing organization, attention to detail, and ethical conduct.

This certificate is designed for students seeking entry-level legal support skills or those exploring a career in the legal field. Students complete an assessment of online legal research skills using Westlaw and may earn the Westlaw Fundamentals for Paralegals Certificate. The credential may be completed as a stand-alone program or applied toward the Legal Assistant Certificate of Technical Studies and the Associate of Applied Science in Paralegal Studies, providing a pathway for continued education and career advancement.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- PARL1000 - Intro to Law and the Para Prof
- PARL1100 - Legal Research
  OR PARL2000 - Case Analysis and Writing
- CSCI1150 - Business Computer Applications

CTC-PAYC - Payroll and Timekeeping Clerk, Career and Technical Certificate

About the Program

Catalog Display Name
Payroll and Timekeeping Clerk, Career and Technical Certificate

Program Title
CTC-PAYROLL CLERK

Program Code
CTC-PAYC



Photo by Allison Shelley/Complete College Photo Library

The payroll clerk manages daily financial and administrative tasks related to employee compensation. This role collects time data, calculates wages, and processes payments. They work closely with the human resources and finance teams.

Nunez's Payroll Certificate program is only five classes that can be completed fully-online. Students develop competencies in payroll procedures, computerized accounting systems, business software applications, recordkeeping, business communications, and office technologies. Coursework emphasizes accuracy, confidentiality, and compliance with payroll regulations and business practices. The program teaches the concepts and skills required for PayrollOrg's Fundamental Payroll Certification (FPC) exam. This certificate may be completed as a stand-alone credential or applied toward the Accounting Clerk Certificate of Technical Studies and the Associate of Applied Science in Business Management.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Earn a minimum Letter of C in the following:

- ACCT1500 - Payroll Accounting
- ACCT2100 - Computerized Accounting
- ACCT2400 - Principles of Fin Accounting
- ACCT2200 - Personal Income Tax
- BUSN1150 - Survey of Microcomputer App

CTC-PCPS - Phlebotomy Technician, Career and Technical Certificate

About the Program

Catalog Display Name
Phlebotomy Technician, Career and Technical Certificate

Program Title
CTC Phlebotomy Skills

Program Code
CTC-PCPS



The Phlebotomy Technician Career and Technical Certificate prepares students with the knowledge and technical skills required to safely collect blood specimens for clinical laboratory testing, transfusions, blood donation, and medical research. Students develop competencies in venipuncture, capillary collection, specimen handling, infection prevention, laboratory procedures, anatomy and physiology, patient interaction, and professional ethics. The curriculum includes laboratory instruction and a supervised clinical externship that provides hands-on experience performing phlebotomy procedures in healthcare settings.

Graduates are prepared for entry-level positions as phlebotomy technicians in hospitals, physician offices, outpatient laboratories, blood donation centers, clinics, and other healthcare facilities. Coursework includes preparation for certification testing and emphasizes job readiness and professional practice. This certificate may be completed as a stand-alone credential or applied toward the Patient Care Technician Certificate of Technical Studies, providing a pathway for continued education and expanded employment opportunities.

Program Requirements

Simple Requirements

Major Courses

Major Courses (7 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- HASC1010 - Phlebotomy
- HASC1011 - Phlebotomy Lab

- HASC1012 - Phlebotomy Clin Externship

CTC-QBKS - Quickbooks, Career and Technical Certificate

About the Program

Catalog Display Name
Quickbooks, Career and Technical Certificate

Program Title
CTC QuickBooks

Program Code
CTC-QBKS

The QuickBooks Career and Technical Certificate prepares students with the accounting and technology skills needed to maintain financial records using industry-standard accounting software. Students develop competencies in financial accounting, computerized accounting systems, payroll processing, accounts payable and receivable, banking transactions, financial reporting, and the effective use of QuickBooks to manage business finances. Coursework emphasizes accuracy, organization, and the practical application of accounting principles in real-world business settings.

Graduates are prepared the Intuit Quickbooks Certified User exam and are qualified for entry-level positions such as bookkeeping clerk, accounting assistant, payroll clerk, accounts receivable or accounts payable clerk, and office support specialist in small businesses, accounting firms, nonprofit organizations, and other business environments. The certificate provides practical training in computerized accounting systems used by employers and may be applied toward additional credentials within the Business Management pathway, including the Accounting Clerk Certificate of Technical Studies and the Associate of Applied Science in Business Management.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- ACCT2100 - Computerized Accounting
- ACCT2400 - Principles of Fin Accounting

CTC-RSAG - Real Estate Sales, Career and Technical Certificate

About the Program

Catalog Display Name
Real Estate Sales, Career and Technical Certificate

Program Title
Real Estate Sales Agent

Program Code
CTC-RSAG



Real Estate Agents rent, buy, or sell property for clients. Perform duties such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. You can complete Nunez's The Real Estate Sales Career and Technical Certificate with just 2 classes that you can take online in the same semester. Once you complete them you, are ready to take the Louisiana real estate salesperson exam and become a licensed real estate agent.

Students learn real estate principles, property transactions, contracts, ethics, finance, and Louisiana real estate law. Graduates are prepared for careers as real estate sales associates, leasing consultants, property management assistants, and real estate office support professionals. The curriculum is designed to satisfy the educational requirements established by the Louisiana Real Estate Commission for salesperson licensure. Students should consult the Louisiana Real Estate Commission regarding additional licensing requirements. This certificate may also be applied toward the Associate of Applied Science in Business Management.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Earn a minimum Letter of C in the following:

- BUSN1700 - Principles of Real Estate
- BUSN1710 - LA Real Estate Law

CTC-SMAW - Shielded Metal Arc Welding, Career and Technical Certificate

About the Program

Catalog Display Name
Shielded Metal Arc Welding, Career and Technical Certificate

Program Title
CTC Shielded Metal Arc Welding

Program Code
CTC-SMAW



This program prepares students to master entry-level foundational welding processes with an exclusive focus on Shielded Metal Arc Welding (SMAW). Students develop critical academic and technical skills including electric arc equipment safety, electrode selection, metal preparation, cutting operations, and hands-on structural weld execution. Throughout the coursework, individuals are trained to perform high-quality production welds across various structural positions. Coursework is offered in flexible, accelerated eight-week sessions to accommodate student scheduling needs and facilitate rapid workforce entry. Graduates of this program are prepared for entry-level fabrication and construction positions such as Entry-level Structural Welder, Basic Construction Welder, or Welder Apprentice. Common employment opportunities exist across regional maritime shipbuilding, structural steel erection companies, and local manufacturing facilities. Students are prepared to test for American Welding Society (AWS) industry-based certifications, specifically the SMAW 1G, 2G, and 3G qualifications. The credits earned in this Career and Technical Certificate stack directly into the Certificate of Technical Studies (CTS) in Intermediate Welding.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- WELD1000 - Introduction to Welding
- WELD1110 - Shielded Metal Arc Welding I
- WELD1200 - Shielded Metal Arc Welding II

CTC-WPOP - Water Plant Operator, Career and Technical Certificate

About the Program

Catalog Display Name
Water Plant Operator, Career and Technical Certificate

Program Title
CTC Water Plant Operator

Program Code
CTC-WPOP

The Career and Technical Certificate (CTC) in Water Plant Operator prepares students for entry-level careers in public water treatment and distribution. Students develop technical knowledge and skills needed to operate and maintain water treatment facilities, monitor water quality, understand water distribution systems, and apply state and federal regulations to protect public health. Coursework emphasizes safe operating practices, system operations, and regulatory compliance.

Graduates are prepared for the Lousiana Department of Health (LDH) Water Treatment I Operator, Water Production I Operator, and Water Distribution I Operator certification exams. Students with the LDH certifications are prepared for entry-level positions such as Water Treatment Plant Operator, Water Production Operator, Water Distribution Operator, and Utility Operator with parish utilities, water districts, and public works departments. This certificate provides a direct workforce pathway for students seeking employment with parish water systems.

Program Requirements

Simple Requirements

Major Courses

Major Courses (9 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSTL1213 - Water Treatment I
- CSTL1223 - Water Production I
- CSTL1233 - Water Distribution I

CTC-WWPO - Wastewater Plant Operator, Career and Technical Certificate

About the Program

Catalog Display Name
Wastewater Plant Operator, Career and Technical Certificate

Program Title
CTC Wastewater Plant Operator

Program Code
CTC-WWPO

The Career and Technical Certificate (CTC) in Wastewater Plant Operator prepares students for an entry-level career in wastewater treatment and collection system operations. Students develop the technical knowledge and skills needed to operate and maintain wastewater treatment facilities, monitor treatment processes, maintain collection systems, and apply state and federal regulations to protect public health and the environment. Coursework emphasizes safe operating practices, system maintenance, and regulatory compliance.

Graduates are prepared for the Lousiana Department of Health (LDH) Wastewater Treatment I Operator and Wastewater Collection I Operator certifications. With the LDH certifications, students would be prepared for entry-level positions such as Wastewater Treatment Plant Operator, Wastewater Collection Operator, Utility Operator, and Public Works Technician with parish utilities. This certificate provides a direct workforce pathway for students seeking employment with parish wastewater systems.

Program Requirements

Simple Requirements

Major Courses

Major Courses (6 credits)

Type
Completion Requirement

Earn a minimum Letter of C in the following:
- CSTL1243 - Wastewater Treatment I
- CSTL1253 - Wastewater Collection I

CTS-AAFN - Advanced Application Fundamentals, Certificate of Technical Studies

About the Program

Catalog Display Name
Advanced Application Fundamentals, Certificate of Technical Studies

Program Title
CTS Advanced Appl Fundamentals

Program Code
CTS-AAFN

The Advanced Application Fundamentals Certificate of Technical Studies provides students with advanced knowledge and technical skills in Microsoft business applications commonly used in today's workplace. Through hands-on instruction, students strengthen their proficiency in productivity software, business computing, database management, spreadsheets, presentations, and other office technologies while developing the digital competencies expected in modern business and information technology environments. The program prepares students for entry-level employment in business administration, office support, and information technology settings.

Graduates are prepared for careers such as administrative assistant, office specialist, customer support representative, data entry specialist, and other business or information technology support positions across public, private, and nonprofit organizations. The curriculum is designed to prepare students to earn industry-recognized Microsoft certifications that validate technical proficiency in business applications. The certificate is part of Nunez Community College's Business Information Technology program and may be applied toward additional stackable credentials, including the Business Information Technology Technical Diploma and related Certificates of Technical Studies, allowing students to continue their education while expanding their workforce skills.

Program Requirements

Simple Requirements

Major Courses

Major Courses (21 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:
- BUSN1175 - Customer Service,Sales,Skills
- BUSN2620 - Advanced Databases
- BUSN2630 - MS Windows OS Fundamentals
- BUSN2640 - Networking & Security Fund.
- BUSN2650 - Web Development Fundamentals
- BUSN2660 - Software Dev Fundamentals
- BUSN2670 - Config. & Supporting Windows

CTS-ACNT - Accounting Clerk, Certificate of Technical Studies

About the Program

Catalog Display Name
Accounting Clerk, Certificate of Technical Studies

Program Title
CTS Accounting

Program Code
CTS-ACNT



Organizations in virtually any industry, including healthcare, finance, and professional services, may employ accounting clerks. The Accounting Clerk supports a financial team by managing daily financial transactions, updating ledgers, and reconciling bank statements. They handle basic bookkeeping and routine office tasks to keep accounts accurate and organized. The average annual salary for an accounting clerk in New Orleans, LA ranges from about **$35,000 to $45,000**, with an overall average of roughly **$40,800 per year.**

Nunez's two-semester program can be completed fully online. Students develop competencies in financial accounting, computerized accounting systems, payroll, spreadsheet applications, business communications, and office technologies. This program prepares students for the Intuit Certified Bookkeeping Professional exam. Coursework emphasizes accuracy, organization, analytical thinking, and ethical business. Graduates are prepared for careers as accounting clerks, bookkeeping assistants, payroll clerks, accounts payable or receivable clerks, and financial records assistants in a wide variety of industries. The certificate builds upon the Payroll and Timekeeping Clerk Career and Technical Certificate and may be applied directly toward the Associate of Applied Science in Business Management with an Accounting concentration.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Earn a minimum Letter of C in the following:

- ACCT1500 - Payroll Accounting
- ACCT2100 - Computerized Accounting
- ACCT2400 - Principles of Fin Accounting
- BUSN1150 - Survey of Microcomputer App
- BUSN2400 - Business Communication
- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab

CTS-AERO - Aerospace Manufacturing Technology, Certificate of Technical Studies

About the Program

Catalog Display Name
Aerospace Manufacturing Technology, Certificate of Technical Studies

Program Title
CTS Aerospace Manufact. Tech

Program Code
CTS-AERO



The Aerospace Manufacturing Technology Certificate of Technical Studies provides students with foundational knowledge and hands-on technical skills for entry-level employment in the aerospace manufacturing industry. Students develop competencies in aerospace safety, professionalism, blueprint and schematic reading, electrical and electronic assembly, mechanical assembly, and the use of industry-standard tools and equipment. Through laboratory-based instruction, students learn the fundamental processes used in the production and assembly of aerospace components and systems.

Graduates are prepared for entry-level positions such as aerospace assembler, manufacturing technician, production technician, electrical assembler, and mechanical assembler in aerospace and advanced manufacturing environments. The certificate serves as an entry point into the Aerospace Manufacturing Technology pathway and may be applied toward the Aerospace Manufacturing Technology Technical Diploma and Associate of Applied Science degree, allowing students to continue developing specialized technical skills and expand their career opportunities.

Program Requirements

Simple Requirements

Major Courses

Major Courses (24 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- ARST1000 - Introduction to Aerospace
- ARST1040 - Intro to Elec.& Elec. Assembly
- ARST1760 - Adv Electro & Electri Assembly
- ARST1780 - Intro Mech Assembly
- ARST2770 - Surface Prep, Coatings & Adhes
- INDT1030 - Industrial & Plant Safety
- INDT2070 - Quality Control

CTS-BUSF - Business Fundamentals, Certificate of Technical Studies

About the Program

Catalog Display Name
Business Fundamentals, Certificate of Technical Studies

Program Title
CTS Business Fundamentals

Program Code
CTS-BUSF

The Business Fundamentals Certificate of Technical Studies provides students with foundational knowledge and practical skills for entry-level employment in business and office administration. Students develop competencies in business communications, office technology, customer service, business operations, and professional workplace practices that are applicable across a variety of industries. The program is designed to prepare graduates to contribute effectively in modern office environments while building a strong foundation for continued education in business-related fields.

Graduates are prepared for entry-level positions such as administrative assistant, office clerk, customer service representative, receptionist, and other administrative support roles in business, government, healthcare, education, and nonprofit organizations. As part of Nunez Community College's Business Information Technology program, this certificate serves as a stackable credential that may be applied toward additional certificates or the Business Information Technology Technical Diploma, allowing students to continue developing their technical and professional skills while advancing their career opportunities.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- BUSN1100 - Introduction to Business
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1330 - Personal Finance
- BUSN2100 - Management
- BUSN2400 - Business Communication

CTS-CGIS - GIS Technology, Certificate of Technical Studies

About the Program

Catalog Display Name
GIS Technology, Certificate of Technical Studies

Program Title
CTS GIS Technology

Program Code
CTS-CGIS



Photo by Allison Shelley/Complete College Photo Library

The Certificate of Technical Studies (CTS) in GIS Technology provides students with foundational knowledge and technical skills in geospatial technologies with an emphasis on coastal applications. Students learn GIS map design fundamentals, thematic mapping, statistical cartography, the relationship of mapping to GIS, essential elements of GIS, data acquisition and analysis, visualization of output, remotely sensed imagery and GIS, GIS functions and associated applications, and spatial decision support systems. These skills prepare graduates to organize, analyze, and communicate spatial data.

Graduates are prepared for entry-level positions such as a GIS Technician, Geospatial Technician, Environmental Field Technician, and Surveying Assistant in industries including environmental consulting, coastal restoration, natural resource management, state and federal agencies, engineering, and utilities. Students earn the Ducks Unlimited Ecology Conservation and Management Certification as part of the curriculum. This two-semester certificate is a stackable credential that applies toward the Technical Diploma in Coastal Studies and GIS Technology, which leads to the Associate of Applied Science in Coastal Studies and GIS Technology.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- BIOL2200 - Louisiana Wetlands Ecology
- CSTL1114 - Computer Graphs & Maps
- CSTL1123 - Fundamentals of Mapping & GIS
- CSTL2133 - Remote Sensing I
- CSTL2143 - GIS Theories and Concepts
- CSTL2153 - Remote Sensing II

CTS-CLCM - Cloud Computing Foundations, Certificate of Technical Studies

About the Program

Catalog Display Name
Cloud Computing Foundations, Certificate of Technical Studies

Program Title
CTS Cloud Computing Foundation

Program Code
CTS-CLCM

The Cloud Computing Foundations Certificate of Technical Studies provides students with foundational knowledge and technical skills in cloud computing, computer systems, networking, and information technology infrastructure. Students develop competencies in Windows and Linux operating systems, server administration, local and wide area networking, and virtualization while learning how these technologies support both traditional on-premises and cloud-based computing environments. The program emphasizes the practical skills needed to deploy, manage, and secure modern information technology systems.

Graduates are prepared for entry-level positions such as cloud support technician, help desk technician, systems support specialist, junior network administrator, and IT support technician across business, government, healthcare, manufacturing, and other industries that rely on cloud technologies. The curriculum provides a strong foundation for pursuing industry-recognized cloud, networking, and information technology certifications, where applicable, and serves as a stackable credential within Nunez Community College's information technology pathway, allowing students to continue their education toward more advanced technical credentials and degrees.

Program Requirements

Simple Requirements

Major Courses

Major Courses (30 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CCOM1001 - Intro to Information Technolog
- CCOM1002 - PC Hardware and Software Lab
- CCOM1004 - Intro to Programming&Scripting
- CCOM1021 - Fund of AWS Cloud Services
- CCOM1023 - Intro to Networking
- CCOM1027 - Windows Client Server 1
- CCOM1030 - Linux Desktop & Server OS
- CCOM1033 - Intermediate Networking
- CCOM1037 - Windows Client Server 2
- CCOM1045 - Introduction to Security

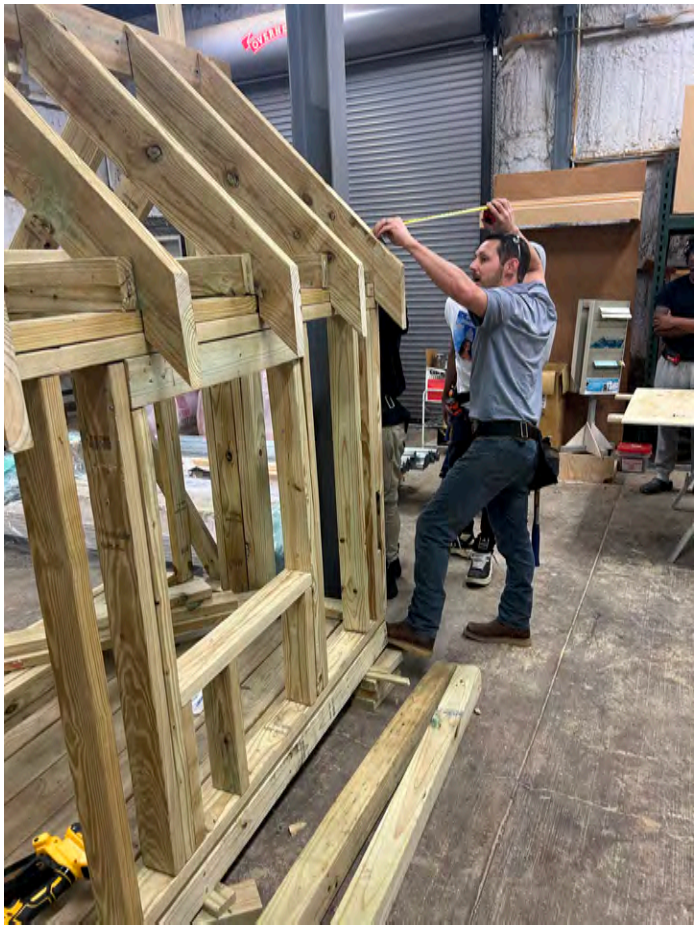
CTS-CNMG - Construction Management and Technology, Certificate of Technical Studies

About the Program

Catalog Display Name
Construction Management and Technology, Certificate of Technical Studies

Program Title
CTS Construction Management and Technology

Program Code
CTS-CNMG



The Construction Management Certificate of Technical Studies prepares students with the foundational knowledge and technical skills needed to coordinate construction projects and support construction management professionals. Students develop competencies in construction materials and methods, construction documents, estimating and budgeting, scheduling, project planning, construction safety, and construction administration. Coursework emphasizes the practical application of management principles while preparing students to work effectively with contractors, subcontractors, architects, engineers, and project owners.

Graduates are prepared for entry-level positions such as construction project assistant, project coordinator, estimator assistant, field office coordinator, construction scheduler, and assistant superintendent with commercial and residential contractors, construction management firms, and specialty trade contractors. This certificate may be completed as a stand-alone credential or applied toward the Associate of Applied Science in Construction Management and Technology or the Associate of Science in Construction Leadership, providing pathways to immediate employment or continued education.

Program Requirements

Simple Requirements

Major Courses

Major Courses (18 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1040 - Intro to Construction Mgmt
- CNST1060 - Construct. Materials & Methods
- CNST1070 - Construction Safety
- CNST2000 - Construction Documents
- CNST2010 - Construction Estimating
- CNST2020 - Construction Scheduling

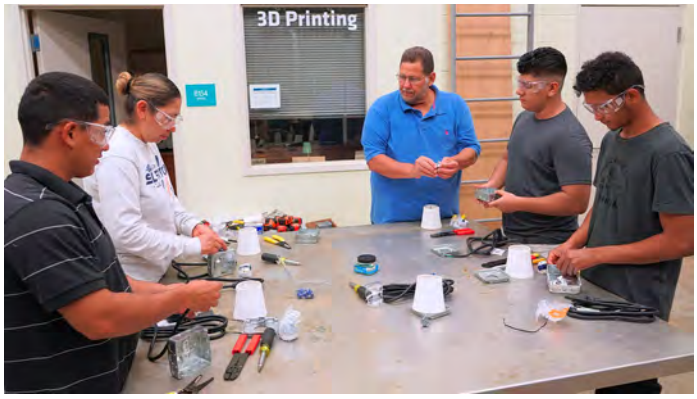
CTS-CPTY - Carpentry, Certificate of Technical Studies

About the Program

Catalog Display Name
Carpentry, Certificate of Technical Studies

Program Title
CTS Carpentry

Program Code
CTS-CPTY



The Carpentry Certificate of Technical Studies prepares students for entry-level careers in the residential and commercial construction industry. Students develop hands-on skills in construction safety, blueprint reading, construction mathematics, building materials, hand and power tool operation, residential framing, exterior envelope systems, and finish carpentry. Through laboratory-based instruction and practical projects, students learn to construct floors, walls, roofs, stairs, and other structural components while emphasizing safe work practices and craftsmanship.

Graduates are prepared for positions such as carpenter, carpenter apprentice, construction laborer, framing carpenter, and residential construction technician with contractors, home builders, remodeling companies, and commercial construction firms. Students earn the NCCER Core Certification and OSHA 10-Hour Construction Safety credential in the Introduction to Construction course, followed by NCCER Carpentry Level 1 and NCCER Carpentry Level 2 certifications upon successful completion of the program. These nationally recognized credentials demonstrate technical competency and help prepare graduates for employment and continued career advancement in the construction industry.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- CNST1030 - Carpentry 1

CTS-CRES - Coastal Restoration, Certificate of Technical Studies

About the Program

Catalog Display Name
Coastal Restoration, Certificate of Technical Studies

Program Title
CTS Coastal Restoration

Program Code
CTS-CRES



The Certificate of Technical Studies (CTS) in Coastal Restoration provides students with a foundation in Louisiana's coastal ecosystems, challenges affecting the state's coastline, wetland monitoring, and federal and state pathways for proposing and managing coastal restoration projects. Students develop knowledge of wetland ecology, coastal processes, restoration strategies, and the Coastal Wetlands Planning Protection and Restoration Agency (CWPPRA) restoration project proposal and management while integrating an understanding of the social, economic, and ecological importance of Louisiana's coastal resources.

This certificate prepares graduates for entry-level opportunities in environmental organizations, parish and state agencies, nonprofits, and community outreach programs that support coastal conservation and restoration efforts. This certificate also provides valuable knowledge for community members seeking to become more engaged in coastal issues at the local and state levels. Students earn the Ducks Unlimited Ecology Conservation and Management Certification as part of the curriculum. This two-semester certificate provides a pathway into the coastal department's more technical credentials for students who wish to continue their education.

Program Requirements

Simple Requirements

Major Courses

Major Courses (21 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- BIOL2200 - Louisiana Wetlands Ecology
- CSTL1013 - Coastal Science
- CSTL2020 - Field & Research Methods
- CSTL2410 - Coastal Restoration
- ENVN1030 - Environmental Law
- ENVN2210 - Environmental Science
  OR BIOL2210 - Environmental Science
- GEOL1010 - Physical Geology

CTS-CUCL - Culinary Arts, Certificate of Technical Studies

About the Program

Catalog Display Name
Culinary Arts, Certificate of Technical Studies

Program Title
CTS Culinary Arts

Program Code
CTS-CUCL



The Culinary Arts Certificate of Technical Studies provides students with comprehensive foundational training in culinary arts and professional food preparation. Students develop technical skills in food production, baking fundamentals, cooking methods, nutrition, sanitation, menu planning, and kitchen operations. Through extensive hands-on laboratory experiences, students learn industry-standard culinary techniques while developing the professionalism, teamwork, and problem-solving skills required in commercial food service environments.

Graduates are prepared for employment as cooks, bakers, kitchen supervisors, catering staff, and other culinary professionals in restaurants, hotels, resorts, healthcare facilities, institutional dining operations, and related hospitality settings. The program incorporates practical culinary training and food safety principles that align with industry expectations. The CTS serves as a stackable credential that can be completed independently or applied toward the Culinary Entrepreneurship Technical Diploma, allowing students to continue developing advanced culinary and management skills.

Program Requirements

Simple Requirements

Major Courses

Major Courses (27 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CULA1000 - Introduction to Culinary Arts
- CULA1020 - Basic Food Preparation
- CULA1050 - Sanitation
- CULA1100 - Culinary Nutrition
  OR BIOL1030 - Nutrition for Food Service Prs
- CULA1500 - Baking
- CULA1750 - Meat, Poultry, and Seafood
- CULA1800 - Soups, Stocks, and Sauces
- CULA1900 - Garde Manger Management
- CULA2900 - International Cuisine

CTS-DABA - Databases, Certifcate of Technical Studies

About the Program

Catalog Display Name
Databases, Certifcate of Technical Studies

Program Title
CTS Database

Program Code
CTS-DABA

The Databases Certificate of Technical Studies provides students with foundational knowledge and practical skills in database design, management, and business data applications. Students develop competencies in creating, maintaining, and organizing databases; managing and analyzing data; and using database software to support business operations and decision-making. The program emphasizes the effective use of database technologies in modern business and information technology environments.

Graduates are prepared for entry-level positions that utilize database and information management skills, including database support specialist, administrative support professional, data entry specialist, records management technician, and office technology specialist in business, government, healthcare, education, and other organizations. The curriculum prepares students to pursue industry-recognized database and Microsoft Office certifications, where applicable, and serves as a stackable credential within Nunez Community College's Business Information Technology program, allowing students to continue toward additional certificates, the Business Information Technology Technical Diploma, or an associate degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Earn a minimum Letter of C in the following:

- BUSN1150 - Survey of Microcomputer App
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1630 - Databases
- BUSN2620 - Advanced Databases

CTS-ELCN - Electrical Consruction, Certificate of Technical Studies

About the Program

Catalog Display Name
Electrical Consruction, Certificate of Technical Studies

Program Title
CTS Electrical Construction

Program Code
CTS-ELCN



The Electrical Construction Certificate of Technical Studies provides students with foundational knowledge and hands-on skills for entry-level employment in the electrical construction industry. Students develop competencies in electrical safety, electrical theory, wiring methods, conduit installation, cable raceways, electrical drawings, residential electrical services, electrical testing equipment, and the application of the National Electrical Code (NEC). Through laboratory-based instruction and practical training, students gain experience using industry-standard tools, materials, and construction practices commonly found in residential and commercial electrical projects.

Graduates are prepared for entry-level positions such as electrician helper, electrical apprentice, electrical construction technician, maintenance assistant, and construction laborer in residential, commercial, and industrial settings. The curriculum includes preparation for NCCER Electrical certifications and emphasizes safe work practices and code-compliant installations. This certificate serves as the first stackable credential within the Electrical Construction pathway and may be applied toward the Advanced Electrical Construction Certificate of Technical Studies and the Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses (19 hours)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- ELEC1000 - Electrical Construction I
- ELEC1010 - Electrical Construction II

CTS-ELCO - Electrical Construction - Advanced, Certificate of Technical Studies

About the Program

Catalog Display Name
Electrical Construction - Advanced, Certificate of Technical Studies

Program Title
CTS Elec Construct - Advanced

Program Code
CTS-ELCO



The Advanced Electrical Construction Certificate of Technical Studies builds upon foundational electrical construction skills and prepares students for more advanced work in commercial and industrial electrical systems. Students develop competencies in alternating current systems, motors and motor controls, transformers, electrical distribution systems, grounding and bonding, hazardous locations, commercial services, advanced controls, and electrical system troubleshooting. The curriculum emphasizes the interpretation and application of the National Electrical Code, safe work practices, and the technical skills required in modern electrical construction environments.

Graduates are prepared for positions such as electrical construction technician, commercial electrician apprentice, industrial electrical technician, maintenance technician, and electrical systems installer. Students completing the program earn advanced NCCER Electrical credentials and gain experience with commercial and industrial applications commonly encountered in manufacturing, energy, healthcare, and construction industries. This certificate builds upon the Electrical Construction Certificate of Technical Studies and may be applied toward the Associate of Applied Science degree in Electrical Construction.

Program Requirements

Simple Requirements

Major Courses

Major Courses (17 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- ELEC2000 - Electrical Construction III
- ELEC2010 - Electrical Construction IV

CTS-EMSP - Emergency Medical Services Education-Paramedic, Certificate of Technical Studies

About the Program

Catalog Display Name
Emergency Medical Services Education-Paramedic, Certificate of Technical Studies

Program Title
CTS EMS Paramedic

Program Code
CTS-EMSP



The Emergency Medical Services Education programs prepare students to function as practitioners in the pre-hospital emergency medical environment. These curricula meet the requirements of local, state, and national accrediting agencies. Students who complete these programs successfully are eligible to take the National Registry Examinations. Certified EMTs find employment in pre-hospital healthcare, fire departments, emergency dispatch, security and safety settings.

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses. Students must have the permission of the EMSE faculty to begin the program.

To enroll in the Paramedic C.T.S. program, students must:

Be currently listed on the National Registry of EMT as an EMT or AEMT and maintain NREMT certification and Louisiana licensure as an EMT or AEMT during enrollment;

Be eligible to enroll in MATH 1200 Survey of Mathematical Concept;
Be eligible to enroll in ENGL 1010 English Composition I
Document evidence of current professional-level proficiency in CPR.
Before entering the Paramedic Program, students must complete BIOL 1010 Intro Anatomy and Physiology and BIOL 1020 Intro Anatomy & Physiology Lab with a grade of “C” or better.

All courses must be completed with a grade of “C” or better.

Program Requirements

Simple Requirements

Major Courses

Major Courses (37 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- BIOL1010 - Intro Anatomy and Physiology
- BIOL1020 - Intro Anatomy & Physiology Lab
- EMSE1200 - Principles of Paramedic Care
- EMSE1210 - Princ. of Paramedic Care Lab
- EMSE1300 - Cardiac & Resp Emergencies
- EMSE1310 - Cardiac & Resp Emerg Lab
- EMSE1320 - Paramedic Internship I
- EMSE1500 - Medical Emergencies
- EMSE1510 - Medical Emergencies Lab
- EMSE1520 - Paramedic Internship II
- EMSE2200 - Special Populations in EMS
- EMSE2210 - Special Populations in EMS lab
- EMSE2220 - Paramedic Internship III
- EMSE2300 - Trauma Emergencies
- EMSE2310 - Trauma Emergencies Lab
- EMSE2320 - Paramedic Field Practicum I
- EMSE2400 - EMS Operations&Paramedic Rev
- EMSE2420 - Paramedic Field Practicum II

CTS-ENTR - Entrepreneurship/Small Business Managementm Certificiate of Technical Studies

About the Program

Catalog Display Name
Entrepreneurship/Small Business Managementm Certificiate of Technical Studies

Program Title
CTS Entrepreneurship

Program Code
CTS-ENTR



Be your own boss. An entrepreneur is someone who starts and runs a business or startup, using their own ideas, time, and resources, to bring products or services to market and earn a profit. Nunez’s Entrepreneurship program teaches future business owners and professionals how to identify market opportunities, create innovative solutions, and launch or manage new business ventures. It builds core skills in risk assessment, financial planning, product development, and strategic marketing.

With Nunez’s two semester Entrepreneurship program available fully-online, students develop knowledge and skills in business planning, marketing, accounting, finance, management, customer service, and business communications while learning to identify opportunities, solve business challenges, and make informed management decisions. Coursework emphasizes innovation, leadership, and the practical application of business principles in today's marketplace. All coursework applies directly toward the Associate of Applied Science in Business Management with an Entrepreneurship concentration, allowing students to continue their education while developing workforce-ready business skills.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum grade of C in the following:

- ACCT1100 - Fundamentals of Accounting
  OR ACCT2400 - Principles of Fin Accounting
- BUSN1150 - Survey of Microcomputer App

- BUSN1400 - Business Math with Excel
- BUSN1500 - Starting Your Own Business
- BUSN1510 - Small Business Management
- BUSN2100 - Management
- BUSN2190 - Legal Environment of Business
- BUSN2000 - Principles of Marketing
- BUSN2500 - Financing for Entrepreneurs

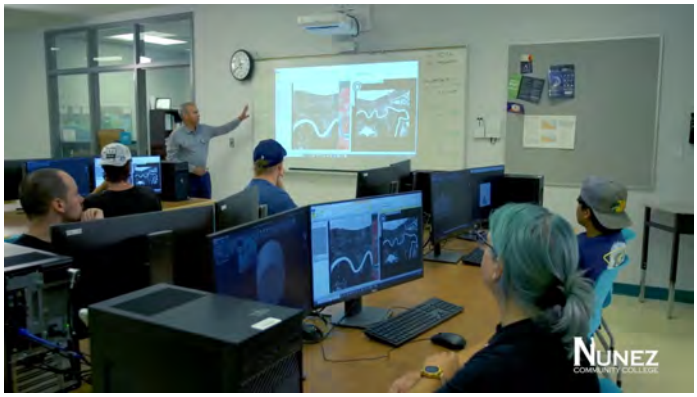
CTS-GIS - GIS & Facilities Planning Program, Certificate of Technical Studies

About the Program

Catalog Display Name
GIS & Facilities Planning Program, Certificate of Technical Studies

Program Title
CTS GIS & Facilities Planning

Program Code
CTS-GIS



The Certificate of Technical Studies (CTS) in GIS and Facilities Planning provides students with foundational technical skills in Geographic Information Systems (GIS), geospatial data management, mapping, and facilities planning. Students learn to map design fundamentals, thematic mapping, statistical cartography, the relationship of mapping to GIS, essential elements of GIS, data acquisition and analysis, visualization of output, remotely sensed imagery and GIS, GIS functions, planning competencies needed to support infrastructure management, asset planning, and military and civilian facilities operations using industry-standard technology.

This certificate prepares graduates for entry-level positions such as a GIS Technician, Facilities Planning Technician, Geospatial Technician, and Asset Management Technician in industries including military installations, federal and state agencies, engineering and planning firms, utilities, and environmental consulting. This two-semester certificate provides a pathway for students who wish to continue into additional coastal coursework through the program's stackable credentials.

Program Requirements

Simple Requirements

Major Courses

Major Courses (19 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- BIOL2210 - Environmental Science
  OR ENVN2210 - Environmental Science
- CSTL1114 - Computer Graphs & Maps
- CSTL1123 - Fundamentals of Mapping & GIS
- CSTL2133 - Remote Sensing I

- CSTL2143 - GIS Theories and Concepts
- CSTL2163 - Master Planning for Fed Fac

CTS-HDKT - Help Desk Technician, Certificate of Technical Studies

About the Program

Catalog Display Name
Help Desk Technician, Certificate of Technical Studies

Program Title
CTS Helpdesk Technician

Program Code
CTS-HDKT



The Help Desk Technician Certificate of Technical Studies prepares students for entry-level careers supporting computer users, information systems, and technology infrastructure. Students develop foundational skills in computer hardware, operating systems, software installation and troubleshooting, customer service, help desk operations, information technology principles, and professional communication. Through hands-on learning experiences, students gain practical knowledge of the technologies and support processes used in modern business environments.

Graduates are prepared for positions such as help desk technician, desktop support technician, technical support specialist, computer support technician, and IT support representative in business, government, healthcare, education, and nonprofit organizations. The curriculum prepares students for industry-recognized certifications, including CompTIA ITF+ and CompTIA A+, and provides a strong foundation for continued study in networking, cybersecurity, and systems administration. This certificate serves as a stackable credential within the Cybersecurity and Information Assurance pathway and may be applied toward the Network Security Career and Technical Certificate and the Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1000 - Info. Technology Principles
- CSCI2100 - Information Assurance
- CSCI1900 - CCNA I
- CSCI1400 - IT Hardware Support
- CSCI1500 - IT Software Support
- CSCI1910 - CCNA II

CTS-HHLO - Refrigeration Helper I, Certificate of Technical Studies

About the Program

Catalog Display Name
Refrigeration Helper I, Certificate of Technical Studies

Program Title
CTS HVAC Helper Level I

Program Code
CTS-HHLO



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The Refrigeration Helper I Certificate of Technical Studies provides students with foundational knowledge and hands-on skills for entry-level employment in the heating, ventilation, air conditioning, and refrigeration (HACR) industry. Students develop competencies in refrigeration principles, HACR industry safety practices, refrigeration system operation, tools and equipment, refrigerant handling procedures, and the installation and servicing of refrigeration components. Laboratory experiences provide practical training in the diagnosis, maintenance, and repair of refrigeration systems while emphasizing safe and professional work practices.

Graduates are prepared for entry-level positions such as refrigeration helper, HACR helper, maintenance assistant, and apprentice technician in residential, commercial, and industrial settings. The curriculum provides a foundation for industry-recognized certifications, including refrigerant handling credentials where applicable. This certificate serves as the first stackable credential within the HACR pathway and may be applied toward the Domestic Refrigeration Helper II Certificate of Technical Studies, the Heating, Air Conditioning, and Refrigeration Technical Diploma, and the Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses (18 credits)

Type
Completion Requirement

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Earn a minimum Letter of C in the following:

- HACR1150 - HVAC Introduction
- HACR1160 - Principles of Refrigeration I
- HACR1170 - Principles of Refrigeration II
- HACR1210 - Electrical Fundamentals
- HACR1220 - Electrical Components
- HACR1230 - Electric Motors

CTS-HHLT - Domestic Refrigeration Helper II, Certificate of Technical Studies

About the Program

Catalog Display Name
Domestic Refrigeration Helper II, Certificate of Technical Studies

Program Title
CTS HVAC Helper-Level II

Program Code
CTS-HHLT



The Domestic Refrigeration Helper II Certificate of Technical Studies builds upon foundational refrigeration knowledge and prepares students to diagnose, service, and repair residential refrigeration and cooling equipment. Students develop technical skills in domestic refrigerators, freezers, room air conditioners, refrigeration system troubleshooting, electrical components, and service procedures. Through hands-on laboratory instruction, students learn diagnostic techniques and repair methods commonly used by HVACR technicians working with residential cooling systems.

Graduates are prepared for positions such as refrigeration helper, appliance repair assistant, HVAC helper, maintenance technician assistant, and service technician trainee. The curriculum emphasizes troubleshooting, repair procedures, safety, and customer service skills required in residential service environments. This certificate builds upon the Refrigeration Helper I Certificate of Technical Studies and may be applied toward the Heating, Air Conditioning, and Refrigeration Technical Diploma and Associate of Applied Science degree

Program Requirements

Simple Requirements

Major Courses

Major Courses (28 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- HACR1150 - HVAC Introduction
- HACR1160 - Principles of Refrigeration I
- HACR1170 - Principles of Refrigeration II
- HACR1180 - Princip. of Refrigeration III
- HACR1210 - Electrical Fundamentals
- HACR1220 - Electrical Components

- HACR1230 - Electric Motors
- HACR1240 - Applied Electricity& Troublesh
- HACR1410 - Domestic Refrigeration
- HACR1420 - Room Air Conditioners

CTS-IAST - Application Fundamentals, Certificate of Technical Studies

About the Program

Catalog Display Name
Application Fundamentals, Certificate of Technical Studies

Program Title
CTS Application Software Tech

Program Code
CTS-IAST

The Application Fundamentals Certificate of Technical Studies provides students with knowledge and technical skills in Microsoft business applications commonly used in today's workplace. Through hands-on instruction, students strengthen their proficiency in productivity software, business computing, database management, spreadsheets, presentations, and other office technologies while developing the digital competencies expected in modern business and information technology environments. The program prepares students for entry-level employment in business administration, office support, and information technology settings.

Graduates are prepared for careers such as administrative assistant, office specialist, customer support representative, data entry specialist, and other business or information technology support positions across public, private, and nonprofit organizations. The curriculum is designed to prepare students to earn industry-recognized Microsoft certifications that validate technical proficiency in business applications. The certificate is part of Nunez Community College's Business Information Technology program and may be applied toward additional stackable credentials, including the Business Information Technology Technical Diploma and related Certificates of Technical Studies, allowing students to continue their education while expanding their workforce skills.

Program Requirements

Simple Requirements

Major Courses

Major Courses (27 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1600 - Word Processing
- BUSN1610 - Spreadsheets
- BUSN1630 - Databases
- BUSN1640 - DataTasking,Email,Collab
- BUSN2600 - Advanced Word Processing
- BUSN2610 - Advanced Spreadsheets

CTS-INAD - NCCER Instrumentation-Advanced, Certificate of Technical Studies

About the Program

Catalog Display Name
NCCER Instrumentation-Advanced, Certificate of Technical Studies

Program Title
CTS NCCER Instrumentation-Adva

Program Code
CTS-INAD



The NCCER Instrumentation - Advanced Certificate of Technical Studies builds upon foundational instrumentation knowledge and prepares students for more advanced responsibilities in industrial process control and instrumentation systems. Students develop competencies in instrument fitting mathematics, tubing and piping system installation, instrumentation electrical circuitry, grounding and shielding, instrument calibration and configuration, loop checks, troubleshooting, commissioning, programmable logic controllers (PLCs), and control system operations. The program emphasizes the technical skills required to install, maintain, test, and troubleshoot sophisticated industrial instrumentation systems.

Graduates are prepared for careers as instrument fitter technicians, instrumentation technicians, industrial maintenance technicians, and process control technicians in manufacturing, petrochemical, energy, and industrial facilities. Students complete NCCER Instrumentation Levels III and IV and gain advanced technical knowledge valued by employers throughout the Gulf South. This certificate builds upon the Instrumentation Helper Certificate of Technical Studies and may be applied toward the NCCER Instrumentation and Electrical Technical Diploma and Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses (16 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- INST1030 - NCCER Instrument Level III

- INST1040 - NCCER Instrument Level IV

CTS-INHP - Instrumentation Helper, Certificate of Technical Studies

About the Program

Catalog Display Name
Instrumentation Helper, Certificate of Technical Studies

Program Title
CTS Instrumentation Helper

Program Code
CTS-INHP



The Instrumentation Helper Certificate of Technical Studies prepares students for entry-level employment supporting the installation, maintenance, and repair of industrial instrumentation systems. Students develop technical skills in instrumentation safety, electrical systems, instrumentation drawings, process measurement, tubing and piping systems, welding fundamentals for instrumentation, process control theory, transmitters, controllers, control valves, and field-mounted instrumentation. The curriculum combines classroom instruction with extensive hands-on training that emphasizes safe work practices and technical precision.

Graduates are prepared for positions such as instrumentation helper, instrument fitter helper, industrial maintenance technician trainee, and instrumentation technician apprentice in manufacturing, petrochemical, refining, energy, and other process industries. Students complete NCCER Instrumentation Levels I and II, providing a strong foundation for advanced instrumentation training and continued education within the Instrumentation Technician pathway.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- INST1010 - NCCER Instrument Level I
- INST1020 - NCCER Instrument Level II

CTS-LAST - Legal Assistant, Certificate of Technical Studies

About the Program

Catalog Display Name
Legal Assistant, Certificate of Technical Studies

Program Title
CTS Legal Assistant

Program Code
CTS-LAST



The Legal Assistant Certificate prepares you to enter or advance in the rewarding and fascinating legal field. Legal assistants help lawyers organize legal documents, gather case information and assist during trials and hearings. Their research and organization of the facts and paperwork involved in cases help lawyers prepare for trial. Legal assistants can work in various areas, including corporate law, litigation, criminal law, immigration, etc.

Nunez's affordable Legal Certificate Program provides intensive training in legal research, litigation, legal writing, case analysis, legal technology, professional communication, and legal ethics. The program can be completed fully-online in just two semesters. All courses in the certificate apply directly toward the Associate of Applied Science in Paralegal Studies, allowing students to continue their education while building workforce-ready skills.

There are always opportunities in this field and salaries in the New Orleans area with salaries ranging from ranges from about $46,000 to $68,000 per year

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- BUSN1150 - Survey of Microcomputer App
- SPCH1100 - Fund of Effective Speaking
- PARL1000 - Intro to Law and the Para Prof
- PARL1025 - Technology in the Law Office
- PARL1050 - Litigation
- PARL1100 - Legal Research
- PARL1300 - Legal Ethics
- PARL2000 - Case Analysis and Writing

Electives

Paralegal Elective (3 credits)

Type
Completion Requirement

Students must complete 3 credits of paralegal electives with a C or better.

Complete ALL of the following Requirement Set:

- Paralegal Elective

CTS-MSOS - Microsoft OS, Certificate of Technical Studies

About the Program

Catalog Display Name
Microsoft OS, Certificate of Technical Studies

Program Title
CTS Microsoft OS

Program Code
CTS-MSOS

The Microsoft Operating Systems Certificate of Technical Studies provides students with foundational knowledge and practical skills in Microsoft operating systems, desktop and server administration, system configuration, user support, and computer maintenance. Students develop competencies in installing, configuring, managing, and troubleshooting Microsoft operating systems while gaining an understanding of system security, networking fundamentals, and the technologies that support modern computing environments. The program emphasizes hands-on technical training that prepares students to support information technology operations in a variety of organizational settings.

Graduates are prepared for entry-level positions such as desktop support technician, computer support specialist, help desk technician, IT support technician, and junior systems administrator in business, government, healthcare, education, and other industries that rely on Microsoft-based computing environments. The curriculum provides a foundation for pursuing industry-recognized Microsoft and other information technology certifications, where applicable, and serves as a stackable credential within Nunez Community College's Business Information Technology program, allowing students to continue toward additional certificates, the Business Information Technology Technical Diploma, or an associate degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- BUSN1175 - Customer Service,Sales,Skills
- BUSN2630 - MS Windows OS Fundamentals
- BUSN2640 - Networking & Security Fund.
- BUSN2670 - Config. & Supporting Windows

CTS-MSWD - Word Processing, Certificate of Technical Studies

About the Program

Catalog Display Name
Word Processing, Certificate of Technical Studies

Program Title
CTS Word Processing

Program Code
CTS-MSWD

The Word Processing Certificate of Technical Studies provides students with foundational knowledge and practical skills in professional document creation, business communications, and office productivity. Students develop competencies in creating, formatting, editing, and managing business documents while applying advanced word processing features to produce professional reports, correspondence, forms, and other workplace materials. The program emphasizes accuracy, organization, and effective communication through the use of industry-standard word processing software.

Graduates are prepared for entry-level positions that require strong document preparation and administrative skills, including administrative assistant, office specialist, executive assistant, customer service representative, records clerk, and other business support roles in public, private, and nonprofit organizations. The curriculum prepares students to pursue industry-recognized Microsoft Word and other applicable business software certifications, where appropriate, and serves as a stackable credential within Nunez Community College's Business Information Technology program, allowing students to continue toward additional certificates, the Business Information Technology Technical Diploma, or an associate degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1600 - Word Processing
- BUSN2600 - Advanced Word Processing

CTS-PACT - Patient Care Technician, Certificate of Technical Studies

About the Program

Catalog Display Name
Patient Care Technician, Certificate of Technical Studies

Program Title
CTS Patient Care Tech

Program Code
CTS-PACT

The Patient Care Technician Certificate of Technical Studies prepares students to provide direct patient care and clinical support as members of the healthcare team. Students develop competencies in basic nursing assistant skills, patient care, vital signs, activities of daily living, infection prevention, medical terminology, professional communication, electrocardiography, and phlebotomy. The curriculum combines classroom instruction with laboratory and clinical experiences that prepare students to deliver safe, compassionate, and effective care while working within their regulated scope of practice.

Graduates are prepared for careers as patient care technicians, nursing assistants, EKG technicians, phlebotomy technicians, and other entry-level healthcare professionals in hospitals, physician offices, long-term care facilities, outpatient clinics, rehabilitation centers, and other healthcare settings. The program incorporates the EKG Technician and Phlebotomy Technician Career and Technical Certificates as stackable credentials, allowing students to earn specialized workforce credentials while completing the broader Patient Care Technician program. Coursework emphasizes professional ethics, patient confidentiality, infection control, teamwork, and effective communication to prepare graduates for success in today's healthcare environment.

Program Requirements

Simple Requirements

Major Courses

Major Courses (27 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- NURS1000 - Nursing Assistant
- HASC1020 - Intro to EKG
- HASC1030 - EKG II
- HASC1010 - Phlebotomy
- HASC1011 - Phlebotomy Lab
- HASC1012 - Phlebotomy Clin Externship
- HSOM1020 - Medical Terminology I
- HSOM1030 - Medical Terminology II
- HSOM2050 - Medical Office Management

CTS-PMAC - Precision Machining, Certificate of Technical Studies

About the Program

Catalog Display Name
Precision Machining, Certificate of Technical Studies

Program Title
CTS Precision Machining

Program Code
CTS-PMAC



Precision Machining equips students with the hands-on skills and technical knowledge needed to launch a career in one of Louisiana's most in-demand industrial trades. Through training on state-of-the art equipment, including manual lathes, milling machines, precision grinding tools, and industry-standard computer numerical control (CNC) machinery, students learn to safely set up, operate, and troubleshoot the machines that power today's advanced manufacturing environments.

The program prepares graduates for entry-level employment as machinists, CNC operators, and related roles across manufacturing, fabrication, petrochemical, aerospace, and maritime industries. Students gain experience interpreting blueprints, applying precision measurement techniques, maintaining tolerances, and producing high-quality machined components that meet industry specifications.

The program embeds a sequence of industry-recognized credentials aligned with the National Institute for Metalworking Skills (NIMS). Students completing the Certificate of Technical Studies (CTS) earn the following certifications: NIMS Precision Measurement, NIMS Basic Lathe, NIMS Advanced Lathe, NIMS Basic Mill, NIMS Advanced Mill, NIMS CNC, and Microsoft Fusion 360. These stackable credentials document mastery of essential competencies and significantly enhance graduates' employability and advancement potential in the machining workforce.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- MTTC2120 - Intro to Machine Tools
- MTTC2220 - Shaping and Forming
- MTTC2310 - Basic Lathe
- MTTC2330 - Advance Lathe
- MTTC2350 - Survey Computer Aided Drafting
- MTTC2410 - Basic Mill
- MTTC2430 - Advanced Milling
- MTTC2710 - CNC

CTS-PRTC - Process Technology Support Technician, Certificate of Technical Studies

About the Program

Catalog Display Name
Process Technology Support Technician, Certificate of Technical Studies

Program Title
CTS Process Technology Support

Program Code
CTS-PRTC



The Process Technology Support Technician Certificate of Technical Studies (CTS) provides students with foundational knowledge and skills needed to begin careers supporting industrial process operations. Students are introduced to process technology concepts including industrial safety, basic process operations, equipment identification, process systems, measurements, and the role of process technicians in industrial environments. The certificate emphasizes essential workplace skills and technical knowledge required for entry-level support roles in process-related industries.

Graduates may pursue entry-level employment opportunities as process support technicians, production assistants, operations trainees, and related positions in manufacturing, chemical processing, energy, and industrial facilities. The CTS is a stackable credential that allows students to continue their education through the Process Technology Technical Diploma and Associate of Applied Science degree programs. The certificate provides a flexible entry point for students seeking initial technical training or a pathway into a high-demand industrial career.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- INDT1030 - Industrial & Plant Safety
- INDT2070 - Quality Control
- PTEC1010 - Intro to Process Technology
- PTEC1330 - Process Instrumentation

- PTEC1331 - Process Instrumentation Lab
- PTEC1630 - Process Equipment
- PTEC1631 - Process Equipment Lab

CTS-SDEV - Software Development, Certificate of Technical Studies

About the Program

Catalog Display Name
Software Development, Certificate of Technical Studies

Program Title
CTS Software Development

Program Code
CTS-SDEV

The Software Development Certificate of Technical Studies provides students with foundational knowledge and practical skills in computer programming, software development, and application design. Students develop competencies in programming concepts, coding, debugging, software testing, and problem-solving while learning to create and maintain software applications using industry-standard tools and technologies. The program emphasizes logical thinking, technical proficiency, and best practices in software development to prepare students for today's technology-driven workforce.

Graduates are prepared for entry-level positions such as junior software developer, application support specialist, programmer trainee, quality assurance technician, and software support specialist in business, government, healthcare, manufacturing, and other industries that rely on custom software and information systems. The curriculum provides a foundation for pursuing industry-recognized software development and programming certifications, where applicable, and serves as a stackable credential within Nunez Community College's Business Information Technology program, allowing students to continue toward additional certificates, the Business Information Technology Technical Diploma, or an associate degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- BUSN1175 - Customer Service,Sales,Skills
- BUSN2650 - Web Development Fundamentals
- BUSN2660 - Software Dev Fundamentals
- BUSN2670 - Config. & Supporting Windows

CTS-SPSH - Spreadsheets, Certificate of Technical Studies

About the Program

Catalog Display Name
Spreadsheets, Certificate of Technical Studies

Program Title
CTS Spreadsheets

Program Code
CTS-SPSH

The Spreadsheets Certificate of Technical Studies provides students with foundational knowledge and practical skills in spreadsheet development, data analysis, and business reporting. Students develop competencies in creating and managing spreadsheets, organizing and analyzing data, using formulas and functions, developing charts and reports, and applying spreadsheet tools to support business operations and informed decision-making. The program emphasizes the effective use of spreadsheet software in a variety of professional settings.

Graduates are prepared for entry-level positions that require strong spreadsheet and data management skills, including administrative assistant, office specialist, data entry specialist, accounting clerk, customer service representative, and business support professional in public, private, and nonprofit organizations. The curriculum prepares students to pursue industry-recognized Microsoft Excel and other applicable business software certifications, where appropriate, and serves as a stackable credential within Nunez Community College's Business Information Technology program, allowing students to continue toward additional certificates, the Business Information Technology Technical Diploma, or an associate degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses (12 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1610 - Spreadsheets
- BUSN2610 - Advanced Spreadsheets

Electives

BUSN Electives (6 credits)

Type
Completion Requirement

Students must earn a C or better in 6 credits of approved business electives.

Earn at least 6 credits from the following:

- BUSN1100 - Introduction to Business

- BUSN1330 - Personal Finance
- BUSN1600 - Word Processing
- BUSN1620 - Presentations
- BUSN1630 - Databases
- BUSN1640 - DataTasking,Email,Collab
- BUSN2100 - Management
- BUSN2400 - Business Communication
- BUSN2600 - Advanced Word Processing
- BUSN2620 - Advanced Databases
- BUSN2630 - MS Windows OS Fundamentals
- BUSN2640 - Networking & Security Fund.
- BUSN2650 - Web Development Fundamentals
- BUSN2660 - Software Dev Fundamentals
- BUSN2670 - Config. & Supporting Windows

CTS-WINT - Intermediate Welding, Certificate of Technical Studies

About the Program

Catalog Display Name
Intermediate Welding, Certificate of Technical Studies

Program Title
CTS Intermediate Welder

Program Code
CTS-WINT



This program prepares students to expand their structural technical capabilities by advancing into intermediate multi-process welding applications. Building upon foundational stick principles, students develop comprehensive proficiency in structural fabrication using Shielded Metal Arc Welding (SMAW), SMAW open-root, and Gas Metal Arc Welding (MIG/GMAW) or Flux-Cored Arc Welding (FCAW). Technical instruction emphasizes advanced electrode manipulation, open-root joint design, and weld quality assessment through visual inspection standards. Courses are delivered via flexible eight-week blocks to support accelerated learning and timely progress through the curriculum.
Graduates are equipped to enter the workforce as Structural Welders, Production Welders, or Shop Fabricators within the heavy construction, naval defense, petrochemical, and manufacturing sectors. The curriculum prepares students to pursue multi-process American Welding Society (AWS) credentials including SMAW 3G and 4G, open-root certifications across the 2G, 3G, and 4G positions, and GMAW or FCAW certifications in the 1G through 4G positions with or without backing. This credential serves as an embedded pathway, allowing all earned credits to stack directly into the Technical Diploma (TD) in Certified Combo Welder.

Program Requirements

Simple Requirements

Major Courses

Major Courses (20 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- WELD1000 - Introduction to Welding
- WELD1110 - Shielded Metal Arc Welding I
- WELD1200 - Shielded Metal Arc Welding II
- WELD1300 - Shielded Metal Arc Welding III

- WELD2000 - Open Root Welding
- WELD1600 - Gas Metal Arc Welding
  OR WELD1800 - Flux-Cored Arc Welding
  OR WELD2100 - SMAW Pipe I

TD-AERO - Aerospace Manufacturing Technology, Technical Diploma

About the Program

Catalog Display Name
Aerospace Manufacturing Technology, Technical Diploma

Program Title
TD Aerospace Manufact Tech

Program Code
TD-AERO



Photo by Allison Shelley/Complete College Photo Library

The Aerospace Manufacturing Technology Technical Diploma prepares students with the technical knowledge and advanced manufacturing skills needed for employment in the aerospace industry. Building upon foundational aerospace concepts, students develop competencies in electrical and electronic assembly, mechanical assembly, fabrication processes, fluid systems, blueprint interpretation, and the safe operation of manufacturing equipment. Through extensive hands-on laboratory experiences, students gain practical experience using the tools, technologies, and processes commonly found in aerospace manufacturing facilities.

Graduates are prepared for careers as aerospace manufacturing technicians, assembly technicians, fabrication technicians, production technicians, quality support technicians, and related positions in aerospace and advanced manufacturing industries. The program includes training in specialized areas such as fabrication, fluid systems, and manufacturing processes while

emphasizing workplace safety, professionalism, and quality standards. The Technical Diploma builds upon the Aerospace Manufacturing Technology Certificate of Technical Studies and may be applied toward the Associate of Applied Science degree, providing students with a clear pathway for continued education and career advancement.

Program Requirements

Simple Requirements

Major Courses

Major Courses (45 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- ARST1000 - Introduction to Aerospace
- ARST1040 - Intro to Elec.& Elec. Assembly
- ARST1050 - Fluid Systems
- ARST1210 - Print Reading
- ARST1500 - Hoist & Crane Equipment
- ARST1760 - Adv Electro & Electri Assembly
- ARST1780 - Intro Mech Assembly
- ARST2510 - Welding Aero Manuf
- ARST2700 - Advanced Mechanical Assembly
- ARST2770 - Surface Prep, Coatings & Adhes
- ARST2780 - Composite Materials
- ARST2790 - Fabrication Aero Manuf
- INDT1030 - Industrial & Plant Safety
- INDT2070 - Quality Control
- INDT2900 - Job Readiness Skills

TD-BSIT - Business Information Technology, Technical Diploma

About the Program

Catalog Display Name
Business Information Technology, Technical Diploma

Program Title
TD Business Information Tech

Program Code
TD-BSIT

The Business Information Technology Technical Diploma prepares students with the technical knowledge and practical skills needed for careers in business administration and information technology support. Through hands-on instruction, students develop proficiency in business software applications, computer systems, office technologies, database and spreadsheet management, business communications, and foundational information technology concepts. The curriculum emphasizes the digital and technical competencies required to support business operations in a variety of professional settings.

Graduates are prepared for entry-level careers such as administrative assistant, office technology specialist, computer support assistant, help desk technician, customer support representative, and other business and information technology support positions in public, private, and nonprofit organizations. The program prepares students to pursue industry-recognized Microsoft certifications and other applicable technology credentials that validate proficiency with business and productivity software. As part of Nunez Community College's stackable Business Information Technology pathway, students may build upon this credential by completing additional Certificates of Technical Studies or continue their education toward an associate degree, expanding both their technical expertise and career opportunities.

Program Requirements

Simple Requirements

Major Courses

Major Courses (33 credits)

Type
Completion Requirement

ENGL 1000 may be substituted for any higher level ENGL course. MATH 1150 may be substituted for any higher level MATH course.

Earn a minimum Letter of C in the following:

- CSCI1150 - Business Computer Applications
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1600 - Word Processing
- BUSN1610 - Spreadsheets
- BUSN1620 - Presentations
- BUSN1630 - Databases
- BUSN1640 - DataTasking,Email,Collab
- BUSN2600 - Advanced Word Processing
- BUSN2610 - Advanced Spreadsheets
- ENGL1000 - Applied Writing
- MATH1150 - Math for Technology

Electives

Approved Business Electives

Type
Completion Requirement

Students must earn a C or better in all business courses.

Earn at least 21 credits from the following:

- BUSN1100 - Introduction to Business
- BUSN1330 - Personal Finance
- BUSN1530 - Retailing
- BUSN2100 - Management
- BUSN2400 - Business Communication
- BUSN2620 - Advanced Databases
- BUSN2630 - MS Windows OS Fundamentals
- BUSN2640 - Networking & Security Fund.
- BUSN2650 - Web Development Fundamentals
- BUSN2660 - Software Dev Fundamentals
- BUSN2670 - Config. & Supporting Windows

TD-CDYC - Care and Development of Young Children, Technical Diploma

About the Program

Catalog Display Name
Care and Development of Young Children, Technical Diploma

Program Title
TD Care_Develop of Young Child

Program Code
TD-CDYC



The Care and Development of Young Children Technical Diploma prepares students for careers in early childhood education by developing the knowledge, skills, and competencies needed to support the growth, learning, and development of children from birth through age 5. Students build upon foundational early childhood knowledge through coursework in curriculum planning, observation and assessment, child guidance, family engagement, administration of early childhood programs, and developmentally appropriate teaching practices. Field experiences in high-quality early childhood settings provide opportunities to apply classroom learning in professional environments.

Graduates are prepared for positions such as early childhood teacher, preschool teacher, infant and toddler teacher, teacher assistant, and other early childhood professionals in child care centers, Head Start and Early Head Start programs, pre-kindergarten programs, family child care homes, and other early learning environments. Graduates of the Technical Diploma are eligible to apply to the Louisiana Department of Education for the Early Childhood Ancillary Certificate (ECAC), which qualifies individuals to serve as lead teachers in publicly funded early learning centers. The Technical Diploma builds upon the Early Childhood Teaching Skills Career and Technical Certificate and applies directly toward the Associate of Applied Science degree, providing students with a seamless pathway to continued education and career advancement.

Program Requirements

Simple Requirements

General Education

General Education Requirements (15 credits)

Type
Completion Requirement

General Education Requirements

Students must earn a C or better in English and Psychology courses.

Earn a minimum Letter of C in the following:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- PSYC1100 - Introduction to Psychology
- PSYC2200 - Child Psychology
  OR PSYC2100 - Human Growth and Development
- CSCI1150 - Business Computer Applications

Speech Requirement

Earn at least 3 credits from the following:

- Gen Ed: Any Speech Course

Major Courses

Major Courses

Type

Completion Requirement

Students must earn a C or better in all major courses. At least 15 hours of major courses must be completed in residence.

Earn a minimum Letter of C in the following:

- CDYC1050 - Intro to Care&Dev of Yng Child
- CDYC1110 - Observation & Participation
- CDYC1120 - Health,Safety&Nutr for Yng Chl
- CDYC1300 - Intro to Children w/Exception
  OR CDYC1350 - Including Children with Autism
- CDYC1810 - Math & Science in Early Child
- CDYC2130 - Infant & Toddler Curr Developm
  OR CDYC2730 - Curr & Teach Mat in Early Chld
- CDYC2300 - Lit & Lang Dev in Early Child
- CDYC2850 - Guiding & Managing Child Behav
- CDYC2980 - Practicum

TD-CGIS - Coastal Studies & GIS Technology, Technical Diploma

About the Program

Catalog Display Name

Coastal Studies & GIS Technology, Technical Diploma

Program Title

TD Coastal Studies & GIS Techn

Program Code

TD-CGIS



The Technical Diploma (TD) in Coastal Studies and GIS Technology builds on foundational knowledge in GIS and coastal sciences by preparing students to support Louisiana's coastal restoration industries. Students develop competencies in geospatial technologies, coastal processes, environmental regulations, and field methods.

Graduates are prepared for entry-level positions such as GIS Technician, Environmental Technician, and Surveying Technician with parish and state agencies, engineering and environmental consulting firms, restoration contractors, utilities, and natural resource management. Students earn the Ducks Unlimited Ecology Conservation and Management Certification as part of the curriculum. This three-semester diploma is a stackable credential that applies toward the Associate of Applied Science in Coastal Studies and GIS Technology, allowing students to continue their education while advancing career opportunities.

Program Requirements

Simple Requirements

General Education

General Education Requirements (9-10 credits)

Type
Completion Requirement

General Education Requirements

Earn at least 9 credits from the following:

- MATH2000 - Statistics
- GEOG1201 - World Regional Geography I
  OR GEOG1202 - World Regional Geography II
- BIOL1100 - General Biology I
  AND BIOL1110 - General Biology I Lab
- HIST2100 - Louisiana History

Major Courses

Major Courses (28 credits)

Type
Completion Requirement

Students must complete major courses with a C or better.

Earn a minimum Letter of C in the following:

- BIOL2200 - Louisiana Wetlands Ecology
- CSTL1013 - Coastal Science
- CSTL1114 - Computer Graphs & Maps
- CSTL1123 - Fundamentals of Mapping & GIS
- CSTL2133 - Remote Sensing I
- CSTL2143 - GIS Theories and Concepts
- CSTL2153 - Remote Sensing II
- ENVN2210 - Environmental Science
  OR BIOL2210 - Environmental Science
- ENVN1030 - Environmental Law

Electives

Approved Electives (9 credits)

Type
Completion Requirement

Additional Comments:
Any 3 courses from the following subjects: ANTH, GEOG, GEOL, SOCI, PSYC, PHIL, HIST, POLI, ENVN, BIOL, CHEM, PHYS, MATH, ARST, CSTL

TD-CMTC - Construction Management and Technology, Technical Diploma

About the Program

Catalog Display Name
Construction Management and Technology, Technical Diploma

Program Title
TD Construction Management and Technology

Program Code
TD-CMTC

The Construction Management and Technology Technical Diploma prepares students for careers that combine technical construction skills with construction management knowledge. Students develop competencies in construction planning, project management, estimating, construction documents, safety, carpentry, electrical construction, heating and air conditioning systems, and jobsite leadership. Through extensive hands-on training and applied learning experiences, students gain practical experience across multiple construction disciplines while developing the organizational and communication skills needed to coordinate construction projects.

Graduates are prepared for careers as assistant project managers, construction supervisors, lead carpenters, multi-craft technicians, field coordinators, and construction management assistants in residential, commercial, industrial, and specialty construction. The interdisciplinary curriculum prepares graduates to work effectively across multiple trades while building a strong foundation for advancement into supervisory and management roles. This program incorporates the Construction Management Certificate of Technical Studies as a stackable credential and provides students with a pathway to continued study in the Associate of Applied Science in Construction Management and Technology.

Program Requirements

Simple Requirements

Major Courses

Major Courses (46 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- CNST1030 - Carpentry 1
- CNST1040 - Intro to Construction Mgmt
- CNST1050 - Carpentry 2
- CNST1060 - Construct. Materials & Methods
- CNST1070 - Construction Safety
- CNST2010 - Construction Estimating
- CNST2020 - Construction Scheduling
- ELEC1000 - Electrical Construction I
- HACR1150 - HVAC Introduction
- INDT2900 - Job Readiness Skills

TD-CUEN - Culinary Arts and Entrepreneurship, Technical Diploma

About the Program

Catalog Display Name
Culinary Arts and Entrepreneurship, Technical Diploma

Program Title
TD Culinary Entrepreneurship

Program Code
TD-CUEN



The Culinary Entrepreneurship Technical Diploma prepares students for careers in culinary arts, food service management, and culinary business ownership. Students develop advanced culinary skills in food preparation, baking and pastry production, menu development, cost control, purchasing, hospitality management, customer service, and food service operations. In addition to technical culinary training, the program emphasizes entrepreneurship, providing students with the knowledge and skills needed to manage or operate food-related businesses.

Graduates are prepared for employment as chefs, kitchen managers, food service managers, catering managers, restaurant supervisors, bakery managers, and culinary entrepreneurs. Career opportunities exist in restaurants, hotels, catering companies, institutional dining operations, bakeries, food production facilities, and other hospitality businesses. The Technical Diploma represents the highest credential within the Culinary Arts and Culinary Entrepreneurship pathway and incorporates coursework from the Baker, Entry-Level Cook, and Food Service Manager Career and Technical Certificates as well as the Culinary Arts Certificate of Technical Studies. Students benefit from extensive hands-on learning in professional culinary laboratories that simulate real-world food service environments and prepare graduates for the demands of the hospitality industry.

Program Requirements

Simple Requirements

Major Courses

Major Courses (45 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CULA1000 - Introduction to Culinary Arts
- CULA1020 - Basic Food Preparation
- CULA1050 - Sanitation
- CULA1100 - Culinary Nutrition
  OR BIOL1030 - Nutrition for Food Service Prs
- CULA1500 - Baking
- CULA1750 - Meat, Poultry, and Seafood
- CULA1800 - Soups, Stocks, and Sauces
- CULA1900 - Garde Manger Management
- CULA2700 - Food Service Management I & II
- CULA2730 - Food Service Management III
- CULA2750 - FSM IV- Hosp & Rest Mgmt
- CULA2850 - Culinary Practicum
- CULA2900 - International Cuisine
- BUSN1500 - Starting Your Own Business
- BUSN1520 - Marketing for Entrepreneurs

TD-HACR - Heating, Air Conditioining & Refrigeration , Technical Diploma

About the Program

Catalog Display Name
Heating, Air Conditioining & Refrigeration , Technical Diploma

Program Title
TD Heating A/C & Refriger

Program Code
TD-HACR



Photo by Allison Shelley/Complete College Photo Library

The Heating, Air Conditioning, and Refrigeration Technical Diploma prepares students with the technical knowledge and hands-on skills needed to install, maintain, diagnose, and repair residential HACR systems. Students develop competencies in refrigeration systems, electrical fundamentals, electrical controls, motors, residential air conditioning systems, heating systems, heat pumps, system troubleshooting, and residential HACR system design. The curriculum combines classroom instruction with extensive laboratory experiences that emphasize industry safety standards, proper installation techniques, and effective diagnostic procedures.

Graduates are prepared for careers as HVACR technicians, refrigeration technicians, maintenance technicians, installation technicians, service technicians, and related positions in residential and light commercial environments. Students gain experience working with central air conditioning systems, heating equipment, heat pumps, and refrigeration systems while developing the technical skills required by employers throughout the Gulf South. The Technical Diploma incorporates both the Refrigeration Helper I and Domestic Refrigeration Helper II Certificates of Technical Studies as embedded credentials and may be applied toward the Associate of Applied Science degree.

Program Requirements

Simple Requirements

Major Courses

Major Courses (46 credits)

Type
Completion Requirement

Photo by Allison Shelley/Complete College Photo Library

Earn a minimum Letter of C in the following:

- HACR1150 - HVAC Introduction
- HACR1160 - Principles of Refrigeration I
- HACR1170 - Principles of Refrigeration II
- HACR1180 - Princip. of Refrigeration III
- HACR1210 - Electrical Fundamentals
- HACR1220 - Electrical Components
- HACR1230 - Electric Motors
- HACR1240 - Applied Electricity& Troublesh
- HACR1410 - Domestic Refrigeration
- HACR1420 - Room Air Conditioners
- HACR2510 - Residential Central A/C
- HACR2520 - Residential Central A/C II
- HACR2530 - Residential System Design
- HACR2540 - Residential Heating
- HACR2560 - Residential Heat Pumps
- INDT2900 - Job Readiness Skills

TD-INMT - Industrial Maintenance, Technical Diploma

About the Program

Catalog Display Name
Industrial Maintenance, Technical Diploma

Program Title
TD Industrial Maintenance

Program Code
TD-INMT



Photo by Allison Shelley/Complete College Photo Library

The Industrial Maintenance Technology Technical Diploma prepares students for careers installing, maintaining, troubleshooting, and repairing the mechanical, electrical, and process systems that keep industrial facilities operating safely and efficiently. Through a flexible curriculum, students develop technical skills in industrial maintenance, equipment troubleshooting, electrical systems, instrumentation, welding, heating and air conditioning, process technology, and other skilled trades. Students customize their program of study by completing coursework across multiple disciplines while developing advanced knowledge in a selected concentration area. Extensive hands-on training emphasizes workplace safety, preventive maintenance, equipment repair, problem-solving, and the practical skills required in modern industrial environments.

Graduates are prepared for careers as industrial maintenance technicians, maintenance mechanics, industrial maintenance specialists, facilities maintenance technicians, mechanical maintenance technicians, and other maintenance professionals in manufacturing, petrochemical, energy, maritime, utilities, and other industrial settings. The program's interdisciplinary structure allows students to tailor their training to meet employer needs while building expertise in a chosen technical specialty. Students complete 45 credit hours, including a minimum of 15 credit hours in a single technical discipline, providing both broad technical knowledge and focused occupational preparation for high-demand industrial careers.

Program Requirements

Simple Requirements

Major Courses

Concentration Area

Type
Completion Requirement

Additional Comments:
Students must earn a C or better in 15 credit hours in one discipline area from ELEC, HACR, INST, PTEC, or WELD.

Electives

Electives

Type
Completion Requirement

Additional Comments:
Students must earn a C or better in 30 credit hours chose from the following disciplines: CNST, ELEC, HACR, INST, PTEC, or WELD.

TD-ITEC - NCCER Instrumentaton and Electrical, Technical Diploma

About the Program

Catalog Display Name
NCCER Instrumentaton and Electrical, Technical Diploma

Program Title
TD INST & ELEC Technician

Program Code
TD-ITEC

The NCCER Instrumentation and Electrical Technical Diploma prepares students for careers installing, maintaining, calibrating, and troubleshooting industrial instrumentation and electrical systems. Students complete NCCER Instrumentation Levels I-IV and NCCER Electrical Construction Levels I and II, developing competencies in process control systems, instrumentation drawings, tubing and piping systems, transmitters, controllers, control valves, calibration procedures, industrial troubleshooting, electrical circuits, wiring methods, conduit systems, and National Electrical Code fundamentals. Through extensive hands-on training, students gain practical experience working with the systems and equipment commonly used in manufacturing, petrochemical, refining, energy, and industrial facilities.

Graduates are prepared for positions such as instrumentation technician, instrument fitter, instrumentation and electrical (I&E) technician, industrial maintenance technician, process control technician, and calibration technician. The program combines the technical skills required to support both instrumentation and electrical systems, making graduates versatile contributors in industrial environments. Students earn NCCER Instrumentation Levels I-IV and NCCER Electrical Levels I-II and may apply this credential toward the Associate of Applied Science in Instrumentation, which further develops communication, problem-solving, and technical competencies needed for career advancement.

Program Requirements

Simple Requirements

Major Courses

Major Courses (49 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- CNST1000 - Introduction to Construction
- ELEC1000 - Electrical Construction I
- ELEC1010 - Electrical Construction II
- INST1010 - NCCER Instrument Level I
- INST1020 - NCCER Instrument Level II
- INST1030 - NCCER Instrument Level III
- INST1040 - NCCER Instrument Level IV

TD-PNUR - Practical Nursing, Technical Diploma

About the Program

Catalog Display Name
Practical Nursing, Technical Diploma

Program Title
TD Practical Nursing

Program Code
TD-PNUR



The Practical Nursing (PN) Program at Nunez Community College is approved by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The curriculum meets state educational requirements for graduates to seek licensure as Licensed Practical Nurses (LPNs). The program consists of four semesters (16 months) of study and is designed to prepare students for entry-level practical nursing practice.

The Practical Nursing Program has a limited number of seats and utilizes a competitive admissions process. When the number of qualified applicants exceeds the program's capacity, applicants are ranked according to the admission criteria outlined in the program bulletin, and admission is granted based on competitive standing.

The PN Program prepares students to become knowledgeable, compassionate, and competent entry-level practical nurses. Through classroom instruction, nursing skills laboratories, simulation, and supervised clinical experiences, students develop the knowledge, technical skills, clinical judgment, communication abilities, and professional behaviors necessary to provide safe, evidence-based nursing care across the lifespan. The curriculum emphasizes patient-centered care, health assessment, medication administration, nursing interventions, critical thinking, teamwork, and ethical practice in a variety of healthcare settings.

As an entry point into the nursing profession, the program provides a foundation for both employment and continued educational advancement. Graduates are prepared to enter the workforce as practical nurses. They may pursue further study through LPN-to-Associate Degree Nursing (ADN), LPN-to-Bachelor of Science in Nursing (BSN), and other nursing bridge programs. Nunez Community College also offers coursework that may support students seeking additional healthcare credentials and career advancement opportunities.

Upon successful completion of the program, graduates are eligible to apply for licensure through the Louisiana State Board of Practical Nurse Examiners and to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Licensure requirements are subject to the regulations of the LSBPNE.

Program Requirements

Simple Requirements

General Education

General Education Requirements (6 credits)

Type
Completion Requirement

Students must earn a B or better in General Education requirements.

Earn a minimum Letter of B in the following:

- BIOL1010 - Intro Anatomy and Physiology
- BIOL1500 - Nutrition and Diet Therapy

Student may substitute BIOL 2300 Human Anatomy & Physiology I, and BIOL 2400 Human Anatomy & Phys II series in lieu of BIOL 1010 Intro Anatomy and Physiology . Must earn a grade of "B" or better in each.

Major Courses

Practical Nursing Program Requirements (50 credits)

Type
Completion Requirement

Students must earn a C or better in all courses. 24 credits must be complete in residence.

Earn a minimum Letter of C in the following:

- NURS1011 - Fundamentals of Nursing
- NURS1020 - Fund of Nursing I Clinical
- NURS1030 - Med-Surg Nursing I Theory
- NURS1040 - Med-Surg Nursing I Clinical
- NURS1051 - Med-Surg Nursing II Theory
- NURS1500 - Pharmacology and Math Nursing
- NURS1060 - Med-Surg Nursing II Clinical
- NURS1210 - Intravenous Therapy
- NURS1090 - Mental Health Nursing Theory
- NURS1150 - Mental Health Nursing Clinical
- NURS1100 - Maternal/Newborn NursingTheory
- NURS1110 - Maternal/Newborn Nurs Clinical
- NURS1115 - Nursing Care of Children Thry
- NURS1125 - Nursing Care of Child.Clinical
- NURS1130 - PN Professionalism &Leadership
- NURS1135 - PN Prof & Leadership Clinical

TD-PRTD - Process Technology, Technical Diploma

About the Program

Catalog Display Name
Process Technology, Technical Diploma

Program Title
TD Process Technology

Program Code
TD-PRTD



The Process Technology Technical Diploma program prepares students for entry-level careers operating and maintaining industrial process systems. Students develop foundational and technical skills in process operations, industrial safety, equipment operation, process instrumentation, process control, process measurements, and troubleshooting. Laboratory and applied learning experiences provide students with opportunities to practice the skills required to monitor production processes, follow operating procedures, recognize process conditions, and support safe industrial operations.

Graduates are prepared for employment as entry-level process technicians, plant operators, production operators, and related positions in refineries, chemical plants, petrochemical facilities, manufacturing operations, and other industrial environments. The Technical Diploma is a stackable credential within the Process Technology pathway and may be completed as a stand-alone credential or used as a pathway toward the Associate of Applied Science degree in Process Technology. Students may also begin with the Process Technology Support Technician Certificate of Technical Studies (CTS) and continue into the Technical Diploma and AAS degree.

Program Requirements

Simple Requirements

General Education

General Education Requirements (13 credits)

Type
Completion Requirement

General Education Requirements

Complete ALL of the following Courses:

- CSCI1150 - Business Computer Applications
- MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
- PHSC1000 - Physical Science

OR PHYS1100 - General Physics I
- PHSC1100 - Physical Science I Lab
  OR PHYS1110 - General Physics I Laboratory

Humanities elective

Earn at least 3 credits from the following:
- Gen Ed: Humanities

Major Courses

Major Courses (34 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:
- INDT1030 - Industrial & Plant Safety
- INDT2070 - Quality Control
- PTEC1010 - Intro to Process Technology
- PTEC1330 - Process Instrumentation
- PTEC1331 - Process Instrumentation Lab
- PTEC1630 - Process Equipment
- PTEC1631 - Process Equipment Lab
- PTEC2420 - Process Technology II:Systems
- PTEC2421 - Process Tech II: Systems Lab
- PTEC2430 - Process Tech III: Operations
- PTEC2431 - Process Tech III:OperationsLab
- PTEC2440 - Process Troubleshooting
- PTEC2630 - Fluid Mechanics
- PTEC2910 - Process Technology Internship

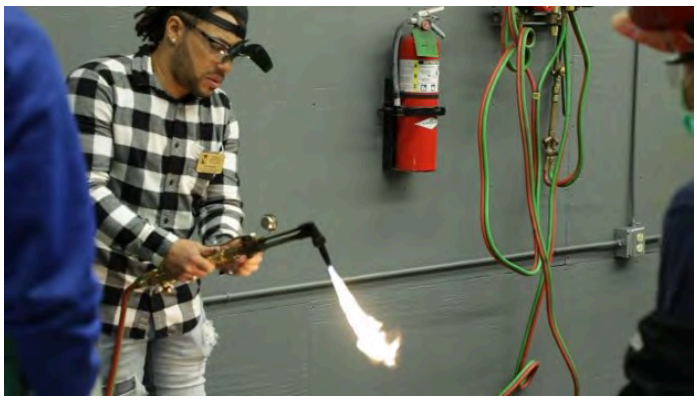
TD-WLDC - Combo Welder, Technical Diploma

About the Program

Catalog Display Name
Combo Welder, Technical Diploma

Program Title
TD Certified Combo Welder

Program Code
TD-WLDC



This program prepares students to reach the highest level of workforce readiness as comprehensive, multi-process combination and pipe welders. The advanced curriculum delivers thorough, hands-on training across all major industrial welding processes, including Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (MIG/GMAW), Flux-Cored Arc Welding (FCAW), and Gas Tungsten Arc Welding (TIG/GTAW). Students develop advanced technical competencies in blueprint reading, structural fitting, and complex pipe alignment configurations. To accommodate student schedules and maximize progression, core welding courses are structured in accelerated eight-week formats.
Graduates are highly sought after for advanced, high-demand workforce roles such as Combination Welder, Pipe Welder, Defense Aerospace and Marine Welder, or Industrial Pressure Vessel Welder. Common employment industries include offshore oil and gas extraction, maritime defense manufacturing logistics, petrochemical refineries, and cross-country pipeline construction. In addition to earning all AWS credentials embedded in the foundational certificates, students are prepared for advanced GTAW certifications (with or without backing), elite SMAW Pipe 5G and 6G qualifications, and rigorous structural evaluation using industry-standard destructive testing (DT) criteria. Furthermore, the program integrates critical safety credentials including an OSHA-10 card alongside professional operator certifications for forklifts, scissor lifts, aerial lifts, and telehandlers.

Program Requirements

Simple Requirements

Major Courses

Major Courses (53 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:
- HUDV1070 - Living-Learning-Working Skills

- WELD1000 - Introduction to Welding
- WELD1110 - Shielded Metal Arc Welding I
- WELD1200 - Shielded Metal Arc Welding II
- WELD1300 - Shielded Metal Arc Welding III
- WELD1400 - Field Skills I: Xtended Safety
- WELD1500 - Field Skl II: Indus. Truck Ops
- WELD1600 - Gas Metal Arc Welding
- WELD1800 - Flux-Cored Arc Welding
- WELD1900 - Fitting for Welders
- WELD2000 - Open Root Welding
- WELD2100 - SMAW Pipe I
- WELD2200 - SMAW Pipe II
- WELD2800 - Gas Tungsten Arc Welding
- WELD2900 - Blueprint Rdng for Weld&Fabric

(No Requirement Levels)

Optional Aluminum Endorsement (7 credits)

Type
Completion Requirement

Aluminum Endorsement Requirements

Students have the option to add on an Aluminum Welding Endorsement to their technical diploma. To complete the aluminum endorsement, students must earn a C or better in WELD 1650 and WELD 2850 in addition to completing all major courses.

Earn a minimum Letter of C in the following:

- WELD1650 - MIG Aluminum Welding
- WELD2850 - TIG Aluminum Welding

TD-WMAM - Wind Turbine Mechanics and Maintenance, Technical Diploma

About the Program

Catalog Display Name
Wind Turbine Mechanics and Maintenance, Technical Diploma

Program Title
TD Wind Turbine Mech and Maint

Program Code
TD-WMAM



The Technical Diploma in Wind Turbine Mechanics and Maintenance provides a comprehensive, Global Wind Organisation (GWO)-approved curriculum that prepares students for careers operating, maintaining, and repairing offshore wind turbines. Building on the foundational safety training provided through the CTC in Offshore Safety and Survival, the program equips students with the technical knowledge and hands-on skills needed to troubleshoot and maintain complex wind energy systems. Students receive instruction in mechanical, electrical, and hydraulic systems; hazardous energy control (Lock Out Tag Out); crane operations, rigging, and load handling; and the operation and maintenance of wind turbine components. Students also gain experience using drones for turbine inspection and condition assessment, reflecting the growing role of unmanned aircraft systems in the wind industry.

Graduates earn the CTC in Offshore Safety and Survival as part of the diploma program, along with OSHA 10, First Aid/CPR, and all associated Global Wind Organisation (GWO) certifications, including GWO Basic Technical Training, preparing them to enter the wind energy workforce with the technical expertise and internationally recognized credentials sought by employers.

Program Requirements

Simple Requirements

General Education

General Education Requirements (13 credits)

Type
Completion Requirement

General Education Requirements

Complete ALL of the following Courses:

- BIOL2210 - Environmental Science
- BIOL2200 - Louisiana Wetlands Ecology
- ENGL2300 - Technical Writing
- GEOL1010 - Physical Geology

- GEOL1030 - Physical Geology Lab.

Major Courses

Major Courses (35 credits)

Type
Completion Requirement

Students must earn a C or better in all major courses.

Earn a minimum Letter of C in the following:

- SECA1000 - Offshore Basic Training
- SECA1010 - Advanced Rescue Operations
- SECA1020 - Enhanced First Aid-Wind Energy
- SECA1030 - Introduction to Wind Energy
- SECA1100 - Intro to Mechanical Systems
- SECA1110 - Basics of Electric Motors
- SECA1120 - Basics of Hydraulic Systems
- SECA2000 - Wind Turbine Blade Repair
- SECA2010 - WTG Hazardous Energies
- SECA2011 - Wind Industry Crane Operations
- CSTL2323 - Introduction to sUAS
- CSTL2321 - Drone Surveying Lab

All Courses

ACCT1100 - Fundamentals of Accounting

Course Details

Subject Code
ACCT

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description

This course introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting. Credit is not applicable toward a degree or certificate if taken after ACCT 2400.

Prerequisites/Corequisites

No Requirements

ACCT1500 - Payroll Accounting

Course Details

Subject Code
ACCT

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course emphasizes methods of computing earnings and deductions, preparation of payroll
records, and journalizing payroll transactions. It includes the use of a 10-key calculator, with
emphasis on performing addition, subtraction, multiplication, and division using the touch system.

Prerequisites/Corequisites

No Requirements

ACCT2010 - Principles of Accounting I

Course Details

Subject Code
ACCT

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course covers the principles, techniques, and tools of accounting. Includes principles of collecting, summarizing, and reporting financial information for sole proprietorships.

Prerequisites/Corequisites

No Requirements

ACCT2020 - Principles of Accounting II

Course Details

Subject Code
ACCT

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course is a continuation of ACCT 2010. Partnerships, corporations, and analysis of financial statements.

Prerequisites/Corequisites

No Requirements

ACCT2100 - Computerized Accounting

Course Details

Subject Code
ACCT

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course teaches the student to perform practical accounting applications using a computer. It includes major components of computerized accounting: general ledger, accounts receivable, accounts payable, and payroll.

Prerequisites/Corequisites

No Requirements

ACCT2150 - Managerial Accounting

Course Details

Subject Code
ACCT

Course Number
2150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course is an introduction to managerial accounting theory, tools and concepts, with emphasis on the techniques used to provide information for internal management decisions.

Prerequisites/Corequisites

No Requirements

ACCT2180 - Intro to Govt & Non-Profit Acc

Course Details

Subject Code
ACCT

Course Number
2180

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course surveys the different types of fund accounting used by federal and local governments and not-for-profit organizations such as public universities, public hospitals, and charitable organizations. It examines the financial statements that these organizations are required to prepare and their budgeting process. It also contrasts not-for-profit accounting with commercial accounting.

Prerequisites/Corequisites

No Requirements

ACCT2200 - Personal Income Tax

Course Details

Subject Code
ACCT

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
In this course, students gain a fundamental understanding of personal income taxes and how they are computed. Students examine the federal income tax structure and apply income tax accounting to cases of individual and sole proprietorship taxation. They analyze federal income tax laws governing gross income, deductions, calculation of income tax rates, income tax credits, and the alternative minimum tax for individuals.

Prerequisites/Corequisites

No Requirements

ACCT2300 - Auditing Principles

Course Details

Subject Code
ACCT

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours 0This covers the theory and procedures of (external) financial statement auditing including ethics and auditing standards generally accepted in the US.

Prerequisites/Corequisites

No Requirements

ACCT2330 - Auditing Principles

Course Details

Subject Code
ACCT

Course Number
2330

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the theory and procedures of (external) financial statement auditing including ethics and auditing standards generally accepted in the U.S.

Prerequisites/Corequisites

No Requirements

ACCT2400 - Principles of Fin Accounting

Course Details

Subject Code
ACCT

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is an introduction and financial reporting concepts and the significance of financial
accounting information in decision-making. Emphasis is on the accounting cycle; assets, liabilities,
and stockholders equity; and preparation of financial statements.

Prerequisites/Corequisites

No Requirements

ACED1000 - Pelican Prep- Math Accelerator

Course Details

Subject Code
ACED

Course Number
1000

Credit Hours

Min:
1

Billing Hours

Min:
0

Course Fees
YTU3

ACED1001 - English Enrichment

Course Details

Subject Code
ACED

Course Number
1001

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Course Fees
YTN3

ANTH1100 - Introduction to Anthropology

Course Details

Subject Code
ANTH

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides an introduction to the study of culture and society in comparative perspective. It examines biocultural evolution, prehistory, language, and comparative social and cultural systems. It includes examples from societies around the world to illustrate basic principles of formation, structure, and distribution of human institutions. It focuses particularly on the contribution that knowledge of cultural diversity makes toward understanding the modern world.

Prerequisites/Corequisites

No Requirements

ANTH1103 - Paranthropology

Course Details

Subject Code
ANTH

Course Number
1103

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is an an introduction to the anthropological investigation of paranormal phenomena.
This course is not part of the Louisiana Transfer Degree general education curriculum and may not satisfy social science requirements at transfer institutions. Students planning to transfer should consult with an academic advisor and the receiving institution regarding the applicability of this course toward degree requirements.

ANTH2100 - Anthropology of Sex and Gender

Course Details

Subject Code
ANTH

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces gender concepts from an anthropological perspective. It explores a variety of these concepts in a cross-cultural framework, such as homosexuality, bisexuality, transgender, gay, and lesbian. Gender inequalities will also be covered through topics such as arranged marriage, same-sex marriage, gender-based violence, human trafficking, and prostitution.

Prerequisites/Corequisites

No Requirements

ARST1000 - Introduction to Aerospace

Course Details

Subject Code
ARST

Course Number
1000

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description
Lecture Hours: 2; Lab Hours: 0
Introduction to the Aerospace industry focusing on general information on spacecraft systems, safety and professionalism.

ARST1040 - Intro to Elec.& Elec. Assembly

Course Details

Subject Code
ARST

Course Number
1040

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Lecture Hours: 1; Lab Hours: 3
This course is an introduction to basic electronic and electrical assembly focusing on safe
practice.

Course Fees
LABF - 30

Prerequisites/Corequisites

Simple Requirements

Completed Course

Type
Prerequisite

Complete ALL of the following Courses:

Enrolled in ARST1000

Type
Corequisite

Enrolled in Course ARST1000

Enroll in the following Courses:

- ARST1000 - Introduction to Aerospace

ARST1050 - Fluid Systems

Course Details

Subject Code
ARST

Course Number
1050

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
1

Course Description
Lecture Hours: 1; Lab Hours: 1
This course introduces hydraulic, pneumatic and propellant systems.

Prerequisites/Corequisites

No Requirements

ARST1210 - Print Reading

Course Details

Subject Code
ARST

Course Number
1210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours 0
This course is an introduction to blueprints and schematics with a focus on computer aided
drawings.

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course ARST1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- ARST1000 - Introduction to Aerospace

ARST1500 - Hoist & Crane Equipment

Course Details

Subject Code
ARST

Course Number
1500

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
1

Course Description
Lecture Hours: 0; Lab Hours: 1This course provides instruction on the mobile equipment used in aerospace manufacturing.

Prerequisites/Corequisites

No Requirements

ARST1760 - Adv Electro & Electri Assembly

Course Details

Subject Code
ARST

Course Number
1760

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Lecture Hours: 1; Lab Hours 3
This course develops skills in electronic and electrical assembly needed for technicians in the
aerospace manufacturing industry focusing on safe practice.

Course Fees
LABF - 158

Prerequisites/Corequisites

No Requirements

ARST1780 - Intro Mech Assembly

Course Details

Subject Code
ARST

Course Number
1780

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Lecture Hours: 1; Lab Hours: 3
This course is an introduction to mechanical assembly skills and processes for manufacturing technicians.

Course Fees
LABF - 20

Prerequisites/Corequisites

Simple Requirements

Completed Course

Type
Prerequisite

Complete ALL of the following Courses:

Enrolled in ARST1000

Type
Corequisite

Enrolled in Course ARST1000

Enroll in the following Courses:

- ARST1000 - Introduction to Aerospace

ARST2510 - Welding Aero Manuf

Course Details

Subject Code
ARST

Course Number
2510

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Lecture Hours: 1; Lab Hours: 3
This course introduces students to welding processes for use in aerospace manufacturing including basic metallurgy and orbital tube welding.

Prerequisites/Corequisites

No Requirements

ARST2700 - Advanced Mechanical Assembly

Course Details

Subject Code
ARST

Course Number
2700

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Lecture Hours: 1; Lab Hours: 3This course develops skills in mechanical assembly needed for technicians in the aerospacemanufacturing industry emphasizing safety and professionalism.

Course Fees
LABF - 235

Prerequisites/Corequisites

No Requirements

ARST2760 - Adhesive Bonding

Course Details

Subject Code
ARST

Course Number
2760

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
4

Lab Hours

Min:
1

Course Description
This course provides instruction on the processes for adhesive bonding.1.00 Lecture Hours4.00 Lab Hours5.00 Credit HoursNot TransferableLevels: UndergraduateSchedule Types: Lecture, Independent Study, Hybrid

Prerequisites/Corequisites

No Requirements

ARST2770 - Surface Prep, Coatings & Adhes

Course Details

Subject Code
ARST

Course Number
2770

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Lecture Hours: 1; Lab Hours: 3
This course provides instruction on the processes and skills for surface preparation and coatings, and on the processes for adhesive bonding.

Course Fees
LABF - 55

Prerequisites/Corequisites

No Requirements

ARST2780 - Composite Materials

Course Details

Subject Code
ARST

Course Number
2780

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
0

Course Description
Lecture Hours: 1; Lab Hours: 0This course provides instruction on the processes and concepts for composite materials.

Prerequisites/Corequisites

No Requirements

ARST2790 - Fabrication Aero Manuf

Course Details

Subject Code
ARST

Course Number
2790

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
2

Course Description
Lecture Hours: 1; Lab Hours: 2
This course provides instruction on the processes and tools used in fabrication in the aerospace
industry including power saws, drills, milling equipment and precision measuring.

Course Fees
LABF - 75, CTEF - 50

Prerequisites/Corequisites
No Requirements

ARST2800 - Surface Prep and Coat

Course Details

Subject Code
ARST

Course Number
2800

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
1

Course Description
This course provides instruction on the processes and skills for surface preparation and coatings1.00 Lecture Hours1.00 Lab Hours2.00 Credit HoursNot TransferableLevels: UndergraduateSchedule Types: Lecture, Independent Study, Hybrid

Prerequisites/Corequisites
No Requirements

ASLS1001 - American Sign Language I

Course Details

Subject Code
ASLS

Course Number
1001

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This introductory course develops basic receptive and expressive skills. Development of appropriate handshapes and movements will be emphasized so that students can learn to produce accurate signs. The students will also learn appropriate non-manual behaviors in ASL.

Prerequisites/Corequisites

No Requirements

BIOL1010 - Intro Anatomy and Physiology

Course Details

Subject Code
BIOL

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0
This course covers the structure and function of the systems of the human body, diagnostic
procedures used to identify disorders and diseases of the body, and selected disorders and
diseases.

Course Fees
CTEF - 45

BIOL1020 - Intro Anatomy & Physiology Lab

Course Details

Subject Code
BIOL

Course Number
1020

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours:0; Lab Hours:1Topics in this accompanying lab course include microstructures, chemical and physical processes, and the systems of the body.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

BIOL1030 - Nutrition for Food Service Prs

Course Details

Subject Code
BIOL

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours: 0
This course covers nutrients, including functions, factors affecting their use, food sources, dietary allowances, food habits, special needs in the lifecycle, current issues in nutrition, and marketing nutrition in the food service industry. Industry Based Credential: NRA ManageFirst: Nutrition

Prerequisites/Corequisites

No Requirements

BIOL1040 - Animal Behavior

Course Details

Subject Code
BIOL

Course Number
1040

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course provides a detailed analysis of non-human animal behavior with emphasis on vertebrate behavior.

Prerequisites/Corequisites

No Requirements

BIOL1050 - Marine Biology

Course Details

Subject Code
BIOL

Course Number
1050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course surveys the biological, physical, and chemical components of the ocean ecosystem.

Prerequisites/Corequisites

No Requirements

BIOL1060 - Principles of Biology I

Course Details

Subject Code
BIOL

Course Number
1060

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course for non-science majors introduces general biological concepts including biochemistry, cell structure, cellular metabolism, photosynthesis, cellular respiration, the life cycle of the cell, genetics, evolution, and ecology.

Prerequisites/Corequisites

No Requirements

BIOL1070 - Principles of Biology I Lab

Course Details

Subject Code
BIOL

Course Number
1070

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours:0; Lab Hours:1Topics in this accompanying lab course include prokaryotic and eukaryotic cell structure, plant and animal cell structure, the properties of enzymes, respiration and photosynthesis, the cell cycle, genetics and inheritance.

Prerequisites/Corequisites

No Requirements

BIOL1080 - Principles of Biology II

Course Details

Subject Code
BIOL

Course Number
1080

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course for non-science majors introduces students to evolution, animal behavior, phylogeny, and biodiversity, including a survey of viruses and the five kingdoms.

Prerequisites/Corequisites

No Requirements

BIOL1090 - Principles of Biology II Lab

Course Details

Subject Code
BIOL

Course Number
1090

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours:0; Lab Hours:1Topics in this accompanying lab course include plant and animal tissues and organ systems, animal development, a field study of animal behavior, and a survey of specimen representing the five kingdoms.

Prerequisites/Corequisites

No Requirements

BIOL1100 - General Biology I

Course Details

Subject Code
BIOL

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours: 0
This course introduces students to animal and plant structure and function from the cellular level through organ systems. Topics include digestion, circulation, respiration, excretion, chemical and neural coordination, sensory systems and effectors, reproduction, and development.

Prerequisites/Corequisites

No Requirements

BIOL1110 - General Biology I Lab

Course Details

Subject Code
BIOL

Course Number
1110

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours:0; Lab Hours:1
This accompanying lab course demonstrates several of the principles discussed in BIOL 1100, including the structure of plants and animals at the cell, tissue, and organ levels. Lab experiments explore functions of plants and animals and collect and analyze quantitative data. Other topics include control of the internal environment, organismic integration, the cell cycle, and animal development.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

BIOL1200 - General Biology II

Course Details

Subject Code
BIOL

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0This course introduces the student to organismal biology. It considers the theory of evolution and its historical development and provides the framework for a survey of the diversity encountered in the five kingdoms. It also introduces basic principles of genetics and their relation to the process of evolution.

Prerequisites/Corequisites

No Requirements

BIOL1210 - General Biology II Lab

Course Details

Subject Code
BIOL

Course Number
1210

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours:0; Lab Hours:1This accompanying lab course studies representatives of the groups of organisms discussed in BIOL 1200 and includes taxonomy, genetics and evolution.

Prerequisites/Corequisites

No Requirements

BIOL1500 - Nutrition and Diet Therapy

Course Details

Subject Code
BIOL

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
lecture Hours:3; Lab Hours:0
This course involves the principles of nutrition and their application in maintaining health and providing diet therapy. It focuses on the basic concepts of nutrition and its application to a balanced diet and healthy weight. The class entails a detailed study of nutrition with emphasis on metabolic pathways and relationships between nutritional intake and normal and pathological changes in the human organism.

Course Fees
AGEF - 45

Prerequisites/Corequisites

No Requirements

BIOL2000 - Microbiology

Course Details

Subject Code
BIOL

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0This course addresses general concepts of microbiology including microbe structure andfunction, genetics, metabolism and diversity, host-microbe interactions, pathogens, andimmunology.

Prerequisites/Corequisites

No Requirements

BIOL2010 - Microbiology Laboratory

Course Details

Subject Code
BIOL

Course Number
2010

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 1This accompanying lab covers general concepts of microbiology including microbe structureand function, genetics, metabolism and diversity, host-microbe interactions, pathogens, andimmunology.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

BIOL2050 - Genetics

Course Details

Subject Code
BIOL

Course Number
2050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0This course covers cell division, Mendelian, molecular, and population genetics, and their applications in biotechnology.

Prerequisites/Corequisites

No Requirements

BIOL2200 - Louisiana Wetlands Ecology

Course Details

Subject Code
BIOL

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course examines the Louisiana wetlands, the delta formation, problems related to human activities, and the consequences of wetland loss.

Course Fees
CTEF - 85

Prerequisites/Corequisites

No Requirements

BIOL2210 - Environmental Science

Course Details

Subject Code
BIOL

Course Number
2210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. The course is cross-listed as ENVN2210. Credit will not be awarded for both courses.

Prerequisites/Corequisites

No Requirements

BIOL2220 - General Botany

Course Details

Subject Code
BIOL

Course Number
2220

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course explores the ecology and distribution of vascular plants and includes the basic principles and methods of plant taxonomy: identification, classification, morphology, and herbarium techniques. This course includes lab and field experiences.

Prerequisites/Corequisites
No Requirements

BIOL2230 - General Botany Lab

Course Details

Subject Code
BIOL

Course Number
2230

Credit Hours

Min:
1

Billing Hours

Min:
1

Lab Hours

Min:
1

Course Description
Lecture Hours: 0; Lab Hours: 3This laboratory will explore the ecology and distribution of vascular plants. It will include basic principles and methods of plant taxonomy and will include identification, classification, morphology, and herbarium techniques. This course will also include planting for and care of various plants. Students will also perform propagation techniques.

Course Fees
LABF - 35

Prerequisites/Corequisites
No Requirements

BIOL2300 - Human Anatomy & Physiology I

Course Details

Subject Code
BIOL

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours:3; Lab Hours:0
This course provides a detailed study of the structure and function of the cell and skeletal, muscular, nervous, and integumentary systems.

Course Fees
AGEF - 23

Prerequisites/Corequisites

No Requirements

BIOL2310 - Human Anatomy & Phys I Lab

Course Details

Subject Code
BIOL

Course Number
2310

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours:0; Lab Hours:1This accompanying lab course includes gross and microscopic study of the skeletal, muscular, nervous, and integumentary systems.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

BIOL2400 - Human Anatomy & Phys II

Course Details

Subject Code
BIOL

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0
This course covers the structure and function of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems.

Course Fees
AGEF - 23

Prerequisites/Corequisites
No Requirements

BIOL2410 - Human Anatomy & Phys II Lab

Course Details

Subject Code
BIOL

Course Number
2410

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours:1This accompanying lab course includes dissections and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory and reproductive systems.

Course Fees
LABF - 35

Prerequisites/Corequisites
No Requirements

BUSN1050 - Business Mathematics

Course Details

Subject Code
BUSN

Course Number
1050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course reviews the basic operations of mathematics, particularly fractions, decimals,and percents. It provides an intensive study of cash and trade discounts, commissions, retailselling, interest depreciation, payroll, taxes, purchasing, and inventory.Prerequisite: Eligibility for DEVM 0940

Prerequisites/Corequisites

No Requirements

BUSN1100 - Introduction to Business

Course Details

Subject Code
BUSN

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides a general survey of the functions and practices of a business. It introducesstudents to the functional activities of business organizations and to the external factors thataffect the operation of business units. It provides an overview of accounting, marketing, generalmanagement, human resource management, finance, purchasing, and production and operationsmanagement.

Prerequisites/Corequisites

No Requirements

BUSN1150 - Survey of Microcomputer App

Course Details

Subject Code
BUSN

Course Number
1150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course is a survey of computer applications for business and personal use. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management, web page authoring, internet, and email. Students work in a computer lab using PCs and a Popular integrated program such as Microsoft Office. This course will preparestudents for the Microsoft Office Specialist (MOS) exams.

Prerequisites/Corequisites

No Requirements

BUSN1175 - Customer Service,Sales,Skills

Course Details

Subject Code
BUSN

Course Number
1175

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to various topics such as customer and human relations management, leadership, and sales through a series of lectures, class participation, and possible simulations. Emphasis will focus on maintaining healthy, productive, and professional relationships with both internal and external customers, understanding gender and cultural influences, preventing and resolving conflicts, listening and feedback skills, increasing productivity through motivation, training, and evaluation, understanding the importance of both consumer behavior and product knowledge, and the methods for improving customer service systems.

Course Fees
AGEF - 55

BUSN1330 - Personal Finance

Course Details

Subject Code
BUSN

Course Number
1330

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course surveys family finances and personal money management, including budgeting,
housing, insurance, taxes, investments, and estate planning. It also examines the relationship
between consumer finance and the economy.

BUSN1380 - Intro Stock Market & Investing

Course Details

Subject Code
BUSN

Course Number
1380

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course offers a comprehensive overview of how to evaluate and manage investments, covering topics such as financial market structures, asset classes, portfolio theory, and risk management. These courses teach fundamental concepts and practical skills for making informed investment decisions, from valuing companies and constructing portfolios to understanding how derivatives work.

Prerequisites/Corequisites

No Requirements

BUSN1400 - Business Math with Excel

Course Details

Subject Code
BUSN

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course applies mathematics to solve common business problems using Microsoft Excel. Topics include basic mathematical concepts and applications, such as percentages, decimals, and basic arithmetic operations; markup, markdown, & discounts; financial computations, including simple and compound interest, depreciation methods, liquidity ratios, and present value; accounting computations, such as payroll and tax calculations, and the management of complex business problems. Emphasis is placed on the use of Microsoft Excel as a computational and problem-solving tool.

Prerequisites/Corequisites

No Requirements

BUSN1500 - Starting Your Own Business

Course Details

Subject Code
BUSN

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
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.

Course Fees
AGEF - 84

BUSN1510 - Small Business Management

Course Details

Subject Code
BUSN

Course Number
1510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course introduces students to the essentials of small business start-up Management. Studentswill learn the importance of developing a small business and the creation of a business plan.

Prerequisites/Corequisites

No Requirements

BUSN1520 - Marketing for Entrepreneurs

Course Details

Subject Code
BUSN

Course Number
1520

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to marketing for small and start-up businesses through a series of lectures, class participation, and computer simulations. Emphasis will focus on the principles of marketing, the marketing mix, demography, marketing strategies, Bootstrap and Guerilla marketing, social media marketing, e-marketing, SWOT analysis, niche marketing, and various pricing strategies. Additionally, students will develop and present a marketing plan.

Prerequisites/Corequisites

No Requirements

BUSN1530 - Retailing

Course Details

Subject Code
BUSN

Course Number
1530

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to current relevant topics within the area of Entrepreneurship. Topics will vary by semester but will help to build and reinforce skills within the field. With the approval of the Vice Chancellor for Academic and Student Affairs, this course may be repeated for credit and applied to the degree if the repeated course is on a different topic.

Prerequisites/Corequisites

No Requirements

BUSN1600 - Word Processing

Course Details

Subject Code
BUSN

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course focuses on creating and managing professional looking reports and documents, multi-column newsletters, resumes, and business correspondence using Microsoft Word. Topics include formatting text, paragraphs, and sections, creating tables and lists, applying references, and inserting and formatting various objects.

Prerequisites/Corequisites

No Requirements

BUSN1610 - Spreadsheets

Course Details

Subject Code
BUSN

Course Number
1610

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course focuses on creating and managing worksheets and workbooks, creating and managing cells and ranges, creating and managing tables, applying formulas and functions, and creating charts and objects using Microsoft Excel. Topics include formulas, functions, spreadsheet formatting, graphs, data projection, data analysis, creating Excel web pages, and file management.

Prerequisites/Corequisites

No Requirements

BUSN1620 - Presentations

Course Details

Subject Code
BUSN

Course Number
1620

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course focuses on creating and managing presentations, inserting and formatting shapes and slides, creating slide content, applying transitions and animations, and managing multiple presentations using Microsoft PowerPoint. Topics include planning, programming, and delivering a PowerPoint presentation.

Prerequisites/Corequisites

No Requirements

BUSN1630 - Databases

Course Details

Subject Code
BUSN

Course Number
1630

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on creating and managing a database, building tables, creating queries, forms, and reports using Microsoft Access. Topics include database terminology, database design and creation, forms, queries, reports, macros, switchboards, web databases, file management, and database management.

Prerequisites/Corequisites

No Requirements

BUSN1640 - DataTasking,Email,Collab

Course Details

Subject Code
BUSN

Course Number
1640

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This courses focuses on managing the OneNote environment, sharing and collaborating with other users, organizing and finding notes, and editing and linking content in OneNote using Microsoft OneNote. Continuing, the courses focuses on managing the Outlook environment, messages, schedules, and contacts and groups of people using Microsoft Outlook. Topics include email, scheduling, and listing contacts. Furthermore, this course focuses on creating and formatting content, managing SharePoint sites, participating in user communities, and configuring and consuming site search results using Microsoft SharePoint.

Prerequisites/Corequisites

No Requirements

BUSN1700 - Principles of Real Estate

Course Details

Subject Code
BUSN

Course Number
1700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Introduction to basic real estate concepts, terminology and operations in the real estate industry. Topics include the nature of real property, methods of transferring property, encumbrances and restrictions on land use, real estate contracts, real estate agency, real estate licensing, property management and federal laws affecting real estate transactions. Completion of this course satisfies 45 of the 90 hours of pre-licensing education requirement for Louisiana.

Combined Course Requirement: Completion of both BUSN 1700 and BUSN 1710 will fulfill the 90-hour salesperson pre-license education requirement for Louisiana.

Prerequisites/Corequisites

No Requirements

BUSN1710 - LA Real Estate Law

Course Details

Subject Code
BUSN

Course Number
1710

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Course Description: This course provides a comprehensive study of the laws governing the real estate field in Louisiana. Topics include the duties and powers of the Real Estate Commission; real estate licensing requirements; statutory requirements governing the activities of licensees; recovery fund; research and education fund; the Louisiana Law of Agency and the Louisiana Civil Law. Completion of this course satisfies 45 of the 90 hours of pre-licensing education requirement for Louisiana.

Combined Course Requirement: Completion of both BUSN 1700 and BUSN 1710 will fulfill the 90-hour salesperson pre-license education requirement for Louisiana.

Prerequisites/Corequisites

No Requirements

BUSN1800 - Introduction to Hospitality Management

Course Details

Subject Code
BUSN

Course Number
1800

Course Title
Introduction to Hospitality Management

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course provides an understanding of the scope and complexity of the hospitality industry, and introduces key hospitality definitions, the opportunities available, and the training necessary to achieve a successful hospitality management career. The class will follow the American Hotel and Lodging Association (AHLA) curriculum. At the completion of the class, students will test for the Certified Guest Service professional (CGSP) industry based certification.

Prerequisites/Corequisites

No Requirements

BUSN1900 - Supervision

Course Details

Subject Code
BUSN

Course Number
1900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Supervisors are the first line of leadership. This course provides an overview of supervision in the workplace. Students will explore concepts and skills on how supervisors can improve their skill set for their scope of responsibilities. Today's supervisors must be able to identify and manage the resources and the various inputs required to achieve positive results in quality, quantity, costs and budgeting, and the effective use of human resources.

Prerequisites/Corequisites

No Requirements

BUSN2000 - Principles of Marketing

Course Details

Subject Code
BUSN

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
The course exams the role of marketing in society and within a company. It provides an understanding of consumer and organizational markets, marketing strategy planning, the marketing mix, marketing institutions, and other selected topics, such as marketing, ethics, and marketing research. Course aligns with the competencies of College-Level Examination Program® (CLEP) Principles of Marketing exam.

Prerequisites/Corequisites

No Requirements

BUSN2100 - Management

Course Details

Subject Code
BUSN

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
BUSN 2100 – Management
Lecture Hours: 3; Lab Hours: 0
This course covers management processes such as planning, organizing, staffing, influencing, and controlling. It examines relationships between supervisors and employees, as well as among the members of groups in the business society. It establishes operating principles and policies through examining case material.

Prerequisites/Corequisites

No Requirements

BUSN2150 - Human Resource Management

Course Details

Subject Code
BUSN

Course Number
2150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is designed to provide the student with the concepts, theories, principles and techniques of personnel administration, including job analysis; employment law; recruitment; selection, training and development; employee motivation and performance appraisal; compensation and employee benefit programs; grievances; and labor relations. The course focuses on selecting employees; employee training, development and retention; compensation, performance appraisal, and promotion; employment law; and the modern-day importance of strategic human resource management.

Prerequisites/Corequisites

No Requirements

BUSN2190 - Legal Environment of Business

Course Details

Subject Code
BUSN

Course Number
2190

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is a study of the legal environment of business including elements of torts, contract law, product liability, employment law and discrimination and the basics of the legal system. The focus of this course is to introduce legal concepts and reasoning that the student can apply in a business context. Course aligns with the competencies of the College-Level Examination Program® (CLEP) Business Law exam.

Prerequisites/Corequisites

No Requirements

BUSN2200 - Business Law

Course Details

Subject Code
BUSN

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the legal concepts related to contracts, negotiable instruments and securedtransactions, and sales. Topics also include the forms of business organizations and agencylaw.

Prerequisites/Corequisites

No Requirements

BUSN2400 - Business Communication

Course Details

Subject Code
BUSN

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course addresses the theory and application of oral and written communication
in business. It includes various media used in business communication.

Course Fees
AGEF - 72

Prerequisites/Corequisites

Simple Requirements

Any of the following requirements

Type
Prerequisite

Fulfill ANY of the following requirements:

Earn a minimum grade (UG) of C in the following:
- ENGL1010 - English Composition I

OR

Earn a minimum grade (UG) of C in the following:
- ENGL1011 - English Composition I with Lab

OR

Earn a minimum grade (UG) of C in the following:
- ENGL1009 - Intensive English Comp I

BUSN2500 - Financing for Entrepreneurs

Course Details

Subject Code
BUSN

Course Number
2500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to the various financial options and strategies available for entrepreneurs through a series of lectures, class participation, and computer simulations. Emphasis will focus on principles of entrepreneurial finance, venture capital, angel and institutional investors, private equity, measuring and evaluating financial performance, and the importance of cash flow. Additionally, students will develop and present a funding proposal.

Prerequisites/Corequisites

No Requirements

BUSN2550 - Foundtn Strategic Mgmt Entrepr

Course Details

Subject Code
BUSN

Course Number
2550

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This capstone course in the Entrepreneurship Track will allow students to develop, implement, and manage a new venture via a simulation platform. Participants will be learning the strategic level decision-making elements of running a virtual startup business. Also, this course can be viewed as an opportunity to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, and practice at a higher level to provide "the culmination" of the student's studies.

Prerequisites/Corequisites

No Requirements

BUSN2600 - Advanced Word Processing

Course Details

Subject Code
BUSN

Course Number
2600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on managing and sharing documents, designing advanced documents, creating advanced references, and creating custom Word elements using Microsoft Word. Topics in this course include merging, advanced text editing and writing tools, online documents and forms, and Visual Basic applications.

Prerequisites/Corequisites

No Requirements

BUSN2610 - Advanced Spreadsheets

Course Details

Subject Code
BUSN

Course Number
2610

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on managing and sharing workbooks, applying custom formats and layouts, creating advanced formulas, creating advanced charts and tables using Microsoft Excel. Topics include spreadsheet databases, macros, Visual Basic applications, formulas, using multiple worksheets, pivot tables, pivot charts, and templates.

Prerequisites/Corequisites

No Requirements

BUSN2620 - Advanced Databases

Course Details

Subject Code
BUSN

Course Number
2620

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on understanding core database concepts, creating database objects, manipulating data, understanding data storage, and administering a database using Microsoft SQL Server. Topics include database applications and the use of Structured Query Language.

Prerequisites/Corequisites
No Requirements

BUSN2630 - MS Windows OS Fundamentals

Course Details

Subject Code
BUSN

Course Number
2630

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on understanding operating system configurations, installing and upgrading client systems, managing applications, managing files and folders and devices, understanding operating system maintenance, understanding server installations, server roles, active directory, storage, server performance management, and server maintenance using the Microsoft Operating System.

Prerequisites/Corequisites
No Requirements

BUSN2640 - Networking & Security Fund.

Course Details

Subject Code
BUSN

Course Number
2640

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course focuses on understanding network infrastructures, network hardware, protocols and services, security layers, operating system security, network security, security software using Microsoft Windows Server. Topics include general security concepts, it addresses communication security, infrastructure security, cryptography basics, and operational/organizational security.

Prerequisites/Corequisites

No Requirements

BUSN2650 - Web Development Fundamentals

Course Details

Subject Code
BUSN

Course Number
2650

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course focuses on programming web applications, working with data and services, troubleshooting and debugging web applications, working with client-side scripting, configuring and deploying web applications, understanding .NET Framework concepts, namespaces and classes in the .NET Framework, .NET code compilation, I/O classes in the .NET Framework, .NET security .NET languages, and memory management using Microsoft Visual Studio.

Prerequisites/Corequisites

No Requirements

BUSN2660 - Software Dev Fundamentals

Course Details

Subject Code
BUSN

Course Number
2660

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course focuses on understanding core programming, object-oriented programming, general software development, web applications, desktop applications, understanding databases, game design, hardware, graphics, and animation using Microsoft Visual Studio.

Prerequisites/Corequisites

No Requirements

BUSN2670 - Config. & Supporting Windows

Course Details

Subject Code
BUSN

Course Number
2670

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course focuses on installing and upgrading to the latest Microsoft Operating System software, configuring hardware, applications, network connectivity, accessibility to resources, remote access and mobility, system and data recovery options, monitoring and maintaining Windows client, and supporting the operating system and installations, resource access, and client and various devices using the Microsoft Windows platform.

Prerequisites/Corequisites

No Requirements

BUSN2700 - Foundations of Strategic Mgmt

Course Details

Subject Code
BUSN

Course Number
2700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This capstone course will allow students to develop, implement, and manage a full-scale business via a simulation platform. Participants will be learning the strategic-level decision-making elements of running a virtual business. This course is an opportunity for students to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, and practice at a higher level to provide the culmination of the student's studies.

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course BUSN1100

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BUSN1100 - Introduction to Business

A minimum grade of 'C' in Course BUSN1150

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BUSN1150 - Survey of Microcomputer App

A minimum grade of 'C' in Course BUSN2100

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BUSN2100 - Management

A minimum grade of 'C' in Course BUSN2400

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BUSN2400 - Business Communication

BUSN2750 - Business Internship

Course Details

Subject Code
BUSN

Course Number
2750

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Registration Requires Department Chair Approval.
This course allows students to apply skills and knowledge learned in their program in a real-world environment as their capstone course. Students can use a job they currently have, or we may be able to assist in limited placement. There are associated assignments and readings in professionalism to help hone their soft skills necessary for high-quality job performance. If students are unable to locate an internship, they should take BUSG 2700 as their capstone instead.

Prerequisites/Corequisites

No Requirements

BUSN2800 - Lodging Management

Course Details

Subject Code
BUSN

Course Number
2800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides a detailed presentation of lodging operations management in specific areas including front office operations; housekeeping and sanitation; food and beverage; and facility operations, including risk management/security, accounting/financial operations, and hospitality services. In addition to the hotel and motel industry, other topical areas also include vacation ownership (time-share) industry and the casino and resort industry.

Course Fees
AGEF - 50

Prerequisites/Corequisites

No Requirements

BUSN2820 - Marktng for Hospitality & Tourism

Course Details

Subject Code
BUSN

Course Number
2820

Course Title
Marktng for Hospitality & Tourism

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course examines the marketing of hospitality and tourism operations. Students explore destination-oriented marketing goals and strategies, trend issues, and challenges influencing hospitality and tourism destination organizations. Specific topics include fundamental marketing principles as they apply to hospitality and tourism services, customer behavior, advertising, publicity, and public relations.

Prerequisites/Corequisites

No Requirements

BUSN2890 - Found.of Strat. Mgmt for Hospi

Course Details

Subject Code
BUSN

Course Number
2890

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This capstone course in the Hotel, Restaurant, and Tourism Administration Track will allow students to develop, implement, and manage a new hospitality-based company via a simulation platform. Participants will be learning the strategic level decision-making elements of running a virtual hospitality business. Also, this course can be viewed as an opportunity to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, and practice at a higher level to provide the culmination of the student's studies.

Course Fees
LABF - 100

Prerequisites/Corequisites

No Requirements

BUSN2900 - Business Plan Basics

Course Details

Subject Code
BUSN

Course Number
2900

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
0

Course Description
Lecture Hours: 1; Lab Hours: 0
This course will discuss the necessary steps to create your business plan. Students will create a
functional business plan that includes an Executive Summary, Company Overview, a Business
Environment section, a Company Description section, a Company Strategy section, a Financial
section, an Action Plan section, and an Appendix.

Prerequisites/Corequisites

No Requirements

BUSN2999 - Business Capstone

Course Details

Subject Code
BUSN

Course Number
2999

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
The capstone course is a multidisciplinary course that is required of both Business Administration and Entrepreneurship candidates. The purpose of this course is to tailor a program of study designed specifically with their personal interests in mind. The capstone course assesses a candidates' fluency in topics covered throughout the Business Administration or Entrepreneurship concentration and covers aspects of marketing, management, accounting, business law, entrepreneurship, and economics. This course may include assignments, the creation of a business plan, quizzes, research papers, projects, or presentations, simulations, publications, and journals. This course is designed to be completed in the last term before graduation.

Prerequisites/Corequisites

No Requirements

CCOM1001 - Intro to Information Technolog

Course Details

Subject Code
CCOM

Course Number
1001

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
This course introduces students to the fundamentals of computer hardware and software, mobile devices, basic security and networking concepts. Various Computer Operating Systems will be introduced, such as Linux and Microsoft Desktop and Server Operating Systems. This will also include the concept of Virtual Machines.

Prerequisites/Corequisites

No Requirements

CCOM1002 - PC Hardware and Software Lab

Course Details

Subject Code
CCOM

Course Number
1002

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
CCOM 1002 is the lab portion of CCOM 1001. The focus of this course is to gain additional hands-on experience to the material that has been presented in CCOM 1001. That course introduced students to the fundamentals of computer hardware and software, mobile devices, basic security and networking concepts. CCOM 1001 covered various Computer Operating Systems, including Linux, as well as Microsoft Desktop and Server Operating Systems. This included the concepts of virtualization and Virtual Machines.

Prerequisites/Corequisites

No Requirements

CCOM1004 - Intro to Programming&Scripting

Course Details

Subject Code
CCOM

Course Number
1004

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
This course introduces students to basic programming languages and their inherent logic structures (variable types, variable declaration and assignment, looping and branching structures). The students will develop an understanding for local and global variables and will select the correct looping and branching structures and apply them as needed. Programming languages such as Visual Basic and Python may be used for this purpose. This will allow for the introduction of Structured Programming with Pseudo Code as well as Object Driven Programming (On Click). The students will also learn how to automate repetitive tasks within Computer Operating Systems through the use of Shell Scripts in Linux and the Power Shell in Microsoft Windows Operating Systems

Prerequisites/Corequisites

No Requirements

CCOM1021 - Fund of AWS Cloud Services

Course Details

Subject Code
CCOM

Course Number
1021

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
This course will introduce the students to the resources and services that constitute the AWS Cloud. Beginning with the building block of Elastic Cloud Compute (EC2) which is the configuration and provisioning of virtual servers in the Amazon Cloud. Next the concept of Elastic Block Storage (EBS) volumes will be shown to the students. The students will then be introduced to the Simple Storage Service (S3) and the Amazon Global Infrastructure, consisting of AWS Regions, AWS Availability Zones, and AWS Edge Locations and their functions. The students will be shown the configuration of the Amazon Virtual Private Cloud (VPS) which allows for total customization of the network configuration within the AWS Cloud. This will be followed by AWS Security Groups, which are essentially firewalls within the AWS Cloud. Other concepts that will be introduced to the students are AWS Application Load Balancer, which creates advanced routing rules to EC2 services. The course will continue with an introduction to AWS Route 53, an advanced DNS service for applications within the AWS Cloud, AWS Lambda, which allows the execution of code in a serverless environment, Amazon Relational Database Service (RDS), which greatly simplifies the administration of Relational Database Management Systems. Other topics that will be part of this course are AWS Auto Scaling, AWS Elastic Beanstalk, Amazon Simple Notification Service (SNS), Amazon Cloud Watch, an advanced monitoring service for resource usage, Amazon Cloud Front, which is used at Amazon Edge Locations, and AWS Cloud Formation which automates Resource Provisioning. Students will be introduced to the three ways to access AWS services (AWS Console, CLI, and APIs).

Prerequisites/Corequisites

No Requirements

CCOM1023 - Intro to Networking

Course Details

Subject Code
CCOM

Course Number
1023

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
The course will introduce the students to LAN and WAN networking concepts for a small to medium sized network. The course will cover the OSI Layer model in great detail and describe the function of each layer. It will also introduce the concepts of Encapsulation (when sending data) and De-Encapsulation (when receiving data). The course will cover the networking processes on OSI Layers 2, 3, and 4. The functions of MAC addresses on Layer 2, and IPv4, IPv6, ARP, RARP, and NDP on Layer 3 will be discussed to a great depth. The Layer 4 protocols of TCP and UDP will be introduced. The students will be introduced to Wired Network Topologies (Bus, ring, Star, Mesh). The function and basic configuration of Layer 2 Switches and Routers will be covered, to include VLANs, Port Security, Static Routing and Dynamic Routing with RIP version 2 and RIP NG. The course will also introduce cabling media with a focus on UTP Straight Through and UTP Crossover cables. Students should have completed CCOM1001 and CCOM 1002 successfully. The students will also be introduced to Wireless Network Topologies. Basic network security will also be included in this course.

Prerequisites/Corequisites

No Requirements

CCOM1027 - Windows Client Server 1

Course Details

Subject Code
CCOM

Course Number
1027

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
This course will introduce the student to the installation and configuration of Windows 10 Operating System (the client) and Windows Server 2016 R2 Operating System (the server). The students will be introduced to the different editions of Windows 10 and Windows Server 2016 R2 and the hardware required to complete a successful installation of the different editions. Network Configuration of Windows 10 to a Workgroup Network and a Domain Network will be covered, including the configuration of the IPv4 address, IPv4 Subnet Mask, IPv4 Gateway and IPv4 DNS Server. Students will be introduced to Built-In User Accounts and Groups, Local User Accounts and Groups, and Domain User Account, Domain Local Groups, Domain Global Groups and how to administer their Access Privileges, Passwords, and Security. Windows File Systems (FAT32 and NTFS) will be introduced and the advantages and disadvantages of Basic Disks and Dynamic Disks will be shown. The students will configure Partitions for Basic Disks and Volumes for Dynamic Disks. The students will be introduced to Fault Tolerance configuration with RAID 0, RAID 1, and RAID 5 on Dynamic Disks. The students will be introduced to Remote Access to Windows 10 and Windows Server 2016 R2 with Remote Desktop. Backup and Restore Functions will be demonstrated as well as the configuration of Restore Points in Windows 10. The administration of Windows 10 and Windows Server 2016 R2 with MMC Snap-Ins will be demonstrated. The students will be introduced to the configuration of Windows Server 2016 R2 Infrastructure Server roles (File and Print Sharing, DHCP Server, DNS Server). Security and Firewall configuration for Windows 10 and Windows Server 2016 R2 will be demonstrated. The students will then be introduced to the concept of Active Directory and the Domain Controller Server role.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

CCOM1030 - Linux Desktop & Server OS

Course Details

Subject Code
CCOM

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
The course will introduce the Linux Operating System as a Client Operating System with GUI as well as a Server Operating System with or without GUI. The students will be introduced to the CentOS Linux flavor, as it closely resembles the Red Hat Linux distribution, which is the most popular Linux distribution in North American production environments. Alternatively, the instructor may elect to use Novell's SUSE Linux distribution which is also popular in North America. The students will be introduced to the installation of Linux as a Client Operating System and the installation of Linux as a Server Operating System. Both installation options will have a greatly different selection of Operating System elements - i.e. Packages to be installed. The students will then be introduced to the Linux Boot Process and the function of the Bootloader (GRUB). The different Linux Run levels will be discussed and how to configure or change the Default Run level in the /etc/inittab file. The function of the K and S pointers for the start or non-start of different background services will be discussed. The students will then be shown how to manipulate the /etc/fstab file to account for the mounting of different file system. The students will be shown that Linux Operating Systems have a separate partition for Virtual Memory. The students will then be introduced to the Command Line Interface and the most common Linux commands. The vi text editor will be covered in great detail, as it is included on all distributions of Linux and it will be used throughout the course to edit Linux Configuration files. The students will be shown how to set file and folder permissions with the chmod command using Absolute (Numbers) and Symbolic Notations (RWX). The students will configure the Linux Server to share folders via NFS and to create a centralized user and group database with NIS. The Linux Client will mount the shared home directories of the Linux Server via NFS. The Linux Server machine will be configured to host DNS (named) and E-mail (sendmail) services. The students will be shown the sharing of folders and printers of the Linux Server with Microsoft Windows machines through the SAMBA service. Remote Access to the Linux Server and the Linux Client via SSH will be demonstrated. The students will be shown how to host multiple web sites on the Linux Server through the Apache Web Server.

Prerequisites/Corequisites

No Requirements

CCOM1033 - Intermediate Networking

Course Details

Subject Code
CCOM

Course Number
1033

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description

Whereas CCOM 1023 Introduction to Networking placed its focus on Local Area Networks, this course, CCOM 1033 will predominantly address Wide Area Network concepts. The students will perform IPv4 CIDR subnetting tasks, implement them on Cisco routers and switches, and test their connectivity. The students will do the same for IPv6 design objectives. The students will be introduced to Remote Access to Cisco routers and switches via SSH/Telnet. The students will be shown how to configure Static Routes for IPv4 and IPv6 on Cisco routers. They will learn how to configure RIP version 2, OSPF, and EIGRP routing for IPv4 on Cisco routers. The students will then learn how to configure RIP NG and OSPF v.3 routing for IPv6. The students will be introduced to Standard, Extended, and Named IPv4 Access Control Lists. They will also be shown how to implement Access Control Lists for IPv6 on Cisco routers. The students will be shown hot create IPv4 tunnels for IPv6 and IPv6 tunnels for IPv4 on Cisco routers. The students will be introduced to the configuration of different WAN protocols on Cisco routers. The configuration of Port Security, VLAN's, and Ether Channel on Cisco switches will be demonstrated.

Prerequisites/Corequisites

No Requirements

CCOM1037 - Windows Client Server 2

Course Details

Subject Code
CCOM

Course Number
1037

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description

This course will use the foundation of CCOM 1027 and focus exclusively on the Windows Server 2016 R2 Domain Controller server role. The course will deepen the student's understanding of classful and classless IPv4 configuration as well as IPv6, and how to apply this to a Windows Server 2016 R2 domain. The function of DNS will be discussed as a pre-requisite for the Domain Controller server role and the importance of a correct DNS Naming Convention for User Principal Names and other objects in a Windows Server 2016 R2 domain. The importance of correct DNS Forward and Reverse Lookup Zones will be covered. The students will then be shown how to implement the DNS role on a Windows Server 2016 R2 Operating System. Next, the students will be introduced to the process of implementing the Domain Controller server role and how to integrate a second Windows Server 2016 R2 domain controller into an existing Windows domain. The students will configure the DHCP server role and authorize it in Active Directory. The students will be introduced to the structure of Active Directory consisting of Container and Leaf objects, and their properties as defined by the Active Directory Schema. The function of Domain Container Objects and Organizational Unit Container Objects in building a logical structure in which the Active Directory database should be organized. The students will be shown how this structure is used for the configuration of User Rights and Access Privileges to Domain resources. The students will be shown how Domain Controllers share the Active Directory database and replicate any changes among them. The students will be introduced how the Active Directory database is replicated between Active Directory Sites. The students will be shown the function of the Global Catalogue and the Flexible Single Master Operation Roles within Active Directory.. The students will be introduced to the concept of delegation of Administrative Privileges for specific Organizational Unit Container objects. The students will then learn how to use Group Policies for the administration of User and Group Rights and Access to Domain resources. Finally, the students will be introduced to Active Directory Maintenance tasks, how to Troubleshoot errors, and how to perform Disaster Recovery in case of failure.

Prerequisites/Corequisites

No Requirements

CCOM1045 - Introduction to Security

Course Details

Subject Code
CCOM

Course Number
1045

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
This course will introduce the students with the concepts of IT Security. As such it will survey the most common security practices with regard to Linux and Windows Operating System security. The students will be shown how to perform Vulnerability Scans of both Operating System platforms and the generally accepted configuration options to harden these Operating System. The security configuration of Database servers and Web Servers will be part of this introduction. The students will be introduced to LAN and WAN security including the configuration of Firewall Appliances, Intrusion Detection System, Intrusion Prevention Systems, and Router Security. The course will also introduce some common Hacking Techniques to familiarize the students will the tools of the trade. The students will be introduced to Forensic Analysis and what to do and what not to do in case a system or network has been penetrated so as not to contaminate any evidence. The students will also be made to understand that IT Security is a process that demands constant attention. the students will also learn that proper documentation of all Security Techniques applied is of utmost importance.

Prerequisites/Corequisites

No Requirements

CDYC1015 - Strengthening the CDYC I

Course Details

Subject Code
CDYC

Course Number
1015

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
CDYC 1015- Strengthening the Care and Development of Young Children ILecture Hours: 3; Lab Hours: 0This course addresses the requirements for a CDA credential for Infant-Toddler and Preschool. Students will identify typical and atypical intellectual, physical, emotional, and social development for children from birth to age five. Candidates will apply an understanding of the principles of child development and learning to identify, explain, and practice appropriate teaching strategies and resources that support typical and atypical development for children ages birth to age five.

Prerequisites/Corequisites

No Requirements

CDYC1025 - Strengthening the CDYC II

Course Details

Subject Code
CDYC

Course Number
1025

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
CDYC 1025- Strengthening the Care and Development of Young Children IILecture Hours: 3; Lab Hours: 0Students will develop and implement lesson plans that demonstrate an understanding of strategies that will advance children's learning and development in a holistic manner (physical, intellectual, social and emotional) and are aligned with the Louisiana Birth to Five Early Learning and Development Standards. Students will observe, record, and assess children's behavior and development, and when necessary use child observation to monitor and address atypical child development and practice the recommended intervention strategies.

Prerequisites/Corequisites

No Requirements

CDYC1035 - Strengthening the CDYC III

Course Details

Subject Code
CDYC

Course Number
1035

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
CDYC 1035- Strengthening the Care and Development of Young Children IIILecture Hours: 3; Lab Hours: 0Students will study the design and implementation of safe and healthy learning environments that meet the needs of all children in the early learning setting. Students will identify and practice strategies for managing an effective program operation that supports children's development as guided by the Louisiana Birth to Five Standards. Students will synthesize and apply key concepts from all three Strengthening the Care and Development of Young Children courses in practice, including participation in a formal observation and feedback process.

Prerequisites/Corequisites

No Requirements

CDYC1050 - Intro to Care&Dev of Yng Child

Course Details

Subject Code
CDYC

Course Number
1050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0This course provides an overview of early childhood education, from birth to age eight. Studentsexplore philosophies, methods, materials, and activities appropriate to support the developmentof children in child-care centers and preschools.

Prerequisites/Corequisites

No Requirements

CDYC1110 - Observation & Participation

Course Details

Subject Code
CDYC

Course Number
1110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours:3; Lab Hours:0
This course provides laboratory experiences for systematic, objective observation and
assessment of children’s development in a school or childcare setting and use of assessment
information in planning appropriate learning activities.

Prerequisites/Corequisites

No Requirements

CDYC1120 - Health,Safety&Nutr for Yng Chl

Course Details

Subject Code
CDYC

Course Number
1120

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0
This course focuses on issues of health, safety, and nutrition facing children ages 0-8, especially
in a group care setting. It emphasizes practical information and techniques. It also reviews
current child-care licensing regulations and school health and safety standards.

CDYC1300 - Intro to Children w/Exception

Course Details

Subject Code
CDYC

Course Number
1300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours:3; Lab Hours:0This course provides students with a thorough introduction to the field of specialeducation and focuses on infants, toddlers, and preschoolers with known and suspecteddevelopmental disabilities.

Prerequisites/Corequisites

No Requirements

CDYC1350 - Including Children with Autism

Course Details

Subject Code
CDYC

Course Number
1350

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Including Children with Autism is a course for educators and parents of today to discuss and learn about children on the Autism Spectrum who are now included in most classrooms. In this course, students synthesize knowledge of characteristics and causes of Autism, learning strategies and behavior management. Students create materials for children's hands -on learning.

Prerequisites/Corequisites

No Requirements

CDYC1410 - Creative Experienc in EarlyChl

Course Details

Subject Code
CDYC

Course Number
1410

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0This course explores the creative development of young children, focusing on general principles,teaching materials, and experiences for supporting children’s creative development through thearts. It includes discussion of visual arts, music, dance, and dramatic expression.

Prerequisites/Corequisites

No Requirements

CDYC1810 - Math & Science in Early Child

Course Details

Subject Code
CDYC

Course Number
1810

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0This course explores the stages of children's math and science concept development.Students explore developmentally appropriate methods and materials for mathand science teaching.

Prerequisites/Corequisites

No Requirements

CDYC2130 - Infant & Toddler Curr Developm

Course Details

Subject Code
CDYC

Course Number
2130

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0This course focuses on planning appropriate environments, activities, materials, and interactionsfor children from birth to three years.

Prerequisites/Corequisites

No Requirements

CDYC2300 - Lit & Lang Dev in Early Child

Course Details

Subject Code
CDYC

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours:0This course explores the stages of children's language and cognitive development anddiscusses the selection, evaluation, and use of books and materials to support thisdevelopment.

Prerequisites/Corequisites

No Requirements

CDYC2610 - Families in the Educ Process

Course Details

Subject Code
CDYC

Course Number
2610

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours:3; Lab Hours0This course explores how involving families in children's learning can support positiveoutcomes. It employs case studies and field experiences. It addresses methods offamily/teacher communication and school/family partnerships. Students research andcompile community referrals and resources.

Prerequisites/Corequisites

No Requirements

CDYC2730 - Curr & Teach Mat in Early Chld

Course Details

Subject Code
CDYC

Course Number
2730

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0In this course, students synthesize knowledge of how young children learn and grow into anunderstanding of age-appropriate curricula covering all areas of development. Students creatematerials and units for children's hands-on learning.

Prerequisites/Corequisites

No Requirements

CDYC2800 - Adm Early Childhood Programs

Course Details

Subject Code
CDYC

Course Number
2800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture hours:3; Lab Hours:0This course provides an overview of the responsibilities of administration in an early childhoodprogram. It examines professionalism, budget, personnel decisions, development of staff andparent handbooks, and state and local regulations.

Prerequisites/Corequisites

No Requirements

CDYC2850 - Guiding & Managing Child Behav

Course Details

Subject Code
CDYC

Course Number
2850

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0This course introduces students to typical age-related behavior patterns, child guidancepractices and their consequences, and techniques and procedures forsuccessful classroom management.

Prerequisites/Corequisites

No Requirements

CDYC2980 - Practicum

Course Details

Subject Code
CDYC

Course Number
2980

Credit Hours

Min:
6

Billing Hours

Min:
6

Lecture Hours

Min:
6

Lab Hours

Min:
0

Course Description
Lecture Hours:0; Lab Hours:6This course provides students with supervised work experience.

Prerequisites/Corequisites

No Requirements

CHEM1003 - Gen, Organic & Biochemistry

Course Details

Subject Code
CHEM

Course Number
1003

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
A survey of general, organic, and biochemistry, primarily for nursing and allied health.

Prerequisites/Corequisites

No Requirements

CHEM1100 - General Chemistry I

Course Details

Subject Code
CHEM

Course Number
1100

Course Title
General Chemistry I

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces the fundamentals of chemistry including properties of matter, nomenclature, structure of elements and compounds, laws, theories, general principles, and problem-solving techniques.

Course Fees
AGEF - 78

Prerequisites/Corequisites

No Requirements

CHEM1110 - General Chemistry I Lab

Course Details

Subject Code
CHEM

Course Number
1110

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This accompanying laboratory emphasizes basic calculations and equations, laboratory
safety, and fundamental chemical operations.

Course Fees
LABF - 23, AGEF - 12

Prerequisites/Corequisites

No Requirements

CHEM1200 - General Chemistry II

Course Details

Subject Code
CHEM

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course addresses topics in organic and inorganic chemistry, including oxidation reduction, acid-base chemistry, electrochemistry, ionic equilibrium, and properties of the groups of elements.

Course Fees
AGEF - 78

Prerequisites/Corequisites

No Requirements

CHEM1210 - General Chemistry II Lab

Course Details

Subject Code
CHEM

Course Number
1210

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This accompanying laboratory uses experiments that include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds.

Course Fees
LABF - 23, AGEF - 12

Prerequisites/Corequisites

No Requirements

CHEM2070 - Chemistry of Water, Air & Soil

Course Details

Subject Code
CHEM

Course Number
2070

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course addresses basic concepts of the chemistry of air, soil, and water as applied to theenvironment. This course is cross-listed as ENVN 2070. Credit will not be awarded for both courses.Prerequisites: CHEM 1100 and CHEM 1110

Prerequisites/Corequisites

No Requirements

CHEM2200 - Organic Chemistry I

Course Details

Subject Code
CHEM

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Organic Chemistry I
Lecture Hours: 3; Lab Hours: 0
This course introduces the concept of carbon compounds and their differences from inorganic compounds. The structure, stereochemistry, reactivity, and synthesis of aliphatic compounds will be discussed. The concept of functional groups and their reactivity will be examined. An
introduction to structure elucidation through spectroscopy will be included.

Prerequisites/Corequisites

No Requirements

CHEM2210 - Organic Chemistry Laboratory

Course Details

Subject Code
CHEM

Course Number
2210

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description

Organic Chemistry Laboratory
Lecture Hours: 0; Lab Hours: 3
This accompanying lab course involves the preparation of compounds and reactions basic to
organic chemistry. Emphasis on preparation, isolation, and purification of compounds will be
examined.

Course Fees

LABF - 35

Prerequisites/Corequisites

No Requirements

CNST1000 - Introduction to Construction

Course Details

Subject Code
CNST

Course Number
1000

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
4

Lab Hours

Min:
2

Course Description
This course introduces industry trends, career levels, and future trends in construction.

Course Fees
LABF - 30, CTEF - 85

CNST1010 - Basic Tools

Course Details

Subject Code
CNST

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course covers basic skills in math, print reading and sketching, general safety, materials,and project construction using power tools and hand tools.

Prerequisites/Corequisites

No Requirements

CNST1020 - Blue Print Reading

Course Details

Subject Code
CNST

Course Number
1020

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description
Students who complete this course are able to read and sketch simple plans.

CNST1030 - Carpentry 1

Course Details

Subject Code
CNST

Course Number
1030

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
2.5

Lab Hours

Min:
2.5

Course Description
This course serves as the introductory course in Carpentry and leads an NCCER Carpentry 1 certification when taken alongside NCCER Core. In this course, students will learn about carpentry tools and materials, residential framing, and construction drawings. Students will take nine module exams and build a mini house.

Course Fees
CTEF - 20, LABF - 200

CNST1040 - Intro to Construction Mgmt

Course Details

Subject Code
CNST

Course Number
1040

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This is the first construction management course and introduces students to management careers in the construction field. This course will utilize the NCCER Project Management curriculum and will award a credential upon completion. Topics covered include: introduction to the field, safety, interpersonal skills, issues and resolutions, construction documents, construction planning, estimating and cost control, scheduling, resource control, quality control, and continuous improvement.

Course Fees
CTEF - 20

CNST1050 - Carpentry 2

Course Details

Subject Code
CNST

Course Number
1050

Credit Hours

Min:
6

Billing Hours

Min:
6

Lecture Hours

Min:
3

Lab Hours

Min:
3

Course Description
This course serves as the second course in the Carpentry certificate program and leads to an NCCER Carpentry 2 certification. In this course, students will learn commercial and advanced residential carpentry. Students will take 11 module exams and complete a series of hands-on projects.

Course Fees
CTEF - 36, LABF - 24

Prerequisites/Corequisites

No Requirements

CNST1060 - Construct. Materials & Methods

Course Details

Subject Code
CNST

Course Number
1060

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to the basic building materials and systems used in constructing buildings. It offers the basic understanding of the use of common systems such as foundations, structural framing/skeleton, building envelops, and finishes. Namely, it introduces students to proper terminology and usage of wood, steel, and concrete materials and selected manufactured components.

Prerequisites/Corequisites

No Requirements

CNST1070 - Construction Safety

Course Details

Subject Code
CNST

Course Number
1070

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to OSHA regulations and industry practices related to creating and maintaining safe construction sites. At the completion of the course, students who attend classes will be eligible to receive an OSHA 30 Hour Course Completion Card.

Course Fees
CTEF - 160

Prerequisites/Corequisites

No Requirements

CNST2000 - Construction Documents

Course Details

Subject Code
CNST

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
3 credit hours Lecture Hours: 3 Lab hours: 0
This course covers construction documents that include contracts, construction drawings, and construction code. The contracts portion will cover the bidding and awarding of contracts, insurance requirements, and change orders. Construction drawings will cover blueprints, specifications, and how to read and interpret those documents. Construction code will cover national and local code and range across all primary trades.

Prerequisites/Corequisites

No Requirements

CNST2010 - Construction Estimating

Course Details

Subject Code
CNST

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

3 credit hours Lecture: 3 hours; Lab: 0 hours
This course introduces students to the skills and tools necessary to prepare cost estimates for construction projects. The course focuses on the blueprint reading and determination of quantities (materials takeoff) as derived from the plans and documents, and the use of takeoff software.

Prerequisites/Corequisites

No Requirements

CNST2020 - Construction Scheduling

Course Details

Subject Code
CNST

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

3 credit hours Lecture Hours: 3; Lab Hours: 0
In this course, students will be provided an understanding of planning, scheduling and monitoring of construction projects including development of critical path networks (CPM & PERT), Gantt bar charts and construction cost control and reporting practices. The Students will also learn how to use the software tools to accurately prepare and analyze the project schedule and to effectively communicate the schedule to the management team.

Prerequisites/Corequisites

No Requirements

CRSS1000 - Cross Enrollment TO UNO

Course Details

Subject Code
CRSS

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Cross enrollment course with the University of New Orleans for 3 credit hours.

Prerequisites/Corequisites

No Requirements

CRSS1003 - Crss Enrl DCC-PHIL 112

Course Details

Subject Code
CRSS

Course Number
1003

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Prerequisites/Corequisites

No Requirements

CRSS1010 - Cross Enrollment to SUNO

Course Details

Subject Code
CRSS

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Prerequisites/Corequisites

No Requirements

CRSS1011 - Cross Enrollment to SUNO Lab

Course Details

Subject Code
CRSS

Course Number
1011

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
1

Prerequisites/Corequisites

No Requirements

CRSS1015 - Crss Enrol DCC-MATH 221

Course Details

Subject Code
CRSS

Course Number
1015

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
5

Lab Hours

Min:
0

Prerequisites/Corequisites

No Requirements

CSCI1000 - Info. Technology Principles

Course Details

Subject Code
CSCI

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Overview of Information Technology concepts including hardware components, operating system and application software, network connectivity, and security principles. Includes preparation for CompTIA's ITF+ Certification.

Course Fees
CTEF - 144

CSCI1010 - Ethics in Info. Technology

Course Details

Subject Code
CSCI

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Ethics in Information Technology is designed to educate existing and future IT professionals on the impact ethical issues play in the use of information technology in the modern world. The course discusses the ethical responsibilities of IT professionals. Students will gain a foundation in ethical decision making.

Prerequisites/Corequisites

No Requirements

CSCI1050 - Intro AI & Prompt Engineering

Course Details

Subject Code
CSCI

Course Number
1050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course provides an introduction to the fundamental concepts, tools, and applications of Artificial Intelligence (AI) from a practical and business perspective. Students will explore the evolution of AI technologies—including machine learning, natural language processing, computer vision, and robotics—and examine how these innovations are transforming industries and reshaping the modern workforce. Through hands-on exercises using tools such as ChatGPT and Microsoft Copilot, students will learn how to apply AI to real-world scenarios in business, education, and cybersecurity. The course emphasizes critical thinking, ethical use of AI, and the development of prompt engineering skills for effective human–AI collaboration.

Course Fees
CTEF - 120

CSCI1100 - Problem Solv. & Prog Technique

Course Details

Subject Code
CSCI

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Ethics in Information Technology is designed to educate existing and future IT professionals on the impact ethical issues play in the use of information technology in the modern world. The course discusses the ethical responsibilities of IT professionals. Students will gain a foundation in ethical decision making.

Prerequisites/Corequisites

No Requirements

CSCI1150 - Business Computer Applications

Course Details

Subject Code
CSCI

Course Number
1150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course focuses on business applications most used for data driven decision making and presentations, particularly spreadsheets and databases.

Prerequisites/Corequisites

No Requirements

CSCI1200 - Skills for Info Tech. Success

Course Details

Subject Code
CSCI

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is designed to help students examine and develop employability soft skills that are essential for success in the Information Technology (IT) field. Students will explore topics such as communication, listening, teamwork, professional presence, personal responsibility, problem-solving, decision-making, and career planning.

Prerequisites/Corequisites

No Requirements

CSCI1300 - Introduction to Scripting

Course Details

Subject Code
CSCI

Course Number
1300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to scripting using PowerShell. Students will learn about concepts including execution permissions, commands, pipelining, variables, arrays, split and join operators, program control blocks, scripts, functions, debugging, and breakpoints. On a basic level, students will also become familiar with Visual Basic script, BASH, Korn Shell, C shell, PERL, and PHP. This course is a required course for the NSA/DHS KU alignment for the CAE-CDE designation.

Prerequisites/Corequisites

No Requirements

CSCI1400 - IT Hardware Support

Course Details

Subject Code
CSCI

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers fundamentals of Computer Technology, installation and configuration of PCs, laptops and related hardware and networking basics. Skills will be covered in installation, configuration, and troubleshooting of computer hardware, printers, and mobile devices. This class, along with CSCI 1500 – IT Software Support, will help students gain the skills required for the nationally recognized CompTIA A+ certification exam.

Course Fees
CTEF - 207

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CSCI1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1000 - Info. Technology Principles

CSCI1500 - IT Software Support

Course Details

Subject Code
CSCI

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the fundamentals of supporting Information Technology software. Skills will be covered in the installation and configuration of PC operating systems as well as configuring common features for mobile OS Android, Apple OS, and Windows mobile. The class is conducted in a laboratory setting where hands-on learning is emphasized. This course, along with CSCI 1400 - IT Hardware Support, will help students gain the skills required for the nationally recognized CompTIA A+ certification exam.

Course Fees
CTEF - 207

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CSCI1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1000 - Info. Technology Principles

CSCI1510 - Help Desk Operations

Course Details

Subject Code
CSCI

Course Number
1510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on key information and skills to prepare the student to assist non-technical people with computer-related problems in the workplace. Topics include troubleshooting and problem solving, determining a client's specific needs, and successful communication with clients.

Prerequisites/Corequisites

No Requirements

CSCI1600 - Linux Server

Course Details

Subject Code
CSCI

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is mapped to the Red Hat System Administration I (RH124) course and equips you with Linux® administration "survival skills" by focusing on foundational Linux concepts and core tasks. You will learn how to apply command-line concepts and enterprise-level tools, starting you on your journey toward becoming a full-time Linux system administrator.

Prerequisites/Corequisites

No Requirements

CSCI1700 - Network Essentials

Course Details

Subject Code
CSCI

Course Number
1700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Develop fundamental networking skills including an understanding of network hardware, installation, security, and troubleshooting in a corporate environment. Through classroom and hands-on activities, learn how computers exchange information and how the Internet functions. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ certification. This course is a required course for the NSA/DHS KU alignment for the CAE-CDE designation.

Course Fees
CTEF - 294

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CSCI1400

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1400 - IT Hardware Support

A minimum grade of 'C' in Course CSCI1500

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1500 - IT Software Support

A minimum grade of 'C' in Course CSCI1900

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1900 - CCNA I

CSCI1800 - Microsoft Windows Server

Course Details

Subject Code
CSCI

Course Number
1800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
An introduction to the fundamentals of Windows Server. Students will work on multiple topics to include, but not limited to: Implementing, Managing and Monitoring DHCP, Implementing Name Resolution, Managing and Monitoring DNS, Network Security, Securing Network traffic with IPSec, Implementing and Managing updates, Configuring Routing and Remote Access, and Maintaining Network Infrastructure. This course is a required course for the NSA/DHS KU alignment for the CAE-CDE designation. This course prepares students for the Microsoft's 70-740 certification exam. The Microsoft 70-740 certification exam is optional. If a student chooses to take the exam, the exam must be taken on campus or at an approved proctored environment/facility.

Prerequisites/Corequisites

No Requirements

CSCI1900 - CCNA I

Course Details

Subject Code
CSCI

Course Number
1900

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, you will be able to build simple LANS, perform basic configurations for routers and switches, and implement IP addressing schemes. This class will help prepare students for the CCNA exam, it is the first of a three part series.

Prerequisites/Corequisites

No Requirements

CSCI1910 - CCNA II

Course Details

Subject Code
CSCI

Course Number
1910

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course is the second in the CCNA series. In this course, Switching, Routing, and Wireless Essentials (SRWE), we will cover the architecture, components, and operations of routers and switches in small-to-medium networks and introduce wireless local area networks (WLAN) and security concepts. In addition to learning, key switching and routing concepts, learners will be able to perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN along with security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks.

Prerequisites/Corequisites

No Requirements

CSCI1920 - CCNA III

Course Details

Subject Code
CSCI

Course Number
1920

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Enterprise Networking, Security, and Automation (ENSA) is the third courses in the CCNA series. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks, and learn to identify and protect against cyber security threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation. This course works to prep you for the CCNA certification.

Prerequisites/Corequisites

No Requirements

CSCI2000 - Advanced Network Topics

Course Details

Subject Code
CSCI

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course will provide the student with an overview of advanced networking and current networking technologies. This overview includes, but not limited to, the design, implementation, and administration of small to medium size networks. It also includes the implementation of hardware to secure a network i.e. firewalls and IDS/IPS systems. The student will be introduced to current tools used to protect and troubleshoot networks.

Prerequisites/Corequisites

No Requirements

CSCI2001 - Incident Resp./Disaster Rcvry

Course Details

Subject Code
CSCI

Course Number
2001

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers foundational concepts and best practices for effectively managing and recovering from IT security incidents and large-scale disruptions, covering key aspects like incident identification, containment, investigation, remediation, disaster recovery planning, data backup strategies, and business continuity to ensure minimal downtime and operational resilience in the face of emergencies.

Prerequisites/Corequisites

No Requirements

CSCI2100 - Information Assurance

Course Details

Subject Code
CSCI

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course is an introduction to the field of Information Assurance (Security). Various kinds of threats that might be faced by an information system and the security techniques used to fight them are covered. Hacker methods, viruses, worms, bombs, and system vulnerabilities are described with respect to the actions that must be taken by a Network Manager to thwart them. Existing and planned protection methods and defenses are mapped to the information system threats and attacks. This course provides the background for those individuals who seek skills in the areas of Network and Data Security. This course is a required course for the NSA/DHS KU alignment for the CAE-CDE Designation.

Prerequisites/Corequisites

No Requirements

CSCI2200 - Computer Forensics

Course Details

Subject Code
CSCI

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course is an introduction to the field of Information Assurance (Security). Various kinds of threats that might be faced by an information system and the security techniques used to fight them are covered. Hacker methods, viruses, worms, bombs, and system vulnerabilities are described with respect to the actions that must be taken by a Network Manager to thwart them. Existing and planned protection methods and defenses are mapped to the information system threats and attacks. This course provides the background for those individuals who seek skills in the areas of Network and Data Security. This course is a required course for the NSA/DHS KU alignment for the CAE-CDE Designation.

Prerequisites/Corequisites

No Requirements

CSCI2300 - Network Security Design

Course Details

Subject Code
CSCI

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
An introduction to fundamentals on designing, planning, and executing vulnerability analysis of networks. Students will work on multiple topics to include, but not limited to: System Security, Network Infrastructure, Access Control, Assessments & Audits, Cryptography, and organizational Security. This course is mapped to the CompTIA Security+ Exam. This course is a required course for the NSA/DHS KU alignment for the CAE-CDE Designation.

Prerequisites/Corequisites

No Requirements

CSCI2400 - CSCI Internship

Course Details

Subject Code
CSCI

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Students are placed with pre-qualified businesses that offer a broad range of cyber information technology experiences to augment didactic preparation. This capstone course also requires students to achieve a minimum of two instructor approved industry-based certifications. The following requirements must be satisfied to register for this course: any 2000-level CSCI course; instructor permission/meeting, résumé, proof of one industry-based certification by midterm of semester prior to enrolling into the internship.

Prerequisites/Corequisites

No Requirements

CSCI2500 - Penetration Testing

Course Details

Subject Code
CSCI

Course Number
2500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course will cover the concepts of IT Security. As such it will survey the most common security practices regarding Linux and Windows Operating System security. The students will be shown how to perform Vulnerability Scans of both Operating System platforms and the generally accepted configuration options to harden these Operating System. The security configuration of Database servers and Web Servers will be part of this course along with LAN and WAN security including the configuration of Firewall Appliances, Intrusion Detection Systems, Intrusion Prevention Systems, and Router Security. This class will help students gain the skills required for the nationally recognized CompTIA Security+ certification.

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CSCI1600

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1600 - Linux Server

A minimum grade of 'C' in Course CSCI1700

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1700 - Network Essentials

A minimum grade of 'C' in Course CSCI1800

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CSCI1800 - Microsoft Windows Server

CSCI2501 - Cybersecurity Analyst

Course Details

Subject Code
CSCI

Course Number
2501

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course prepares students for the role of a Cybersecurity Analyst. Students will gain hands-on experience in threat detection, analysis, and response using real-world tools and simulations. The course emphasizes proactive defense strategies, including threat intelligence, vulnerability management, security monitoring, and incident response. Students will learn to identify and combat cyber threats using behavioral analytics and advanced security techniques that align with current industry standards and frameworks. By the end of this course, students will be prepared to apply practical skills in a security operations environment and to sit for the CompTIA CySA+ certification exam.

Prerequisites/Corequisites

No Requirements

CSCI2700 - Cloud Computing

Course Details

Subject Code
CSCI

Course Number
2700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course will cover the concepts of delivering computing services like servers, storage, databases, networking, and software over the internet ("the cloud"), allowing users to access and manage data on-demand, with the key benefits of scalability, flexibility, and cost-efficiency, while covering fundamental cloud platforms like Amazon Web Services (AWS), Microsoft Azure, and Google Cloud Platform (GCP), including their core services and best practices for deployment and management. This class will help students gain the skills required for the nationally recognized CompTIA Cloud+ certification.

Prerequisites/Corequisites

No Requirements

CSTL1013 - Coastal Science

Course Details

Subject Code
CSTL

Course Number
1013

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0
This course addresses ecological engineering/ecosystem restoration. Topics include river restoration, wetland creation and restoration, coastal restoration, and treatment wetlands.

Prerequisites/Corequisites

No Requirements

CSTL1114 - Computer Graphs & Maps

Course Details

Subject Code
CSTL

Course Number
1114

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
3

Lab Hours

Min:
1

Course Description
Lecture Hours: 4; Lab Hours: 0Introductory review of the application of computers to the production of graphs and thematic maps for geographical analysis. Spreadsheets, ArcGIS, and other data visualizations software will be used to produce graphs, charts, and maps.

Course Fees
CTEF - 25

Prerequisites/Corequisites

No Requirements

CSTL1123 - Fundamentals of Mapping & GIS

Course Details

Subject Code
CSTL

Course Number
1123

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0Lecture and project-based introduction to the basic concepts and technologies important to mapping, geographic information systems (GIS), and image analysis. Topics include map design fundamentals, thematic mapping, statistical cartography, the relationship of mapping to GIS, essential elements of GIS, data acquisition and analysis, visualization of output, remotely sensed imagery and GIS, GIS functions and associated applications, and spatial decision support systems. This course will meet the needs not only of students who intend to do additional work in geographic techniques, but those who need only a one-semester survey of concepts.

Course Fees
CTEF - 25

Prerequisites/Corequisites

No Requirements

CSTL1213 - Water Treatment I

Course Details

Subject Code
CSTL

Course Number
1213

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0The material that will be covered in this program is presented to provide the student with an understanding of the basic operation and maintenance aspects of a water treatment plant, and solve operational and maintenance problems. This course also prepares students for the Mandatory Certification Examination if required.

Prerequisites/Corequisites

No Requirements

CSTL1223 - Water Production I

Course Details

Subject Code
CSTL

Course Number
1223

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0The material that will be covered in this program is presented to provide the student with anunderstanding of the basic operation and maintenance aspects of a water production plant,and solve operational and maintenance problems. This course also prepares students for theMandatory Certification Examination if required.

Prerequisites/Corequisites

No Requirements

CSTL1233 - Water Distribution I

Course Details

Subject Code
CSTL

Course Number
1233

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0The material that will be covered in this program is presented to provide the student with an understanding of the basic operation and maintenance aspects of a water distribution plant, and solve operational and maintenance problems. This course also prepares students for the Mandatory Certification Examination if required.

Prerequisites/Corequisites

No Requirements

CSTL1243 - Wastewater Treatment I

Course Details

Subject Code
CSTL

Course Number
1243

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0The content of this course will provide the student with the information needed to operatewastewater treatment plants as efficiently as possible, to understand the basic operationalaspects of a plant, to analyze and solve operational problems. This course will preparestudents for the Mandatory Certification Examination.

Prerequisites/Corequisites

No Requirements

CSTL1253 - Wastewater Collection I

Course Details

Subject Code
CSTL

Course Number
1253

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3; Lab Hours:0The content of this course will provide the student with the information needed to operatewastewater collection plants as efficiently as possible, to understand the basic operationalaspects of a plant, to analyze and solve operational problems. This course will preparestudents for the Mandatory Certification Examination.

Prerequisites/Corequisites

No Requirements

CSTL1311 - Surveying Lab

Course Details

Subject Code
CSTL

Course Number
1311

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 1The course consists of lab work with surveying instruments and the procedures used to conduct precise and accurate measurements with tapes, levels, theodolites and total stations.

Prerequisites/Corequisites

No Requirements

CSTL1313 - Surveying

Course Details

Subject Code
CSTL

Course Number
1313

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
Practical surveying measurement techniques are presented with suitable office computation methods for boundary, construction, and topographic surveys. State coordinate systems are introduced with proper use of geodetic datums.

Prerequisites/Corequisites

No Requirements

CSTL2020 - Field & Research Methods

Course Details

Subject Code
CSTL

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description

This course provides students with an understanding of how to evaluate, conduct, write and design research with an emphasis in environmental science. It introduces with the why, when and how quantitative and qualitative methods are used as investigative tools. The course follows the scientific method and focuses on how to search the literature, write a literature review, formulate research questions/hypotheses, and design experiments to test these hypotheses.

Prerequisites/Corequisites

No Requirements

CSTL2133 - Remote Sensing I

Course Details

Subject Code
CSTL

Course Number
2133

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0A comprehensive introductory course that deals with fundamental physical principles of the science of remote sensing, the theory and practice of image interpretation, and information extraction techniques for aerial photos and satellite imagery. Includes remote sensing applications pertaining to management of natural resources and contemporary environmental issues. Practical exercises expose students to image processing and interpretation techniques.

Course Fees
CTEF - 25

Prerequisites/Corequisites
No Requirements

CSTL2142 - GIS Theories and Concepts

Course Details

Subject Code
CSTL

Course Number
2142

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0Detailed lecture and lab-based examination of theories and concepts important to geographic information systems (GIS). Topics include GIS as a communication system, data acquisition and management, error management, GIS functions, GIS-based spatial analysis, GIS and regional scale, visualization concepts, and the role of GIS in spatial decision support.

Prerequisites/Corequisites
No Requirements

CSTL2143 - GIS Theories and Concepts

Course Details

Subject Code
CSTL

Course Number
2143

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0Detailed lecture and lab-based examination of theories and concepts important to geographic information systems (GIS). Topics include GIS as a communication system, data acquisition and management, error management, GIS functions, GIS-based spatial analysis, GIS and regional scale, visualization concepts, the role of GIS in spatial decision support.

Course Fees
CTEF - 25

Prerequisites/Corequisites

No Requirements

CSTL2153 - Remote Sensing II

Course Details

Subject Code
CSTL

Course Number
2153

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This second course of remote sensing is focused on computational and applied aspects of remotely sensed digital satellite imagery. The course is designed to provide an understanding of digital image processing, analysis, and interpretation techniques. Topics covered in this course include radiometric correction, geometric correction, enhancement, manipulation, and information extraction techniques.

Course Fees
CTEF - 25

Prerequisites/Corequisites

No Requirements

CSTL2163 - Master Planning for Fed Fac

Course Details

Subject Code
CSTL

Course Number
2163

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces the unique concepts and policies of Federal and Military Master Planning. Topics include Military Master Planning theory and principals, Mission-Based and Defensible Planning, the Federal Planning Process, Regional and Area Development Plan development for Federal and Military Facilities, Geospatial Analysis, and use of graphics. In addition, the course covers topics in Land Use and Environmental Planning and policy as it relates to Federal and Military facilities both throughout the Continental US and overseas. Though not a traditional service learning course, successful students may earn the opportunity of internships to work with the instructor’s firm on Site Level and Comprehensive Military Master Planning projects.

Prerequisites/Corequisites

No Requirements

CSTL2321 - Drone Surveying Lab

Course Details

Subject Code
CSTL

Course Number
2321

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
1

Course Description
Lecture Hours:0; Lab Hours:1The course consists of lab work with UAS and the procedures used to conduct aerial surveys.

Prerequisites/Corequisites

No Requirements

CSTL2323 - Introduction to sUAS

Course Details

Subject Code
CSTL

Course Number
2323

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is designed to introduce students to properly and safely operating an sUAS in both a recreational and professional endeavor. The course will include training focused on aviation fundamentals that are required to pass the FAA part 107 exam.

Course Fees
CTEF

CSTL2333 - Hydrographic Surveying

Course Details

Subject Code
CSTL

Course Number
2333

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course covers the fundamentals of hydrographic surveys performed to measure the depth and bottom configuration of water bodies in support of nautical charting and other areas of marine geomatics, as well as marine construction, benthic habitat mapping, marine spatial planning, and bathymetric mapping of rivers and lakes.

Prerequisites/Corequisites

No Requirements

CSTL2410 - Coastal Restoration

Course Details

Subject Code
CSTL

Course Number
2410

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Coastal Restoration covers policy, project design, implementation, and management, with a focus on needs and policies specific to the Louisiana coastal zone. Students walk through a coastal restoration project from concept through the project life, and includes the use of tools and programs necessary to complete these tasks.

Prerequisites/Corequisites

No Requirements

CULA1000 - Introduction to Culinary Arts

Course Details

Subject Code
CULA

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course provides students with a basic understanding of the hospitality industry and serves as a foundation for later specialized courses in the food service industry.

Prerequisites/Corequisites

No Requirements

CULA1020 - Basic Food Preparation

Course Details

Subject Code
CULA

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 3
This introductory-level cooking skills course covers methods, measurement, vocabulary terms, standard recipes, preparation, and presentations of soups, salads, meats, poultry, fish, vegetables, starches, sandwiches, hors d'oeuvres, breakfast, international cuisine, and baked products.

Course Fees
LABF - 100

Prerequisites/Corequisites

Simple Requirements

Enrolled in CULA1000

Type
Corequisite

Enrolled in Course CULA1000

Enroll in the following Courses:

- CULA1000 - Introduction to Culinary Arts

CULA1050 - Sanitation

Course Details

Subject Code
CULA

Course Number
1050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course covers safe food- handling procedures and microbiological concerns. Students take a certification examination upon completion of the course.

Prerequisites/Corequisites

No Requirements

CULA1100 - Culinary Nutrition

Course Details

Subject Code
CULA

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
3 credit hours Lecture Hours: 3; Lab Hours: 0
Discussion of the Food Pyramid, essential nutrients, and the importance of meeting nutritional needs throughout the life cycle when planning menus. The goal of this course is to understand the science of how nutrients in food are ingested, digested, absorbed, transported and utilized to build and maintain the body.

Prerequisites/Corequisites

No Requirements

CULA1500 - Baking

Course Details

Subject Code
CULA

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours:2; Lab Hours:3
This course provides students with an overview of baking. Students perform practical baking
applications. The course also includes the physical and chemical nature of yeast products,
quick breads, cakes and icings, cookies, and pies.

Course Fees
LABF - 100

Prerequisites/Corequisites

No Requirements

CULA1600 - Advanced Baking

Course Details

Subject Code
CULA

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours:2; Lab Hours:3
This course provides students with an in-depth study, including both theory and hands-on experience, of baking and performing advanced baking applications. These more complex areas of baking include artisan breads, specialty breads, brioche, Danish pastry, croissants, genoise, puff pastry, and gingerbread display pieces.

Course Fees
LABF - 100

Prerequisites/Corequisites

No Requirements

CULA1650 - World Cuisines

Course Details

Subject Code
CULA

Course Number
1650

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 3
This course provides a history and progression of world cuisines, including influences of
geography, politics, religion, and cultural characteristics. Emphasis is placed on international
and regional America foodways.

Prerequisites/Corequisites

No Requirements

CULA1700 - Food Service Management I

Course Details

Subject Code
CULA

Course Number
1700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course covers the principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. It also covers U.S.D.A. grades for produce and meats.

Prerequisites/Corequisites

No Requirements

CULA1750 - Meat, Poultry, and Seafood

Course Details

Subject Code
CULA

Course Number
1750

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours:2; Lab Hours:3
This course helps students develop the skills necessary to identify types of meat, poultry, and seafood; to evaluate grade, quality, and yield percentages; and to perform advanced preparations and presentations.

Course Fees
LABF - 100

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CULA1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1000 - Introduction to Culinary Arts

A minimum grade of 'C' in Course CULA1050

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1050 - Sanitation

A minimum grade of 'C' in Course CULA1020

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- CULA1020 - Basic Food Preparation

Enrolled in CULA1800

Type
Corequisite

Enrolled in Course CULA1800

Enroll in the following Courses:
- CULA1800 - Soups, Stocks, and Sauces

CULA1800 - Soups, Stocks, and Sauces

Course Details

Subject Code
CULA

Course Number
1800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture hours:2; Lab Hours:3
This course covers the foundations of basic stocks and their relationship to classic soups and sauces. Students prepare soups, stocks, and sauces in a commercial kitchen.

Course Fees
LABF - 100

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CULA1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1000 - Introduction to Culinary Arts

A minimum grade of 'C' in Course CULA1050

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1050 - Sanitation

A minimum grade of 'C' in Course CULA1020

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- CULA1020 - Basic Food Preparation

Enrolled in CULA1750

Type
Corequisite

Enrolled in Course CULA1750

Enroll in the following Courses:
- CULA1750 - Meat, Poultry, and Seafood

CULA1900 - Garde Manger Management

Course Details

Subject Code
CULA

Course Number
1900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours:2; Lab Hours:3
This course includes preparations from the pantry station including hors d'oeuvres, patés, galantines, mousses, vegetable carvings, and tallow sculptures.

Course Fees
LABF - 100

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CULA1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1000 - Introduction to Culinary Arts

A minimum grade of 'C' in Course CULA1020

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1020 - Basic Food Preparation

A minimum grade of 'C' in Course CULA1050

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- CULA1050 - Sanitation

CULA2020 - Externship Program

Course Details

Subject Code
CULA

Course Number
2020

Credit Hours

Min:
2

Billing Hours

Min:
2

Lab Hours

Min:
2

Course Description

Lecture Hours:0; Lab Hours: 2
Under the supervision of a professional chef or manager in a related field, the student works for a minimum of 250 hours in a commercial food service establishment approved by the program manager. This externship provides students with the opportunity to develop speed with manual skills, to increase their professional experience, and to work in real-life situations.

Prerequisites/Corequisites

No Requirements

CULA2700 - Food Service Management I & II

Course Details

Subject Code
CULA

Course Number
2700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course addresses the methods of controlling cost in the food service industry through the four steps of establishing standards, training, monitoring, and correcting. These steps are applied to purchasing, receiving, and accounting for food, beverages, and labor. This course also covers the principles and practices of food, beverage, equipment, and supply purchasing for hotel, restaurant, and other foodservice operations.

Prerequisites/Corequisites

No Requirements

CULA2730 - Food Service Management III

Course Details

Subject Code
CULA

Course Number
2730

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course establishes principles of effective supervision, including human relations, motivation, communication, correct training principles, interview of staff, and discipline. It emphasizes working with supervisors in the food service and hospitality industries.

CULA2750 - FSM IV- Hosp & Rest Mgmt

Course Details

Subject Code
CULA

Course Number
2750

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course focuses on Hospitality Management and Restaurant Management topics. It includes essential content plus learning activities, case studies, professional profiles, research topics and more that support course objectives.

Prerequisites/Corequisites

No Requirements

CULA2770 - Desserts and Patisserie

Course Details

Subject Code
CULA

Course Number
2770

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours:3
This is a hands-on course in the production of classic desserts, including international and domestic desserts.

Course Fees
LABF - 100

Prerequisites/Corequisites

No Requirements

CULA2800 - Culinary Seminar

Course Details

Subject Code
CULA

Course Number
2800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course acquaints students with trends and issues in the food service industry through workshops, demonstrations, and guest speakers. Topics include the marriage of food and wine, legal issues of the server's responsibility with alcoholic beverages, and food-service computer applications.

Prerequisites/Corequisites

No Requirements

CULA2850 - Culinary Practicum

Course Details

Subject Code
CULA

Course Number
2850

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
3 credit hours Lecture Hours: 2; Lab Hours: 3
This practical course uses kitchen and dining room areas to prepare and serve high-quality lunches. Students are involved in the planning, organizing, preparation, service, and sanitation of every function. Managerial concepts of food and labor cost, scheduling, purchasing, and menu planning are an integral part of this course.

Course Fees
LABF - 100

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CULA1750

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1750 - Meat, Poultry, and Seafood

A minimum grade of 'C' in Course CULA1800

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA1800 - Soups, Stocks, and Sauces

A minimum grade of 'C' in Course CULA2700

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CULA2700 - Food Service Management I & II

CULA2900 - International Cuisine

Course Details

Subject Code
CULA

Course Number
2900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
3

Course Description
3 credit hours Lecture Hours: 2; Lab Hours: 3
This is an advanced level cooking skills course covering the evolving nature of world cuisines. It will introduce preparation, taste, and evaluation of cuisines of Asia, the Mediterranean, and the Americas. The emphasis is ingredients, flavor profiles, preparation and techniques representative of food pathways leading toward modern fusion cuisines.

Course Fees
LABF - 100

Prerequisites/Corequisites

No Requirements

DEVE0880 - Dev English II

Course Details

Subject Code
DEVE

Course Number
0880

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This is an introductory course in writing English prose that concentrates on paragraphs and essays. It includes essential concepts of grammar usage, writing mechanics, and critical reading. This is a skills-improvement course that may not be used as credit for a certificate or degree. Students must complete a satisfactory writing portfolio to receive credit for the course. Prerequisite: A grade of “C” or higher in DEVE 0840 or appropriate placement test scoreLab Fee

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

DEVR0740 - Developmental Reading I

Course Details

Subject Code
DEVR

Course Number
0740

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
3

Lab Hours

Min:
2

Course Description
This course offers intensive practice in building foundational reading vocabularyand comprehension skills. The classroom component develops skills and strategies toincrease vocabulary knowledge and comprehension and to interpret appropriatereadings. The laboratory component focuses on individual prescription andrequires two hours per week in the Student Success Center. This is a skills-improvementcourse that may not be used for credit for a certificate or degree. Satisfactoryperformance on a proficiency examination is required to receive credit for this course.Prerequisite: Appropriate placement test score or instructor recommendation

Prerequisites/Corequisites

No Requirements

DEVR0780 - DEVELOPMENTAL READING II

Course Details

Subject Code
DEVR

Course Number
0780

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is a continuation of DEVR 0740 that emphasizes achieving success inreading college-level materials through the development of active reading strategies,vocabulary knowledge, and comprehension skills and strategies. This is a skillsimprovementcourse that may not be used for credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course. A final grade of ‘C’ or higher isrequired to enroll in general education courses at the 2000 level or above. Prerequisite: A grade of ‘C’ or higher in DEVR 0740 or appropriate placement test score Lab Fee

Course Fees
LABF - 20

Prerequisites/Corequisites
No Requirements

DRDT1000 - Basic Board Drafting

Course Details

Subject Code
DRDT

Course Number
1000

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
3

Lab Hours

Min:
4

Course Description
This course covers basic drafting processes including the use of drafting instruments,lettering and sketching, geometric construction, orthographic projection, and basic dimensioning techniques.

Course Fees
LABF - 20

Prerequisites/Corequisites
No Requirements

DRDT1030 - Basic CADD

Course Details

Subject Code
DRDT

Course Number
1030

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
3

Lab Hours

Min:
4

Course Description
This course introduces the use of CAD, focusing on basic drawing and editing commands, basic dimensioning practices, and printing techniques. It also includes basic computer literacy skills as they pertain to the drafting field.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

ECON2000 - Microeconomics

Course Details

Subject Code
ECON

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the principles of economics including the market structure of American capitalism, the economics of the firm, market demands, the cost of production, product pricing, and the employment of resources.

Prerequisites/Corequisites

No Requirements

ECON2020 - Macroeconomics

Course Details

Subject Code
ECON

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the theory of aggregate income, employment and price level, economic
stabilization policies, and economic growth and development.

Prerequisites/Corequisites

No Requirements

ECON2250 - Money and Banking

Course Details

Subject Code
ECON

Course Number
2250

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is a survey of money, commercial banking, financial institutions, the Federal Reserve System, and the formulation and execution of monetary and economic stabilization policy.

Prerequisites/Corequisites

No Requirements

ELEC1000 - Electrical Construction I

Course Details

Subject Code
ELEC

Course Number
1000

Credit Hours

Min:
6

Billing Hours

Min:
6

Lecture Hours

Min:
3

Lab Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 6
This course is designed as the first training course for entry level electrical construction workers.
Topics include an overview of electrical construction, safety, electricity, electrical circuits, the
National Electrical Code (NEC), device boxes, bending conduit, cable raceways, conductors,
and cables, electrical construction drawing, residential electrical services, and electrical testing
equipment. Successful students in this course will receive NCCER Electrical Level 1
Certification.

Course Fees
CTEF - 20, LABF - 150

Prerequisites/Corequisites

Simple Requirements

Enrolled in CNST1000

Type
Corequisite

Enrolled in Course CNST1000

Enroll in the following Courses:
- CNST1000 - Introduction to Construction

ELEC1010 - Electrical Construction II

Course Details

Subject Code
ELEC

Course Number
1010

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
4

Lab Hours

Min:
4

Course Description
Lecture Hours: 4; Lab Hours: 4
This is the second training course for entry level electrical construction workers.
Topics include:
(AC) alternating current, electric motors, lighting, pull boxes and junction boxes, conductor
installation methods, cable trays, conductor terminations and splices grounding and bonding,
circuit breakers and fuses, and control systems. Successful students in this course will receive
NCCER Electrical 2 Certification.

Course Fees
CTEF - 20, LABF - 150

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CNST1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CNST1000 - Introduction to Construction

A minimum grade of 'C' in Course ELEC1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- ELEC1000 - Electrical Construction I

ELEC1210 - Intro to Elect Construction

Course Details

Subject Code
ELEC

Course Number
1210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides students with specialized instruction that emphasizes safety and efficient
work practices.

ELEC1230 - Basic Electrical Theory

Course Details

Subject Code
ELEC

Course Number
1230

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides lectures and discussion to train students in the knowledge and practice of electrical theory in both DC and AC circuits.

Prerequisites/Corequisites

No Requirements

ELEC1250 - Proper Use Tools & Equipment

Course Details

Subject Code
ELEC

Course Number
1250

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides lectures, hands-on demonstration, and discussion on safety and the proper methods for use of both power-operated and hand tools that are the most common in the electrical industry.

Prerequisites/Corequisites

No Requirements

ELEC1270 - House Wiring Fundamentals

Course Details

Subject Code
ELEC

Course Number
1270

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
This course provides lectures, discussion, and hands-on experience in reading and interpreting
blueline drawings for job layout, estimating the cost of the job, and ordering materials.

Prerequisites/Corequisites

No Requirements

ELEC1290 - Cable Raceways & Conduits

Course Details

Subject Code
ELEC

Course Number
1290

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides lectures and discussion regarding the selection of conduit and other raceways as well as requirements for installation and compliance with the National Electrical Code.

Prerequisites/Corequisites
No Requirements

ELEC1400 - House Wiring Methods

Course Details

Subject Code
ELEC

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides specialized instruction, discussion, and hands-on training in the proper selection and installation of materials that conform to the National Electrical Code.

Prerequisites/Corequisites
No Requirements

ELEC1420 - Understand Meters & Instrument

Course Details

Subject Code
ELEC

Course Number
1420

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course trains students in the methods and procedures for reading the meters and
instruments most common in the electrical industry.

Prerequisites/Corequisites

No Requirements

ELEC1440 - Understand Natl. Elec. Code

Course Details

Subject Code
ELEC

Course Number
1440

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides specialized instruction and discussion concerning the use of the National
Electrical Code for all wiring applications.

Prerequisites/Corequisites

No Requirements

ELEC1460 - Electric License Exam Review

Course Details

Subject Code
ELEC

Course Number
1460

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides a thorough review of the National Electrical Code and related textbooks.
It also covers the areas that are included in the Journeyman's Class "A" License examination.

Prerequisites/Corequisites

No Requirements

ELEC2000 - Electrical Construction III

Course Details

Subject Code
ELEC

Course Number
2000

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
4

Lab Hours

Min:
4

Course Description
Lecture Hours: 4; Lab Hours: 4
This course is for Commercial Electrical Construction and includes: load calculations, branch
and feeder circuits, conductors, lighting, hazardous locations, distribution, transformers,
commercial services, motor, and motor controls. Successful students in this course will
receive NCCER Electrical Level 3 Certification.

Course Fees
LABF - 150, CTEF - 20

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CNST1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CNST1000 - Introduction to Construction

A minimum grade of 'C' in Course ELEC1010

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- ELEC1010 - Electrical Construction II

ELEC2010 - Electrical Construction IV

Course Details

Subject Code
ELEC

Course Number
2010

Credit Hours

Min:
9

Billing Hours

Min:
9

Lecture Hours

Min:
4

Lab Hours

Min:
5

Course Description
Lecture Hours: 4; Lab Hours: 5
This course covers advanced commercial and industrial electrical issues and includes: health
care facilities, emergency systems, specialty transformers, advanced controls, heat tracing and
freeze protection, motor operation and maintenance, medium-voltage terminations/splices,
special locations, and fundamentals of crew leadership. Successful students in this course will
receive NCCER Electrical Level 3 Certification.

Course Fees
LABF - 150, CTEF - 20

EMSE1010 - Emergency Medical Responder

Course Details

Subject Code
EMSE

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
2

Course Description
Lecture Hours: 2; Lab Hours: 3
This course covers emergency conditions of victims of a medical or trauma emergency in the pre-hospital environment. It emphasizes scene stabilization, initial management of mass casualty incidents, recognition of patient condition or extent of injuries relative to airway, breathing and circulation, and skills fundamental to the role of a first responder. Course content adheres to the National Standard Curriculum and prepares students for state and national registry.

Course Fees
LABF - 39.5, HNSF - 30.5

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course CNST1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- CNST1000 - Introduction to Construction

A minimum grade of 'C' in Course ELEC2000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- ELEC2000 - Electrical Construction III

EMSE1020 - Emergency Medical Technician I

Course Details

Subject Code
EMSE

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 4; Lab Hours: 6
This course covers the foundations of Emergency Medical Services and the EMT's role within the system. Airway management, respiration and ventilation along with patient assessment and basic pharmacology for the EMT are also presented.

Course Fees
HNSF - 241.25

Prerequisites/Corequisites

Simple Requirements

Enrolled in EMSE1030

Type
Corequisite

Enrolled in Course EMSE1030

Enroll in the following Courses:

- EMSE1030 - Emergency Med Tech Lab I

EMSE1021 - Emergency Medical Tech II

Course Details

Subject Code
EMSE

Course Number
1021

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
3

Course Description
This course builds on the foundation of EMT training covered in EMSE 1020 and presents the pathophysiology, assessment and current treatment modalities for the out of hospital medical, trauma and special populations patient.

Course Fees
HNSF - 0

Prerequisites/Corequisites

No Requirements

EMSE1030 - Emergency Med Tech Lab I

Course Details

Subject Code
EMSE

Course Number
1030

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This skills lab will present the static skills of air way management, oxygen administrations, management of shock, vital signs and lifting and moving.

Course Fees
LABF - 39.5

Prerequisites/Corequisites

No Requirements

EMSE1031 - Emergency Medical Tech II Lab

Course Details

Subject Code
EMSE

Course Number
1031

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This skills lab will present the static skills of medical and trauma assessment, cardiac arrest management and splinting.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

EMSE1040 - Emergency Med Tech Capstone

Course Details

Subject Code
EMSE

Course Number
1040

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
This course is required to sit for the national and state certification exams. It will include standardized preparation modules for the written exam as well as a mock skills exam. Hazmat awareness and defensive driving certification will also be included.

Prerequisites/Corequisites

No Requirements

EMSE1100 - Adv Emergency Med Technician

Course Details

Subject Code
EMSE

Course Number
1100

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
6

Lab Hours

Min:
5

Course Description
This course prepares the Advanced EMT student to provide out of hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries.

Pre-Requisite: Student must be currently Louisiana licensed and National registered as EMT. Completion of BIOL 1010 & BIOL 1020 with a C or better within the last 3 years.

Course Fees
HNSF - 255.75, LABF - 75

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course BIOL1010

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BIOL1010 - Intro Anatomy and Physiology

A minimum grade of 'C' in Course BIOL1020

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BIOL1020 - Intro Anatomy & Physiology Lab

EMSE1120 - Adv Emerg Med Tech Capstone

Course Details

Subject Code
EMSE

Course Number
1120

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
8

Course Description
This clinical and field practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites. It will include standardized preparation modules for the written exam as well as mock skills exam and is required to sit for the national and state certification exams.

Course Fees
HNSF - 329.75

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course EMSE1100

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- EMSE1100 - Adv Emergency Med Technician

EMSE1200 - Principles of Paramedic Care

Course Details

Subject Code
EMSE

Course Number
1200

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
Lecture Hours: 4; Lab Hours: 0
This course presents preparatory and fundamentals of community paramedicine. Topics
include EMS systems, roles and responsibilities, communication, documentation and the
medical legal aspects of out of hospital care with an emphasis on personal well-being, injury
prevention, research and ethics. The foundation of patient assessment is strengthened with
concepts in cellular pathophysiology, pharmacology, and airway assessment.

PREREQUISITE: Student must be currently Louisiana licensed and National registered as EMT or
Advanced EMT or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a “C” or better with in the last 3 years; and eligibility for ENGL 1010 and MATH 0990.

Course Fees
HNSF - 141.75

Prerequisites/Corequisites

No Requirements

EMSE1210 - Princ. of Paramedic Care Lab

Course Details

Subject Code
EMSE

Course Number
1210

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
0

Lab Hours

Min:
4

Course Description
Lecture Hours: 0; Lab Hours: 4
This laboratory course develops the skills of IV access, fluid resuscitation, medication
administration, and airway management. Students develop the techniques of history taking,
physical exam, patient assessment, and therapeutic communications.

PREREQUISITE: Student must be currently Louisiana licensed and National registered as EMT or
Advanced EMT or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a “C” or better within last 3 years; and eligibility for ENGL 1010 and MATH 0990
1200

Course Fees
HNSF - 189, LABF - 75

Prerequisites/Corequisites

No Requirements

EMSE1300 - Cardiac & Resp Emergencies

Course Details

Subject Code
EMSE

Course Number
1300

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Course Description
Lecture Hours: 4; Lab Hours: 0
This course presents the pathophysiology, assessment, and current treatment modalities for the out of hospital cardiac and respiratory patient. Emphasis is placed on recognition and etiology of life-threatening cardio-pulmonary emergencies and current treatment modalities for these patients.

Course Fees
HNSF - 70

Prerequisites/Corequisites

No Requirements

EMSE1310 - Cardiac & Resp Emerg Lab

Course Details

Subject Code
EMSE

Course Number
1310

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 3
This laboratory course develops student skills in cardiac and respiratory patient assessment. Students learn ECG monitoring and interpretation, defibrillation, cardio-version and non-invasive external cardiac pacing. Advanced topics in 12-lead acquisition and interpretation are also introduced. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

Course Fees
LABF - 35, HNSF - 15

Prerequisites/Corequisites
No Requirements

EMSE1320 - Paramedic Internship I

Course Details

Subject Code
EMSE

Course Number
1320

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
8

Course Description
Lecture Hours: 0; Lab Hours: 8
This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.

Prerequisites/Corequisites
No Requirements

EMSE1500 - Medical Emergencies

Course Details

Subject Code
EMSE

Course Number
1500

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description

Lecture Hours: 4; Lab Hours: 0
This course covers medical emergencies relating to neurology, endocrinology, immunology, gastroenterology, hematology, toxicology, urology and nephrology. It also presents the assessment and management of the infectious patient as well as the behavioral patient.

Prerequisites/Corequisites

No Requirements

EMSE1510 - Medical Emergencies Lab

Course Details

Subject Code
EMSE

Course Number
1510

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description

Lecture Hours: 0; Lab Hours: 3
This laboratory course develops student skills in medical patient assessment. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

Course Fees

LABF - 121

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course EMSE1300

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- EMSE1300 - Cardiac & Resp Emergencies

A minimum grade of 'C' in Course EMSE1310

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- EMSE1310 - Cardiac & Resp Emerg Lab

Enrolled in EMSE1500, EMSE1520

Type
Corequisite

Enrolled in Course EMSE1500

Enroll in the following Courses:

- EMSE1500 - Medical Emergencies

Enrolled in Course EMSE1520

Enroll in the following Courses:

- EMSE1520 - Paramedic Internship II

EMSE1520 - Paramedic Internship II

Course Details

Subject Code
EMSE

Course Number
1520

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
8

Course Description

Lecture Hours: 0; Lab Hours: 8
This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other

Prerequisites/Corequisites

No Requirements

EMSE2200 - Special Populations in EMS

Course Details

Subject Code
EMSE

Course Number
2200

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description

Lecture Hours: 4; Lab Hours: 4This course presents the pathophysiology, assessment and current treatment modalities for the out of hospital pediatric and geriatric patient. Special considerations in EMS including victims of abuse, neglect and the chronic care patient in the home setting are also covered.

Prerequisites/Corequisites

No Requirements

EMSE2210 - Special Populations in EMS lab

Course Details

Subject Code
EMSE

Course Number
2210

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 3
This laboratory course develops student skills in the assessment and care of the obstetrical, pediatric, geriatric, and chronic care patients. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

Course Fees
HNSF - 44.5, LABF - 37.5

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course EMSE1500

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- EMSE1500 - Medical Emergencies

A minimum grade of 'C' in Course EMSE1510

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- EMSE1510 - Medical Emergencies Lab

Enrolled in EMSE2200, EMSE2220

Type
Corequisite

Enrolled in Course EMSE2200

Enroll in the following Courses:
- EMSE2200 - Special Populations in EMS

Enrolled in Course EMSE2220

Enroll in the following Courses:
- EMSE2220 - Paramedic Internship III

EMSE2220 - Paramedic Internship III

Course Details

Subject Code
EMSE

Course Number
2220

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
8

Course Description
Lecture Hours: 0; Lab Hours: 8This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.

Prerequisites/Corequisites

No Requirements

EMSE2300 - Trauma Emergencies

Course Details

Subject Code
EMSE

Course Number
2300

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
Lecture Hours: 4; Lab Hours: 0This course presents the pathophysiology, assessment, and current treatment modalities for the out of hospital trauma patient. Lecture includes kinematics of trauma, hemorrhagic shock, burn management, and environmental trauma. It also covers musculoskeletal injuries, trauma to the spine, soft tissue, and abdomen.

Prerequisites/Corequisites

No Requirements

EMSE2310 - Trauma Emergencies Lab

Course Details

Subject Code
EMSE

Course Number
2310

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 3
This laboratory course develops student skills in the assessment and care of the trauma patient. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

Course Fees
LABF - 35, HNSF - 16

Prerequisites/Corequisites

No Requirements

EMSE2320 - Paramedic Field Practicum I

Course Details

Subject Code
EMSE

Course Number
2320

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
8

Course Description
Lecture Hours: 0; Lab Hours: 8
This field practicum at approved EMS agencies provides the student with patient care experiences in EMS. The student will function as part of the healthcare team as an entry level paramedic under the guidance of an approved preceptor.

Prerequisites/Corequisites

No Requirements

EMSE2400 - EMS Operations&Paramedic Rev

Course Details

Subject Code
EMSE

Course Number
2400

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description
Lecture Hours: 2; Lab Hours: 0
This course presents topics in EMS Operations including management of rescue, hazmat, mass casualty, triage, and terrorism utilizing the incident command system. It also includes a review of assessment based management of patient conditions covered in previous course work
utilizing simulations and case studies in preparation of NREMT certification exams.

Course Fees
LABF - 35, HNSF - 16

Prerequisites/Corequisites

No Requirements

EMSE2420 - Paramedic Field Practicum II

Course Details

Subject Code
EMSE

Course Number
2420

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
8

Course Description
This field practicum (CAPSTONE) at approved EMS agencies is the culmination of the student's paramedic education. In this course the student will experience various pre-hospital patient care experiences as part of the healthcare team functioning as an entry level paramedic under the guidance of an approved preceptor. The student will demonstrate their competence in the affective, cognitive, and psychomotor areas from the material covered in the previous EMSE courses.

Prerequisites/Corequisites

No Requirements

EMTP1030 - Basic Skills in Emerg Med Serv

Course Details

Subject Code
EMTP

Course Number
1030

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Course Description
This course addresses three areas: American Heart Association Healthcare Provider guidelines that cover basic adult, child, and infant CPR and airway obstruction; Hazmat Awareness that prepares Emergency Medical Responders to recognize and identify hazardous substances, notify appropriate authorities, initiate the incident command system and scene control; and DefensiveDriving that gives ambulance operators the knowledge to operate their vehicles so that vehicle, equipment, crew, and patients will be delivered safely and efficiently and to ensure the safety of the public during all phases of EMS involving the ambulance.

Course Fees
LABF - 30

Prerequisites/Corequisites

No Requirements

EMTP2200 - Obsterical and Pediatric Emerg

Course Details

Subject Code
EMTP

Course Number
2200

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
This course presents the obstetrical, gynecological, and pediatric emergency patient in the pre-hospital setting. It reviews evaluations of obstetrical/ gynecological disorders. It addresses the management of the expectant mother, complications of labor, and normal/abnormal delivery; pediatric medical and traumatic emergencies; and geriatric emergencies including abuse andassault.

Prerequisites/Corequisites

No Requirements

EMTP2210 - Obstetrical & Ped Emerg Lab

Course Details

Subject Code
EMTP

Course Number
2210

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
This course develops skills in patient assessment and emergency care of the obstetrical and pediatric patient including normal/abnormal deliveries and neonatal resuscitation care.

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

EMTP2220 - Obstet & Ped Emergencies Pract

Course Details

Subject Code
EMTP

Course Number
2220

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
6

Course Description
A clinical practicum at approved sites provides the student with patient care experience under a preceptor with obstetric and pediatric patients. Sites include area hospitals, EMS providers and other approved clinical sites.

Prerequisites/Corequisites

No Requirements

EMTP2300 - Spec Situations and Operations

Course Details

Subject Code
EMTP

Course Number
2300

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Course Description
This course presents pathophysiological principles and assessment findings of environmental, behavioral, and infectious emergencies along with special considerations for the challenged and chronic care patient. It addresses such topics in operations of EMS as ambulance operations, medical incident command, and rescue, hazmat, and crime scenes.

Prerequisites/Corequisites

No Requirements

EMTP2320 - Spec Situations and Op Practic

Course Details

Subject Code
EMTP

Course Number
2320

Credit Hours

Min:
1

Billing Hours

Min:
1

Lab Hours

Min:
8

Course Description
This clinical practicum at approved sites provides the student with patient care experience undera preceptor with patients of various ages. Sites include area hospitals, EMS providers andother approved clinical sites. If clinical hours are not completed during the term, the studentmust repeat this course for credit in the following term.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

ENGL102 - ENGL COMP II

Course Details

Subject Code
ENGL

Course Number
102

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Teaches writing with an emphasis on expository, argumentative, and analytical essays, as well as how to write a research paper. The course includes assigned readings and student-selected resource materials. Comparable to Nunez course ENGL 1020. Only one may be taken for credit at Nunez.

Prerequisites/Corequisites

No Requirements

ENGL202 - English Literature II

Course Details

Subject Code	Course Number	Course Title
ENGL	202	English Literature II

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Surveys British literature from the Romantic period through the Victorian and modern periods, emphasizing the critical reading of individual works that represent significant literary, social, historical, and intellectual developments. Comparable to Nunez course ENGL 2020. Only one may be taken for credit at Nunez.

Prerequisites/Corequisites

No Requirements

ENGL1000 - Applied Writing

Course Details

Subject Code	Course Number
ENGL	1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description

Lecture Hours: 3; Lab Hours: 0Applied Writing emphasizes basic writing and communication skills for the certificatelevel and specialized vocational and technical areas. Credit in this course doesnot satisfy the general education requirements in English for an AssociateDegree or Certificate of Applied Science program.

Prerequisites/Corequisites

No Requirements

ENGL1008 - English Comp I Lab

Course Details

Subject Code
ENGL

Course Number
1008

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

English 1008 is a corequisite English Composition Lab course taught concurrently with English Composition I (English 1010), covering essential content about the writing process, rhetorical styles, grammar review, reading strategies, and research skills with extra support students may need to write successfully at the college level. Students cover the same learning outcomes as in English Composition I.

Students must be concurrently enrolled in both English 1010 and English 1008.

Prerequisites/Corequisites

Simple Requirements

Enrolled in ENGL1011

Type
Corequisite

Enrolled in Course ENGL1011

Enroll in the following Courses:

- ENGL1011 - English Composition I with Lab

ENGL1009 - Intensive English Comp I

Course Details

Subject Code
ENGL

Course Number
1009

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description

Lecture Hours: 4; Lab Hours: 0
ENGL 1009– Intensive English Composition I Introduces students to critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including essay writing as a process, audience awareness and an intensive review of grammar.

Prerequisites/Corequisites

No Requirements

ENGL1010 - English Composition I

Course Details

Subject Code
ENGL

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course, which emphasizes expository writing and effective reading, is an introductory
course in writing for those students who demonstrate the ability to write at the expected college
level.

Prerequisites/Corequisites

No Requirements

ENGL1011 - English Composition I with Lab

Course Details

Subject Code
ENGL

Course Number
1011

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description

This course, which emphasizes expository writing and effective reading, is an introductory course in writing for those students who demonstrate the ability to write at the expected college level. Students must enroll in the Corequisite ENGL 1008.

Prerequisites/Corequisites

No Requirements

ENGL1020 - English Composition II

Course Details

Subject Code
ENGL

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
A continuation and intensification of material and strategies covered in English Composition I. Its primary emphasis is on writing argumentation, evaluation, and analysis. It also includes a research paper with multiple academic sources.

Prerequisites/Corequisites

No Requirements

ENGL1150 - Traditional Grammar

Course Details

Subject Code
ENGL

Course Number
1150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course focuses on traditional grammar and usage. It is intended to give students a strong foundation in the basics of Standard English grammar. This course can be used as an elective. Credit in this course does not satisfy the general education requirements in English for an AssociateDegree or Certificate of Applied Science program.

Prerequisites/Corequisites

No Requirements

ENGL2010 - Survey of English Literature I

Course Details

Subject Code
ENGL

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course covers selected works from Beowulf through the eighteenth century.

Prerequisites/Corequisites

No Requirements

ENGL2020 - Survey of English Lit II

Course Details

Subject Code
ENGL

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course covers selected works from the eighteenth century through the present.

Prerequisites/Corequisites

No Requirements

ENGL2030 - Major British Writers

Course Details

Subject Code
ENGL

Course Number
2030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course examines British Literature as it has developed through the ages against an historical and cultural backdrop. It exposes students to classic works of fiction and nonfiction, including epics, legends, poetry, histories, novels, and drama from what is considered the beginning of English texts to post-modern works.

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course ENGL1020

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- ENGL1020 - English Composition II

ENGL2100 - Reading Fiction

Course Details

Subject Code
ENGL

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an introduction to the study of the short story and the novel.

Prerequisites/Corequisites

No Requirements

ENGL2150 - Intro to Fiction Writing

Course Details

Subject Code
ENGL

Course Number
2150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course is an introduction to the theory and technique of fiction writing.

Prerequisites/Corequisites

No Requirements

ENGL2110 - Poetry and Drama

Course Details

Subject Code
ENGL

Course Number
2110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course is an introduction to the study of poetry and drama.

Prerequisites/Corequisites

No Requirements

ENGL2210 - Major American Writers

Course Details

Subject Code
ENGL

Course Number
2210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This is a study of major American writers from the Colonial period to the present.

Prerequisites/Corequisites

No Requirements

ENGL2220 - Intro to African American Lit

Course Details

Subject Code
ENGL

Course Number
2220

Credit Hours

Min:
3

Billing Hours

Min:
3

Course Description
This course is designed to provide an overview of African American literature from the Colonial period to the present by exploring ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers

Prerequisites/Corequisites

No Requirements

ENGL2240 - Intro to Women's Literature

Course Details

Subject Code
ENGL

Course Number
2240

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course offers an introduction to women's literature from various periods, cultures, and perspectives. Students will explore the contributions of female authors to the literary canon and examine the ways in which women's writing reflects, critiques, and reshapes the world around them. The course will delve into themes such as gender, identity, sexuality, power, and agency, as well as the intersection of race, class, and other social categories in shaping women's literary expression. Through close readings of poetry, fiction, drama, and non-fiction, students will engage with the voices and stories of women across cultures and genres. The course will highlight significant historical milestones in women's literature, including the emergence of female authorship in patriarchal societies, the role of women writers in social and political movements, and the evolution of feminist literary criticism.

Prerequisites/Corequisites

No Requirements

ENGL2300 - Technical Writing

Course Details

Subject Code
ENGL

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course introduces students to the practices of technical and workplace communicators so that they may learn to successfully negotiate the complexities of writing for a variety of professional audiences and for a variety of purposes. Students learn how to compose various technical and workplace documents: résumés, business correspondence, memoranda, work orders, informational reports, progress reports, analytical reports, technical manuals, procedures, proposals, and graphical communication. The process of writing these documents will also teach students how to conduct and document purposeful research. Students also learn how to conduct interviews and how to design and deliver digital and oral presentations. After successfully completing the course, students will be work-ready communicators.

Prerequisites/Corequisites

No Requirements

ENGL2600 - World Literature I

Course Details

Subject Code
ENGL

Course Number
2600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course explores major trends and movements in the history of literature from its beginnings to the Renaissance.

Prerequisites/Corequisites

No Requirements

ENGL2610 - World Literature II

Course Details

Subject Code
ENGL

Course Number
2610

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course continues the exploration of major trends and movements in the history of literature from the Renaissance to the present.

Prerequisites/Corequisites

No Requirements

ENVN1010 - Environmental Hlth and Safety

Course Details

Subject Code
ENVN

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course studies health and safety in the environment and in the workplace by focusing ontopics of risk assessment, job safety analysis, safety audits for the workplace, appropriate lawsthat guide safety in the workplace, and mechanisms for a safe working environment.

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

ENVN1030 - Environmental Law

Course Details

Subject Code
ENVN

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course provides an introduction to the major federal and Louisiana environmental agencies, programs, statutes, and case law, and their impact on both the public and private sector.

ENVN2010 - Prin of Industrial Hygiene

Course Details

Subject Code
ENVN

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course studies the monitoring, recognition, evaluation, and control of workplace health hazards. Topics include current OSHA regulations, professional standards, permissible exposures, and workers' right-to-know.

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

ENVN2020 - Introduction to Toxicology

Course Details

Subject Code
ENVN

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course introduces the basic principles and aspects of mammalian toxicology. It discusses exposure, dose-response and distribution of toxicants, metabolism and detection of toxic agents, factors that affect toxicity, and chemical carcinogenesis.Prerequisites: BIOL 1100 & BIOL1110 or CHEM 1100 & CHEM 1110

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

ENVN2050 - Environmental Sampling

Course Details

Subject Code
ENVN

Course Number
2050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Students in this course learn the methodology of sampling, analyzing, and interpreting results of environmental surveys through required field projects.

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

ENVN2070 - Chemi of Water Air and Soil

Course Details

Subject Code
ENVN

Course Number
2070

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course addresses basic concepts of the chemistry of air, soil, and water as applied to theenvironment. The course is cross-listed as CHEM 2070. Credit will not be awarded for bothcourses.Prerequisite: CHEM 1100 and CHEM 1110

Prerequisites/Corequisites

No Requirements

ENVN2210 - Environmental Science

Course Details

Subject Code
ENVN

Course Number
2210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. The course is cross-listed as BIOL 2210. Credit will not be awarded for both courses.

Course Fees
AGEF - 66

Prerequisites/Corequisites

Simple Requirements

Any of the following requirements

Type
Prerequisite

Fulfill ANY of the following requirements:

Fulfill ALL of the following requirements:

Earn a minimum grade (UG) of C in the following:
- BIOL1100 - General Biology I

AND

Earn a minimum grade (UG) of C in the following:
- BIOL1110 - General Biology I Lab

OR

Fulfill ALL of the following requirements:

Earn a minimum grade (UG) of C in the following:
- CHEM1100 - General Chemistry I

AND

Earn a minimum grade (UG) of C in the following:

FIAR1000 - Introduction to Drawing

Course Details

Subject Code
FIAR

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course provides an introduction to the materials and techniques of basicdrawing. It develops observational skills while exploring aesthetic issues that pertainto drawing. The course covers a range of techniques and media and includes still life,landscape, and portraiture.

Prerequisites/Corequisites

No Requirements

FIAR1010 - Sculpture Fundamentals

Course Details

Subject Code
FIAR

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course introduces the concepts of three-dimensional art and includestechnical and historical information. Studio assignments explore the elements,principles, and basic construction of 3-dimensional forms and structures.

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

FIAR1150 - Figure Drawing

Course Details

Subject Code
FIAR

Course Number
1150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course focuses on drawing the human form. It uses live models, theskeleton, and a variety of drawing media for gesture and for short and long poses. Itemphasizes basic anatomy, structure, and proportion.

Course Fees
LABF - 50

Prerequisites/Corequisites

No Requirements

FIAR1200 - Introduction to Fine Art

Course Details

Subject Code
FIAR

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces the origins and historical development of art. It emphasizes the relationship of design principles to various art forms, including but
not limited to sculpture, painting, and architecture.

Prerequisites/Corequisites

No Requirements

FIAR1600 - Introduction to Painting

Course Details

Subject Code
FIAR

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course introduces the basic principles, media, and techniques ofpainting. It emphasizes the development of understanding color mixing, exploration ofform, content and space while working from realistic and abstract subject matters. Itincludes technical and historical information and uses a survey of selected paintingtraditions to build visual vocabulary.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

FIAR1700 - Introduction to Ceramics

Course Details

Subject Code
FIAR

Course Number
1700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course provides an introduction to basic techniques for the forming, firing,and surfacing of clay. It includes technical and historical information. Studentscomplete hand-building projects that further their individual technical andcreative skills.

Course Fees
LABF - 40

Prerequisites/Corequisites

No Requirements

FIAR1710 - Intermediate Ceramics

Course Details

Subject Code
FIAR

Course Number
1710

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4
This studio course provides an introduction to basic techniques for forming, firing, and surfacing clay. It includes technical and historical information. The course emphasis will be in the use of the pottery wheel.

Course Fees
LABF - 40

Prerequisites/Corequisites

No Requirements

FIAR1800 - Digital Photography

Course Details

Subject Code
FIAR

Course Number
1800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course introduces students to the fundamental tools of digital photography. Students will receive instruction in manual camera function, picture making techniques, photographic composition, editing and image control, digital image correction, image output and basic photography history. **This course requires students to have an approved camera with full manual functions and Camera Raw capabilities**

Prerequisites/Corequisites

No Requirements

FIAR1850 - Introduction to Digital Art

Course Details

Subject Code
FIAR

Course Number
1850

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4
This studio course is intended to introduce students to basic digital imaging manipulation skills within the Fine Art context of creative expression. Focus on digital imaging manipulation techniques learned within a raster-based environment, primarily including the fundamentals of various special effects, filters, layers, and masks used to explore the creation of artistically expressive images. Students will use current computer-imaging software to create original art in a variety of final output formats. Hardware and image input processes are also discussed.

Prerequisites/Corequisites

No Requirements

FIAR1900 - Intro to Printmaking

Course Details

Subject Code
FIAR

Course Number
1900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4
This studio course provides an introduction to a wide variety of printmaking processes. Topics include relief, intaglio, lithography, and mono printing. Students focus on the comprehension of techniques and materials, and the relationship to the printed image and visual concepts.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

FIAR1910 - Screen Printing

Course Details

Subject Code
FIAR

Course Number
1910

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4
This studio course is an exploration of basic screen printing techniques with emphasis on preparing screen-process stencils (photo and hand-cut film stencil), drawing fluid, color registration, and photo emulsion processes. Students will develop a series of a range of single, and multiple colored-run edition prints while exposed to various techniques for making silkscreen prints and basic mastery of these processes. Students are encouraged to investigate their own interests, conceptual ideas in terms of content, and image making in the printing.

Course Fees
LABF - 25

Prerequisites/Corequisites

No Requirements

FIAR2100 - Intermediate Drawing

Course Details

Subject Code
FIAR

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course emphasizes the enhancement of technical skill whiledeveloping representational and subjective drawing using various media and techniques.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

FIAR2400 - Survey of Visual Arts to 1400

Course Details

Subject Code
FIAR

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course traces the history of art from antiquity through the Middle Ages with afocus on visual analysis.

Prerequisites/Corequisites

No Requirements

FIAR2410 - Survey of Vis. Arts from 1400

Course Details

Subject Code
FIAR

Course Number
2410

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course covers the history of art from the Renaissance to the 21th Century withspecial attention to visual analysis.

Prerequisites/Corequisites

No Requirements

FIAR2500 - Watercolor

Course Details

Subject Code
FIAR

Course Number
2500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
Lecture Hours: 2; Lab Hours: 4This studio course introduces the basic techniques and processes of watercolor.Students work from realistic and abstract subject matters to develop anunderstanding of color and to explore form, content and space.

Prerequisites/Corequisites

No Requirements

FIAR2720 - Independent Study In Ceramics

Course Details

Subject Code
FIAR

Course Number
2720

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4
A studio course that focuses on the exploration of specific topics related to ceramics. Content will change from semester to semester. May be repeated for a total of nine credit hours, as topics vary.

Course Fees
LABF - 40

Prerequisites/Corequisites

No Requirements

FIAR2850 - Intermediate Digital Art

Course Details

Subject Code
FIAR

Course Number
2850

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
Lecture Hours: 2; Lab Hours: 4
This studio course explores creative and advanced practices in photo manipulation, illustration, video, sound, and animation within a Fine Art context. We will primarily focus on the applications within Adobe Creative Suite, including: Photoshop, Illustrator, After Effects, Premiere Pro, Animate, and Audition. Focus will be placed on the interconnectedness of cross-programming, using multiple programs simultaneously, in order to produce high quality time based artworks.

Course Fees
LABF

FINA2000 - Funding & Financng for Entrepr

Course Details

Subject Code
FINA

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course develops the student's understanding of the basics of financial planning, financial reporting, and required capital for new ventures. It focuses on projection of revenues, expenses, capital expenditures, cash flows, and balance sheet amounts; and the creation of required financial statements.

Prerequisites/Corequisites
No Requirements

FINA2010 - Finance

Course Details

Subject Code
FINA

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the organization of business firms, financial planning, funds for operation, short- and long-term capital, long-term debt, and business expansion.

Prerequisites/Corequisites
No Requirements

FREN1010 - Elementary French I

Course Details

Subject Code
FREN

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is a study of basic skills of listening, speaking, reading, and writing that emphasizes
basic language acquisition as well as an appreciation for French culture.

Prerequisites/Corequisites

No Requirements

FREN1020 - Elementary French II

Course Details

Subject Code
FREN

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course is a continuation of the study of elementary French with emphasis on francophone culture.

Prerequisites/Corequisites

No Requirements

GEOG1200 - World Regional Geography

Course Details

Subject Code
GEOG

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
In this course, you will study the following central elements of world geography: area and population; physical geography and human adaptations; cultural and historical geographies; economic geography; and geopolitical issues.

Prerequisites/Corequisites

No Requirements

GEOG1201 - World Regional Geography I

Course Details

Subject Code
GEOG

Course Number
1201

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is designed to introduce students to the basic concepts in regional geography, as well as to provide an understanding of the different geographic regions of our contemporary world. In this course, North America, Middle America, Latin America, Europe, the realm of former Soviet Union and central Asia (Eurasia), and the Pacific realm will be discussed from an economic, resource, political, cultural, and physical perspective.

GEOG1202 - World Regional Geography II

Course Details

Subject Code
GEOG

Course Number
1202

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is designed to introduce students to the basic concepts in regional geography, as well as to provide an understanding of the different geographic regions of our contemporary world. In this course, Middle East and North Africa (MENA), Sub-Saharan Africa, South Asia, East Asia, and the realm of Southeast Asia, will be discussed from an economic, resource, political, cultural, and physical perspective.

GEOG2100 - Elements of Physical Geography

Course Details

Subject Code
GEOG

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
An examination of the fundamentals of physical landscape and processes that create and modify the physical landscape. Includes weather and climate processes, global climate patterns, earth's physical systems and processes that drive the physical systems on earth, soil and vegetation types, and biodiversity.

Prerequisites/Corequisites

No Requirements

GEOL1010 - Physical Geology

Course Details

Subject Code
GEOL

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours:3; Lab Hours:0
This course includes the study of the formation of rocks, minerals and land forms. Topics include
the geological process of weathering, physical agents causing change, and the interpretation of
evidence for these processes.

Course Fees
AGEF - 77

GEOL1020 - Historical Geology

Course Details

Subject Code
GEOL

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 1; Lab Hours: 0A study of the origin and history of the Earth and the development of life on Earth as revealed in the rocks and fossils.

Prerequisites/Corequisites

No Requirements

GEOL1030 - Physical Geology Lab.

Course Details

Subject Code
GEOL

Course Number
1030

Credit Hours

Min:
1

Billing Hours

Min:
1

Lab Hours

Min:
2

Course Description
Lecture Hours: 0; Lab Hours:1This accompanying laboratory uses physical and chemical techniques to study rocks andminerals. It incorporates maps to demonstrate formation and change in land forms.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

GEOL1040 - Historical Geology Lab

Course Details

Subject Code
GEOL

Course Number
1040

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
1

Course Description
Lecture Hours: 0; Lab Hours: 1
A study and applied principles of historical geology as they apply to the interpretation of rocks and fossils.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

HACR1150 - HVAC Introduction

Course Details

Subject Code
HACR

Course Number
1150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an introduction to the HVAC industry.

Prerequisites/Corequisites

No Requirements

HACR1160 - Principles of Refrigeration I

Course Details

Subject Code
HACR

Course Number
1160

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course presents the proper and safe use of hand tools, including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications.

Course Fees
LABF - 75, CTEF - 25

Prerequisites/Corequisites

No Requirements

HACR1170 - Principles of Refrigeration II

Course Details

Subject Code
HACR

Course Number
1170

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course provides students with the skills and knowledge to install, repair and service major components of a refrigeration system. Topics include compressors, evaporators, condensers, metering devices, service procedures, refrigeration systems, refrigeration cycle, enthalpy and safety.

Course Fees
LABF - 50

Prerequisites/Corequisites
No Requirements

HACR1180 - Princip. of Refrigeration III

Course Details

Subject Code
HACR

Course Number
1180

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course provides students with the skills and knowledge to evacuate, charge, and leak check a sealed system according to EPA and Industry standards. Topics include Triple Evacuation, Burn-out cleanup of system, weigh-in charging, Superheat settings and Subcool adjustments and safety.

Course Fees
LABF - 50, CTEF - 25

Prerequisites/Corequisites
No Requirements

HACR1210 - Electrical Fundamentals

Course Details

Subject Code
HACR

Course Number
1210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, ohms law, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

Course Fees
LABF - 50

Prerequisites/Corequisites
No Requirements

HACR1220 - Electrical Components

Course Details

Subject Code
HACR

Course Number
1220

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

Course Fees
LABF - 50

Prerequisites/Corequisites
No Requirements

HACR1230 - Electric Motors

Course Details

Subject Code
HACR

Course Number
1230

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Course Fees
LABF - 50

Prerequisites/Corequisites
No Requirements

HACR1240 - Applied Electricity& Troublesh

Course Details

Subject Code
HACR

Course Number
1240

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, troubleshooting procedures, solid state controls, system wiring, control circuits, and safety.

Course Fees
LABF - 50, CTEF - 25

Prerequisites/Corequisites
No Requirements

HACR1410 - Domestic Refrigeration

Course Details

Subject Code
HACR

Course Number
1410

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
1

Course Description
Lecture Hours: 1; Lab Hours: 1
This course presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

Course Fees
LABF - 50

Prerequisites/Corequisites
No Requirements

HACR1420 - Room Air Conditioners

Course Details

Subject Code
HACR

Course Number
1420

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
1

Course Description
Lecture Hours: 1; Lab Hours: 1
This course includes the operation, diagnosis, and science of room air conditioning, with emphasis on how to diagnosis and repair.

Course Fees
LABF - 50

Prerequisites/Corequisites
No Requirements

HACR2510 - Residential Central A/C

Course Details

Subject Code
HACR

Course Number
2510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description

Lecture Hours: 2; Lab Hours: 1
This course presents the study and theory of the major components and functions of central air conditioning systems. Topics include the study of different air conditioning systems types and the proper and safe use of instruments and safety.

Course Fees

LABF - 50

Prerequisites/Corequisites

No Requirements

HACR2520 - Residential Central A/C II

Course Details

Subject Code
HACR

Course Number
2520

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description

Lecture Hours: 3; Lab Hours: 1
This course presents the operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems and safety principles.

Course Fees

LABF - 50

Prerequisites/Corequisites

No Requirements

HACR2530 - Residential System Design

Course Details

Subject Code
HACR

Course Number
2530

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course presents theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

Course Fees
LABF - 50

HACR2540 - Residential Heating

Course Details

Subject Code
HACR

Course Number
2540

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course covers theory and study of the principles and practices for the operation, diagnosis and service of residential and small commercial heating systems. Topics covered will include electrical controls, gas valves, piping, venting, code requirements, and principles of combustion and safety for gas and electrical heating.

Course Fees
LABF - 30

Prerequisites/Corequisites

No Requirements

HACR2560 - Residential Heat Pumps

Course Details

Subject Code
HACR

Course Number
2560

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course presents the theory and study of heat pumps and related systems, providing information for the fundamentals of heat pump operation and diagnosis techniques. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included.

Course Fees
CTEF - 0, LABF - 50

Prerequisites/Corequisites

No Requirements

HASC1010 - Phlebotomy

Course Details

Subject Code
HASC

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to
phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that the
Phlebotomist may perform.

Course Fees
HNSF - 92

Prerequisites/Corequisites

Simple Requirements

Completed Course

Type
Prerequisite

Complete ALL of the following Courses:

HASC1011 - Phlebotomy Lab

Course Details

Subject Code
HASC

Course Number
1011

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
4

Course Description
The 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 a clinical externship of 40 hours.

Course Fees
LABF - 75, HNSF - 84

Prerequisites/Corequisites

No Requirements

HASC1012 - Phlebotomy Clin Externship

Course Details

Subject Code
HASC

Course Number
1012

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
The student attends Phlebotomy clinical externship. During the clinical externship, students are expected to work 8 hours a day. There is no weekend or holiday rotation. Rotations are held at the program's clinical affiliate hospitals. Coursework includes preparation certification testing and job readiness skills.

Course Fees
HNSF - 129

Prerequisites/Corequisites

No Requirements

HASC1020 - Intro to EKG

Course Details

Subject Code
HASC

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure, function, and electrophysiology of the heart, and basic 3 lead EKG interpretation.

Course Fees
LABF - 0, HNSF - 84

Prerequisites/Corequisites

No Requirements

HASC1030 - EKG II

Course Details

Subject Code
HASC

Course Number
1030

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
3

Lab Hours

Min:
2

Course Description
This course teaches the advanced aspects of electrocardiography including 12 lead acquisition and interpretation, arrhythmias, pacemakers, and cardiac medications. Emphasis will be placed on identifying arrhythmia, axism deviation, heart blocks, and acute coronary syndrome. 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 30 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of healthcare settings.

Course Fees
LABF - 100, HNSF - 129

Prerequisites/Corequisites

No Requirements

HIST101 - Western Civilization I

Course Details

Subject Code	Course Number	Course Title
HIST	101	Western Civilization I

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Surveys major civilizations of the world before 1700 and emphasizes interactions among them
and their influences on each other.

Comparable to Nunez course HIST 1010. Only one may be taken for credit at Nunez.

HIST102 - Western Civilization II

Course Details

Subject Code	Course Number	Course Title
HIST	102	Western Civilization II

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Surveys major civilizations of the world from 1700 to the present and emphasizes interactions
among them and their influences on each other.

Comparable to Nunez course HIST 1020. Only one may be taken for credit at Nunez

HIST1010 - History of Western Civ I

Course Details

Subject Code
HIST

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0The course examines the development of the western heritage--a political, literary, and philosophical legacy--from prehistoric times to the Renaissance.

Prerequisites/Corequisites

No Requirements

HIST1020 - History of Western Civ II

Course Details

Subject Code
HIST

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
The course surveys the changes in the western heritage from the Renaissance to the twenty-first century and explores the influence that this heritage has had on world history.

Prerequisites/Corequisites

No Requirements

HIST1042 - History of Oil

Course Details

Subject Code
HIST

Course Number
1042

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is a survey of World History from the late 19th century to the present with a special emphasis on oil and the important role it has played in shaping society.

Prerequisites/Corequisites

No Requirements

HIST1200 - The Hist.of St.Bernard Parish

Course Details

Subject Code
HIST

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0The course will cover the history of St. Bernard Parish from prehistoric times to the present.

Prerequisites/Corequisites

No Requirements

HIST1500 - World History I

Course Details

Subject Code
HIST

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0The course is a survey from the origins of civilizations to the Age of Exploration focusing on geography, culture, and economics.

Prerequisites/Corequisites

No Requirements

HIST1510 - World History II

Course Details

Subject Code
HIST

Course Number
1510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0The course is a survey of world history beginning with the Age of Exploration and focusing on geography, culture, and economics.

Prerequisites/Corequisites

No Requirements

HIST2010 - American History to 1865

Course Details

Subject Code
HIST

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0The course is a survey of American history from European colonization to the Civil War.

Prerequisites/Corequisites

No Requirements

HIST2020 - American History from 1865

Course Details

Subject Code
HIST

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0The course is a survey of American history from Reconstruction to the twenty-first century.

Prerequisites/Corequisites

No Requirements

HIST2100 - Louisiana History

Course Details

Subject Code
HIST

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
The course explores major political, economic, and cultural influences on the development of Louisiana.

Prerequisites/Corequisites

No Requirements

HMAN1100 - Survey of World Religions

Course Details

Subject Code
HMAN

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

HSOM1020 - Medical Terminology I

Course Details

Subject Code
HSOM

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course covers basic medical terminology and focuses on work analysis, spelling, and pronunciation, as well as an explanation of medical terms used to describe health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular systems.

Prerequisites/Corequisites

No Requirements

HSOM1030 - Medical Terminology II

Course Details

Subject Code
HSOM

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0HSOM 1030 is a continuation of HSOM 1020. It covers the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy, pharmacology, and psychiatry.

Prerequisites/Corequisites

No Requirements

HSOM1110 - Basic CPT Coding

Course Details

Subject Code
HSOM

Course Number
1110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course covers basic procedural coding guidelines and techniques for physician services and procedures. It provides an explanation of the HCPCS coding system for durable medical equipment, drugs, and select procedures.

Prerequisites/Corequisites

No Requirements

HSOM1330 - Basic ICD9CM Coding

Course Details

Subject Code
HSOM

Course Number
1330

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is an introduction to the International Classification of Disease diagnostic and procedural coding guidelines and techniques. Students learn to translate written medical terminology into numeric and alphanumeric codes for compilation of data and reimbursement.

HSOM2010 - Legal Aspects of Medical Ofc

Course Details

Subject Code
HSOM

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course discusses legal issues that may arise in the medical office, including responding to subpoenas, patients' rights, required record keeping, confidentiality, risk management, and collection of debts.

Prerequisites/Corequisites

No Requirements

HSOM2040 - Computerized Patient Billing

Course Details

Subject Code
HSOM

Course Number
2040

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course teaches general concepts to cover most patient accounting software intended for health care providers. Students learn how to input and manage data, file claims, and generate reports.

Prerequisites/Corequisites

No Requirements

HSOM2050 - Medical Office Management

Course Details

Subject Code
HSOM

Course Number
2050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course teaches the efficient and successful operation of a medical practice through basic management principles. It focuses on the business aspects of a medical practice, including such topics as staff recruiting, development and management, office systems, revenue enhancement, regulatory compliance, quality and risk management, and cost containment.

Prerequisites/Corequisites

No Requirements

HSOM2090 - Advanced Medical Coding

Course Details

Subject Code
HSOM

Course Number
2090

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course addresses comprehensive coding scenarios, coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits, and revenue loss. It also enhances technical skills and improves efficiency and accuracy by reinforcing coding guidelines.

Course Fees
HNSF - 213

Prerequisites/Corequisites

No Requirements

HSOM2100 - Reimbursement Strategies

Course Details

Subject Code
HSOM

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course explores the important aspects of the reimbursement process of third-party payers, Medicare, and Medicaid, from creating efficient patient information forms to claims monitoring and appeals. It emphasizes compliance techniques, managed care competition, precertification, prior authorization, and utilization review. In this course, students learn to increase billing efficiency through appropriate documentation and effective accounts-receivable management operations.

Prerequisites/Corequisites

No Requirements

HSOM2150 - Reimbursement/Patient Billing

Course Details

Subject Code
HSOM

Course Number
2150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0This course teaches general concepts in reimbursement and patient billing. It covers most patient accounting software intended for healthcare providers, and it explores the important aspects of the reimbursement process of third-party payer, Medicare, and Medicaid, from creating efficient patient information forms to claims monitoring and appeals. It emphasizes compliance techniques, managed care competition, precertification, prior authorization, and utilization review. Students learn to increase billing efficiency through appropriate documentation and effective accounts-receivable management operations.

Prerequisites/Corequisites

No Requirements

HSOM2600 - Human Disease for Allied Hlth

Course Details

Subject Code
HSOM

Course Number
2600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description

Lecture Hours: 3; Lab Hours: 0
This course prepares students for the changing healthcare field. It covers current disease pathology information and ICD-9 CM and ICD-10 CM codes for more than 500 commonly encountered conditions with essential of human disease and conditions.

Prerequisites/Corequisites

No Requirements

HSOM2700 - Basic ICD-10CM Coding

Course Details

Subject Code
HSOM

Course Number
2700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an introduction to the International Classification 10-CM and PCS of disease diagnostic and procedural coding guidelines and techniques. Students learn to translate written medical terminology into numeric and alphanumeric codes, as well as compilation of data and reimbursement.

Prerequisites/Corequisites

No Requirements

HUDV1000 - Success in College

Course Details

Subject Code
HUDV

Course Number
1000

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
0

Course Description
Lecture Hours: 0; Lab Hours: 1
This is a study-skills course covering time management, note taking, preparing for and taking exams, listening skills, and the use of the library and other campus resources. This is a skills-improvement course that may not be used as credit for a certificate or degree.

Prerequisites/Corequisites

No Requirements

HUDV1050 - Career Success Seminar

Course Details

Subject Code
HUDV

Course Number
1050

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
0

Course Description
Lecture Hours: 1; Lab Hours: 0
Students complete assessments and activities designed to measure and improve workplace skills, including cognitive abilities, information literacy, and other job readiness skills, such as interviewing and writing résumés. This is a skills improvement course that may not be used as credit for a certificate or degree.

Course Fees
LABF - 0

Prerequisites/Corequisites

No Requirements

HUDV1070 - Living-Learning-Working Skills

Course Details

Subject Code
HUDV

Course Number
1070

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0Students engage in discussions of study skills, communication, values, problem solving, decision-making, and career goals. This is a skills improvement course that may not be used as credit for a certificate or degree.

Prerequisites/Corequisites

No Requirements

HVAC1200 - HVAC Level II

Course Details

Subject Code
HVAC

Course Number
1200

Credit Hours

Min:
7

Billing Hours

Min:
7

Lecture Hours

Min:
4

Lab Hours

Min:
6

Course Description
This course introduces commercial HVAC and is the second level of HVAC training. Topicsinclude Alternating Current (AC); Compressors; Refrigerants and Oils; Leak Detection,Evacuation, Recovery, and Charging; Metering Devices; Heat Pumps; Basic Maintenance;Chimneys, Vents, and Flues; Sheet Metal Duct Systems; Fiberglass and Flexible DuctSystems; Commercial Airside Systems; Air Quality Equipment; and Introduction to HydronicSystems.Successful students in this course will receive NCCER HVAC Level 2 Certification.Prerequisite: HVAC 1100 Lab Fee (Fees are subject to change)4.00 Lecture Hours6.00 Lab Hours7.00 Credit HoursNot Transferable

Course Fees
LABF - 15, LABF - 50, LABF - 100

Prerequisites/Corequisites

No Requirements

INDT1000 - Intro to Hazardous Materials

Course Details

Subject Code
INDT

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course provides an overview of hazardousmaterials. It discusses the health effects ofthese substances on the ecosystem andintroduces the legislation intended tominimize risks to the population at large. LabFeePrerequisites: Eligibility for MATH 1180,ENGL1010, and Reading Comprehension

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1010 - Intro to Process Technology

Course Details

Subject Code
INDT

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. Lab Fee Prerequisite: Completion of all required developmental coursework

Course Fees
LABF - 75, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1020 - Fundamentals of Safety

Course Details

Subject Code
INDT

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course provides a comprehensive andintegrated coverage of modern techniques insafety programming. It includes safetyprograms tailored to meet modernmanagement practices and newly developedand tested concepts of safety organization andadministration.

Course Fees
LABF - 50, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1030 - Industrial & Plant Safety

Course Details

Subject Code
INDT

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations.

Course Fees
APIM - 100, LABF - 0

Prerequisites/Corequisites

No Requirements

INDT1040 - Lab Technician I

Course Details

Subject Code
INDT

Course Number
1040

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
The course familiarizes students with different petroleum refinery laboratory techniques involving products such as gasoline, kerosene, jet fuel, and diesel as well as product quality control. It emphasizes the theory, operation, and significance of each test covered.

Course Fees
APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1100 - Intro to Industrial Maintenan

Course Details

Subject Code
INDT

Course Number
1100

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Course Description
This course provides a general comprehensive study of industrial safety, including codes, standards, and regulations, that gives students a practical working knowledge of safety hazards. Students practice and reinforce all skills, philosophy, and comprehension in individual and group activities.

Course Fees
LABF - 20, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1120 - Material Handling

Course Details

Subject Code
INDT

Course Number
1120

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
2

Course Description
This course studies the proper methods ofstoring, movement and securing both solid andliquid material in an industrial setting.

Course Fees
LABF - 20, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1200 - Metal Fabrication

Course Details

Subject Code
INDT

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
This course involves the study and practical application of metal fabrication. It includes design, material choices, and construction techniques. Lab Fee
Prerequisite or co-requisite: WELD 1100 or WELD 1130

Course Fees
LABF - 20, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1210 - Preventative Maintenance

Course Details

Subject Code
INDT

Course Number
1210

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
This course introduces safety procedures and the proper types of preventive maintenance and trouble-shooting practices for plant equipment. Lab Fee

Course Fees
LABF - 25, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1220 - Rigging

Course Details

Subject Code
INDT

Course Number
1220

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
2

Course Description
This course introduces the proper types of rigging equipment, hand signals, and safety procedures, along with man-lift, forklift, and crane operations and procedures.

Course Fees
LABF - 20, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1310 - Process Instrumentation I

Course Details

Subject Code
INDT

Course Number
1310

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course studies the instruments and instrument systems used in the petrochemical industry. It covers terminology, process variables, symbology, control loops, and basic troubleshooting. Lab Fee Prerequisite: INDT 1010

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1320 - Process Instrumentation II

Course Details

Subject Code
INDT

Course Number
1320

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course is a continuation of INDT 1310 using actual demonstration units. It introduces switches, relays, the annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Lab Fee Prerequisite: Completion of all required developmental coursework

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT1610 - Process Technology I (Equip)

Course Details

Subject Code
INDT

Course Number
1610

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces the equipment used in the process industry. Students study process industry-related equipment and concepts, including purpose, components, and operation. The course emphasizes the process technician's role in operating and troubleshooting equipment. Lab Fee Prerequisite: Completion of all required developmental coursework

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT2070 - Quality Control

Course Details

Subject Code
INDT

Course Number
2070

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces many process industry quality-related concepts, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control.

Course Fees
APIM - 100, LABF - 0

Prerequisites/Corequisites

No Requirements

INDT2420 - Process Technology II Unit Sys

Course Details

Subject Code
INDT

Course Number
2420

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course studies the interrelation of process equipment and process systems by arranging process equipment into basic systems, describing the purpose and function of specific process systems, explaining how factors affecting process systems are controlled under normal conditions, and recognizing abnormal process conditions. It also introduces the concept of system and plant economics. Lab fee Prerequisites: INDT 1010 and INDT 1610

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

INDT2430 - Process Technology III (Oper)

Course Details

Subject Code
INDT

Course Number
2430

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course teaches the operation of an entire unit within the process industry using the students' existing knowledge of equipment, systems, and instrumentation. It also examines concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Lab fee Prerequisites: INDT 2420 and MATH 1300

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites
No Requirements

INDT2440 - Process Troubleshooting

Course Details

Subject Code
INDT

Course Number
2440

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. It uses data from the instrumentation to determine the cause for abnormal conditions in an organized and regimented way. Lab fee Prerequisites: INDT 1320, INDT 2420, and MATH 1300

Course Fees
LABF - 30, APIM - 100

Prerequisites/Corequisites
No Requirements

INDT2630 - Fluid Mechanics

Course Details

Subject Code
INDT

Course Number
2630

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
3 credit hours Lecture Hours: 3; Lab Hours: 0
This course addresses the behavior of liquids and gasses used in industry. Use and interpretation of the API (American Petroleum Institute) specifications and other applicable industry standards. Interpretation of graphs and tables representing the effect of temperature and pressure on the properties of liquids and gasses such as density, viscosity, Reynolds number and friction factor. Calculate the flow rate and pressure changes of piping systems containing any fittings, control valves, orifice plates, and other items used to transport and process fluids by using Bernoulli's equation. Filling and draining of vessels. Sizing of pumps and interpreting performance curves for any changes in pump impellers, speed, pressure, efficiency, and flow rate. Calculate the effects of buoyancy and floatation of liquids or solids upon vessel on or off loading.

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

Simple Requirements

Any of the following requirements

Type
Prerequisite

Fulfill ANY of the following requirements:

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- MATH1300 - College Algebra

AND

Earn a minimum grade (UG) of C in the following:
- MATH1300 - College Algebra

OR

Earn a minimum grade (UG) of C in the following:
- MATH1310 - College Algebra with Lab

INDT2900 - Job Readiness Skills

Course Details

Subject Code
INDT

Course Number
2900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course prepares students for pre-employment tests for the oil, gas, and petrochemical industries by strengthening mechanical knowledge through exercises in spatial relations, reasoning with symbols, and mechanical aptitude. It also develops job-seeking skills, such as résumé writing and interviewing.

Course Fees
APIM - 100, CTEF - 0, LABF - 0

Prerequisites/Corequisites

No Requirements

INDT2910 - Process Technology Internship

Course Details

Subject Code
INDT

Course Number
2910

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
6

Course Description
Students work a minimum of 135 supervised hours in a local industrial setting. If an internshipis not available, students complete an internal independent study.Corequisites: 15 hours or less to graduate and permission of the program manager

Course Fees
LABF - 30, APIM - 100

Prerequisites/Corequisites

No Requirements

INST1010 - NCCER Instrument Level I

Course Details

Subject Code
INST

Course Number
1010

Credit Hours

Min:
6

Billing Hours

Min:
6

Lecture Hours

Min:
4

Lab Hours

Min:
6

Course Description
Lecture Hours: 4; Lab Hours: 6
Key content includes hand tools for instrumentation, electrical safety, power tools for instrumentation, electrical systems for instrumentation, metallurgy for instrumentation, fasteners, instrumentation drawings and documents, part one, gaskets and packing, lubricants, sealants, and cleaners, flow, pressure, level, and temperature, tubing, piping — 2" and under and hoses.

Course Fees
CTEF - 15, LABF - 35

Prerequisites/Corequisites

Simple Requirements

Enrolled in CNST1000

Type
Corequisite

Enrolled in Course CNST1000

Enroll in the following Courses:

- CNST1000 - Introduction to Construction

INST1020 - NCCER Instrument Level II

Course Details

Subject Code
INST

Course Number
1020

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
4

Lab Hours

Min:
7

Course Description
Lecture Hours: 4; Lab Hours: 7
Key content includes Craft-Related Mathematics, Instrumentation Drawings and Documents, Part Two, Principles of Welding for Instrumentation, Process Control Theory, Detectors, Secondary Elements, Transducers, and Transmitters, Controllers, Recorders, and Indicators, Control Valves, Actuators, and Positioners, Relays and Timers, Switches and Photoelectric Devices, Filters, Regulators, and Dryers, Analyzers and Monitors, Panel-Mounted Instruments, Installing Field-Mounted Instruments and Raceways for Instrumentation.

Course Fees
LABF - 35, CTEF - 15

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course INST1010

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- INST1010 - NCCER Instrument Level I

INST1030 - NCCER Instrument Level III

Course Details

Subject Code
INST

Course Number
1030

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
4

Lab Hours

Min:
7

Course Description
Lecture Hours: 4; Lab Hours: 7
Key content includes Instrument Fitter’s Math, Layout and Installation of Tubing and Piping Systems, Clean, Purge, and Test Tubing and Piping Systems, Receive, Inspect, Handle, and Store Instrumentation, Instrumentation Electrical Circuitry, Grounding and Shielding of Instrumentation Wiring, Terminating Conductors and Protective Measures for Instrumentation.

Course Fees
CTEF - 15, LABF - 35

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course INST1020

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- INST1020 - NCCER Instrument Level II

INST1040 - NCCER Instrument Level IV

Course Details

Subject Code
INST

Course Number
1040

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
4

Lab Hours

Min:
7

Course Description
Lecture Hours: 4; Lab Hours: 7
Key content includes Digital Logic Circuits, Instrument Calibration and Configuration, Performing Loop Checks, Troubleshooting and Commissioning a Loop, Tuning Loops, Programmable Logic Controllers, Disturbed Control Systems and Analyzers.

Course Fees
LABF - 35, CTEF - 15

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course INST1030

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- INST1030 - NCCER Instrument Level III

LLWS1000 - Living Learning Working Skills

Course Details

Subject Code
LLWS

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Prerequisites/Corequisites

No Requirements

MACH1150 - Basic Drill Press

Course Details

Subject Code
MACH

Course Number
1150

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Students in this course learn the types of drill presses, parts and controls, calculate and adjust feeds and speeds, drill holes, bore holes with a radial drill press, countersink, counterbore, and spot face holes. Lab Fee

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

MACH1450 - Forming and Shaping

Course Details

Subject Code
MACH

Course Number
1450

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
This course covers powdered metals and metalizing, hydraulic and arbor presses, and shapers. Lab Fee Prerequisites: MATH 1150, MACH 1050, MACH 1080, MACH 1120, and MACH 1150

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

MACH1500 - Precision Grinding

Course Details

Subject Code
MACH

Course Number
1500

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
Students in this course grind machine parts and controls, perform wheel dressing and maintenance, learn the uses of a surface grinder, and perform precision grinding operations. Lab Fee

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

MACH1600 - Milling Machine

Course Details

Subject Code
MACH

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
6

Course Description
This course covers the identification of milling machine parts and controls. Students also calculate and adjust speeds and feeds, use cutting tools and work holding devices, cut keyways, and perform gang milling and indexing operations. Lab Fee

Course Fees
LABF - 50

Prerequisites/Corequisites

No Requirements

MATH110 - College Algebra

Course Details

Subject Code	Course Number	Course Title
MATH	110	College Algebra

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

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.Comparable to Nunez course MATH 1300. Only one may be taken for credit at Nunez.

Prerequisites/Corequisites

No Requirements

MATH0990 - Foundations of Algebra II

Course Details

Subject Code	Course Number
MATH	0990

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0This course covers algebra topics, including graphing lines, solving inequalities and systems of equations and inequalities, rational algebraic expressions, roots of numbers, radicals, rational and negative exponents, quadratic equations, complex numbers, and an introduction to functions. MATH 0990 is a skills improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.

Prerequisites/Corequisites

No Requirements

MATH1150 - Math for Technology

Course Details

Subject Code
MATH

Course Number
1150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course includes topics in arithmetic, algebra, geometry, and trigonometry with applications to technology. This course may not be used to fulfill the mathematics general education requirement in associate degree or certificate of applied science programs.

Course Fees
AGEF - 45

Prerequisites/Corequisites

No Requirements

MATH1190 - Math for Allied Health

Course Details

Subject Code
MATH

Course Number
1190

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
Students in this course study applications of mathematics related to allied health. Topics include the metric system, with a focus on unit conversions by proportionalities, as well as dimensional analysis, dosage calculations, representations of linear functions verbally, graphically, numerically and algebraically. It also includes medication calculations and drip rates.

Course Fees
AGEF - 67

Prerequisites/Corequisites

Simple Requirements

Completed Course

Type
Prerequisite

Complete ALL of the following Courses:

MATH1198 - Survey of Mathematical Con Lab

Course Details

Subject Code
MATH

Course Number
1198

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Survey of Mathematical Concepts Lab will cover topics to reinforce foundational concepts, such as problem solving, applications in problem solving, selected branches of mathematics including sets, logic, probability and statistics with examples and problems in each. Survey of Mathematical Concepts Lab is required for students who do not have sufficient test scores to be placed into MATH 1200. MATH 1198 is a co-requisite for MATH 1200.

Prerequisites/Corequisites

Simple Requirements

Enrolled in MATH1210

Type
Corequisite

Enrolled in Course MATH1210

Enroll in the following Courses:

- MATH1210 - Survey of Math Cpts with Lab

MATH1199 - Surv of Math Conc w/Support

Course Details

Subject Code
MATH

Course Number
1199

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
Lecture Hours: 4; Lab Hours: 0
This course is a survey of selected branches of mathematics, including sets, logic, probability, and statistics, with examples and problems in each.

Prerequisites/Corequisites

No Requirements

MATH1200 - Survey of Mathematical Concept

Course Details

Subject Code
MATH

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is a survey of selected branches of mathematics including sets, logic, probability, and statistics, with examples and problems in each.

Course Fees
AGEF - 56

Prerequisites/Corequisites

No Requirements

MATH1201 - Applied Algebra Lab

Course Details

Subject Code
MATH

Course Number
1201

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Applied Algebra Lab will cover topics to reinforce foundational concepts, such as solving linear equations and inequalities including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions. Applied Algebra Lab is required for students who do not have sufficient test scores to be placed into MATH 1203. MATH 1201 is a co-requisite for MATH 1203.

Prerequisites/Corequisites

Simple Requirements

Enrolled in MATH1213

Type
Corequisite

Enrolled in Course MATH1213

Enroll in the following Courses:

- MATH1213 - Applied Algebra with Lab

MATH1202 - Applied Algebra w/Support

Course Details

Subject Code
MATH

Course Number
1202

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description

Lecture Hours: 4; Lab Hours: 0
This course covers solving linear equations and inequalities, including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions, including linear and quadratic, values of exponential and logarithmic functions.

Prerequisites/Corequisites

No Requirements

MATH1203 - Applied Algebra

Course Details

Subject Code
MATH

Course Number
1203

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course covers solving linear equations and inequalities, including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions.

Course Fees

AGEF - 56

Prerequisites/Corequisites

No Requirements

MATH1210 - Survey of Math Cpts with Lab

Course Details

Subject Code
MATH

Course Number
1210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course is a survey of selected branches of mathematics including sets, logic, probability, and statistics, with examples and problems in each. Students must enroll in corequisite MATH 1198.

Course Fees
AGEF - 56

Prerequisites/Corequisites

No Requirements

MATH1213 - Applied Algebra with Lab

Course Details

Subject Code
MATH

Course Number
1213

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course covers solving linear equations and inequalities, including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions. Students must enroll in Corequisite MATH 1198.

Course Fees
AGEF - 56

Prerequisites/Corequisites

No Requirements

MATH1298 - College Algebra Lab

Course Details

Subject Code
MATH

Course Number
1298

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
College Algebra Lab will cover topics to reinforce foundational concepts, such as solving linear equations and inequalities, simplifying quadratic, polynomial, rational, exponential and logarithmic expressions, complex numbers and solving quadratic, polynomial, rational, exponential and logarithmic equations. College Algebra Lab is required for students who do not have sufficient test scores to be placed into MATH 1300. MATH 1298 is a co-requisite for MATH 1300.

Prerequisites/Corequisites

Simple Requirements

Enrolled in MATH1310

Type
Corequisite

Enrolled in Course MATH1310

Enroll in the following Courses:

- MATH1310 - College Algebra with Lab

MATH1299 - Coll. Algebra w/ Support

Course Details

Subject Code
MATH

Course Number
1299

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
Lecture Hours: 4; Lab Hours: 0
College Algebra covers topics in algebra including solving and graphing equations and inequalities and working with functions, including quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations.

Prerequisites/Corequisites

No Requirements

MATH1300 - College Algebra

Course Details

Subject Code
MATH

Course Number
1300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
College Algebra covers topics in algebra, including solving and graphing equations and inequalities and working with functions, such as quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations.

Course Fees
AGEF - 56

Prerequisites/Corequisites

No Requirements

MATH1310 - College Algebra with Lab

Course Details

Subject Code
MATH

Course Number
1310

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
College Algebra covers topics in algebra, including solving and graphing equations and inequalities and working with functions, such as quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations. Students must enroll in MATH 1298.

Course Fees
AGEF - 56

Prerequisites/Corequisites

Simple Requirements

Enrolled in MATH1298

Type
Corequisite

Enrolled in Course MATH1298

Enroll in the following Courses:

- MATH1298 - College Algebra Lab

MATH1400 - College Trigonometry

Course Details

Subject Code
MATH

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is a study of trigonometric functions, identities, and equations. It also covers angle measure, graphing of trigonometric functions, inverse functions, polar coordinates, limits, and continuity. This is a course for students who plan to study Calculus.

Course Fees
AGEF - 56

Prerequisites/Corequisites
No Requirements

MATH1600 - Elementary Number Structures

Course Details

Subject Code
MATH

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course covers topics that prepare teachers in elementary education. Topics include logic, sets, numeration systems, elementary number theory, rational numbers, and real numbers. This course may not be used to fulfill the mathematics general education requirement in associate degree or certificate of applied science programs.

Course Fees
AGEF - 56

Prerequisites/Corequisites
No Requirements

MATH1630 - Elem Geometry & Statistics

Course Details

Subject Code
MATH

Course Number
1630

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course covers topics in Euclidean geometry, the coordinate plane, and probability and statistics. It is designed to provide students with an understanding of the nature of mathematics.

Course Fees
AGEF - 45

Prerequisites/Corequisites

No Requirements

MATH1700 - Finite Math

Course Details

Subject Code
MATH

Course Number
1700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an overview of some or all of the following topics: systems of linear equations, vectors, matrices, and matrix algebra; it may also cover linear inequalities, counting techniques, including permutations and combinations probability, as well as basic concepts in mathematics finance (annuities included), and an introduction to statistics.

Prerequisites/Corequisites

No Requirements

MATH2000 - Statistics

Course Details

Subject Code
MATH

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This introduction to the study of probability and statistics emphasizes the relationship between them. Topics covered include discrete random variables, distributions (including the Binomial Distribution), sampling theory, testing of hypotheses, regression, correlation, and analysis of
variance. The course gives special attention to decision-making and problem-solving related to business and experimentation.

Course Fees
AGEF - 56

Prerequisites/Corequisites

No Requirements

MATH2010 - Calculus I

Course Details

Subject Code
MATH

Course Number
2010

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
5

Lab Hours

Min:
0

Course Description
Lecture Hours: 5; Lab Hours: 0
This course covers the limits and continuity of functions, an introduction of derivatives, techniques of differentiation, Chain rule, implicit differentiation, differentiation of transcendental and inverse functions, and applications of differentiation: concavity; relative extrema. It also covers maximum and minimum values of a function, optimization, anti-differentiation, definite integrals, as well as Fundamental Theorem of Calculus, applications of definite integrals, and work and volume.

Course Fees
AGEF - 45

Prerequisites/Corequisites

No Requirements

MATH2100 - Calculus II

Course Details

Subject Code
MATH

Course Number
2100

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
5

Lab Hours

Min:
0

Course Description
Lecture Hours: 5; Lab Hours: 0
This course covers definite integrals, transcendental functions, and applications of derivatives and integrals.

Course Fees
AGEF - 45

Prerequisites/Corequisites

No Requirements

MTTC2120 - Intro to Machine Tools

Course Details

Subject Code
MTTC

Course Number
2120

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
2

Lab Hours

Min:
6

Course Description
This course is an in-person course that will provide students with machine tool fundamentals to earn an industry-based certification for measurements, materials and safety. Students will be able to define machine tool technology, identify safety guidelines, use precision measuring tools (English and Metric systems), applied shop math, identify layout tools, identify metal composition and classification.

Course Fees
CTEF - 80, LABF - 50

Prerequisites/Corequisites

Simple Requirements

Enrolled in MTTC2310, MTTC2410

Type
Corequisite

Enrolled in Course MTTC2310

Enroll in the following Courses:
- MTTC2310 - Basic Lathe

Enrolled in Course MTTC2410

Enroll in the following Courses:
- MTTC2410 - Basic Mill

MTTC2220 - Shaping and Forming

Course Details

Subject Code
MTTC

Course Number
2220

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
1

Lab Hours

Min:
3

Course Description
This course is an in-person course that provides basic instruction for common hand tools, engineering drawings, layout procedures, common semi-precision and precision layout tools, perform basic layout procedures.

Course Fees
LABF - 50, CTEF - 80

Prerequisites/Corequisites

Simple Requirements

Enrolled in MTTC2120

Type
Corequisite

Enrolled in Course MTTC2120

Enroll in the following Courses:

- MTTC2120 - Intro to Machine Tools

MTTC2310 - Basic Lathe

Course Details

Subject Code
MTTC

Course Number
2310

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
This course is an in-person course providing basic instruction for turning operations on an engine lathe, instruction is based on Machining Level 1 skill standards established by the National Institute for Metalworking Skills (NIMS).

Course Fees
LABF - 50, CTEF - 80

Prerequisites/Corequisites

Simple Requirements

Enrolled in MTTC2120

Type
Corequisite

Enrolled in Course MTTC2120

Enroll in the following Courses:

- MTTC2120 - Intro to Machine Tools

MTTC2330 - Advance Lathe

Course Details

Subject Code
MTTC

Course Number
2330

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
2

Lab Hours

Min:
6

Course Description
This course is an in-person course that provides advance instruction for turning operations on an engine lathe. Instruction is based on machining level II skill standards established by the National Institute for Metalworking Skills (NIMS). This course will provide the skills training that students need to be able to set up and operate an engine lathe and produce parts using advanced turning skills.

Course Fees
CTEF - 80

Prerequisites/Corequisites

No Requirements

MTTC2350 - Survey Computer Aided Drafting

Course Details

Subject Code
MTTC

Course Number
2350

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is an in-person course that provides Computer Aided Drafting instruction on various platforms. Students will learn to design parts for machining using Microsoft Fusion 360, SolidWorks and OnShape giving students experience with differing platforms used in business and industry. Students will be prepared to take the Autodesk Certified Professional in Design for Manufacturing at the completion of this course.

Course Fees
LABF - 50

MTTC2410 - Basic Mill

Course Details

Subject Code
MTTC

Course Number
2410

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
4

Course Description
This is an in-person course providing basic Instruction for machining operations on a manual vertical milling machine. Instruction is based on Machining Level 1 skills standards established by the National Institute for Metalworking Skills (NIMS).

Course Fees
CTEF - 80

Prerequisites/Corequisites

No Requirements

MTTC2430 - Advanced Milling

Course Details

Subject Code
MTTC

Course Number
2430

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
2

Lab Hours

Min:
6

Course Description
This course is an in-person course that provides advance instruction for mill machining operations. Instruction is based on mill machining level II skills standards established by the National Institute of Metalworking Skills (NIMS).

Course Fees
CTEF - 80

Prerequisites/Corequisites

No Requirements

MTTC2710 - CNC

Course Details

Subject Code
MTTC

Course Number
2710

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
2

Lab Hours

Min:
6

Course Description
This course is an in-person course that provides CNC instruction for CNC machining operations. Instruction is based on CNC Machining Level I Skills Standards established by the National Institute for Metalworking Skills (NIMS). The course will provide the skills training that students need to be able to set up and operate a CNC milling and a CNC lathe machines and produce parts using advance machining skills.

Course Fees
LABF - 50, CTEF - 80

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course MTTC2310

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- MTTC2310 - Basic Lathe

A minimum grade of 'C' in Course MTTC2410

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- MTTC2410 - Basic Mill

MUSC1000 - Intro to Music Industry Studie

Course Details

Subject Code
MUSC

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course provides an overview of the music industry, its multiple sectors, the skills and knowledge they require, and the careers they offer. The course touches on all topics in the curriculum going forward, including legal issues, recording and songwriting contracts, publishing, songwriting, copyright and licenses, music for film and TV, distribution, marketing and entrepreneurship; the artist's team (managers, lawyers, agents, producers); and touring, merchandising and group issues. It is taught from the standpoint of the performer (the incipient small business entrepreneur) as well as from the standpoint of the non-performer (the incipient music industry professional and entrepreneur). Students will see the big picture, the larger "creative economy" of which you are a part, and begin to understand the foundations, economics, functions and methods of the music, art and entertainment industries. Students will appreciate the value of entrepreneurship and the economic value of self-expression, and see the opportunities available to you in the music industry program, on this campus, and in this city. Students will learn about the many kinds of jobs in the creative economy and develop some understanding of the skills, information and knowledge needed to perform them.

Prerequisites/Corequisites

No Requirements

MUSC1013 - Music Appreciation

Course Details

Subject Code
MUSC

Course Number
1013

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0Basic elements and vocabulary of music; appreciation and understanding of diverse styles of music past and present; developing listening skills. Includes opportunities for experiencing music (recorded and/or live).

Prerequisites/Corequisites

No Requirements

MUSC1100 - Music Fundamentals

Course Details

Subject Code
MUSC

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course covers the fundamentals of music including introductions to rhythm, melody, harmony and form, through note-reading, scales and chords, listening, sight-singing, and ear training.

Prerequisites/Corequisites

No Requirements

MUSC1400 - Survey of Music Med. to Class.

Course Details

Subject Code
MUSC

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course studies the music and musicians of the pre-Renaissance, Renaissance, Baroque, and classical eras. Listening is an integral part of the course.

Prerequisites/Corequisites

No Requirements

MUSC1500 - Survey Music fr Rom to Pres

Course Details

Subject Code
MUSC

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course studies the music and musicians of the Romantic and Contemporary periods. Listening is an integral part of the course.

Prerequisites/Corequisites

No Requirements

NURS1000 - Nursing Assistant

Course Details

Subject Code
NURS

Course Number
1000

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
3

Lab Hours

Min:
1

Course Description
The Nursing Assistant Course prepares students for employment in long-term care facilities and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and functions, infection control, and the job-seeking process. Students participate in clinical activities and lab skills under the supervision of the instructor.

Course Fees
LABF - 53, HNSF - 174

Prerequisites/Corequisites

No Requirements

NURS1010 - Fund of Nursing I Theory

Course Details

Subject Code
NURS

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
1

Course Description
Classroom instruction in this course includes an introduction to health care, basic nursing skills, body structure and functions, and infection control. This course trains the entry-level student in all skills required of the nursing assistant, including measures to promote hygiene, comfort, safety, nutrition, exercise, and communication. The course includes concepts related to health and adaptations. It develops basic level skills through the application of the nursing process to assist and manage clients of all ages in long-term health-care settings. Supervised lab performance (32 hrs) is an integral part of this course.Prerequisites: Admission to the PN program and CPR certificationCo-requisites: NURS 1020 and NURS 1030

Course Fees
QEPF - 25

Prerequisites/Corequisites

No Requirements

NURS1011 - Fundamentals of Nursing

Course Details

Subject Code
NURS

Course Number
1011

Credit Hours

Min:
7

Billing Hours

Min:
7

Lecture Hours

Min:
120

Lab Hours

Min:
80

Course Description
Classroom instruction in this course includes an introduction to professional nursing, health care, basic nursing skills, body structure and functions, infection control, nursing theories, nursing process, concepts related to health, behavior and cultural diversity, nursing theory, and higher levels of skills required of the licensed professional nurse. This course also provides a basic knowledge of microbes including their role in health and illness, modes of transmission, methods of control or destruction, with an instructional focus on concepts essential for the safe performance of nursing procedures and for the prevention of illness and/or the transfer of disease to others. The course includes concepts related to health and adaptations. It develops basic level skills through the application of the nursing process to assist and manage clients of all ages in long-term health-care settings. The course includes a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, Subpart I - Practical Nurses, vocational adjustment. It presents and discusses concepts related to health, behavioral psychology, adjustment, preventative measures, client-nurse communication, and the application of the nursing process. It also develops advanced skills through the application of the nursing process to assist and manage clients of all ages in a variety of healthcare settings. Supervised clinical lab performance (80 hrs) is an integral part of this course. Concurrent enrollment in NURS 1020 is required. These are linked courses requiring passing grades in both to receive credit for either.

Course Fees
HNSF - 694, LABF - 75

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course BIOL1010

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BIOL1010 - Intro Anatomy and Physiology

A minimum grade of 'C' in Course BIOL1500

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- BIOL1500 - Nutrition and Diet Therapy

Enrolled in NURS1020

Type
Corequisite

Enrolled in Course NURS1020

Enroll in the following Courses:
- NURS1020 - Fund of Nursing I Clinical

NURS1020 - Fund of Nursing I Clinical

Course Details

Subject Code
NURS

Course Number
1020

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
0

Lab Hours

Min:
8

Course Description
This course provides clinical experience to enhance the understanding of and adeptness in basic nursing-assistant-level skills. It emphasizes hygiene, comfort measures, infection control, body mechanics, and medical asepsis. Students in this course are required to perform forty (40) hours of nursing home clinical. Concurrent enrollment in NURS 1011 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1025 - Fund of Nursing II Theory

Course Details

Subject Code
NURS

Course Number
1025

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
7

Lab Hours

Min:
1

Course Description
This course builds on the fundamentals of nursing care and includes an introduction to professional nursing, the nursing process, concepts related to health, behavior and cultural diversity, nursing theory, and higher levels of skills required of the licensed professional nurse. It continues the development of the foundation of nursing theories fundamental to the acquisition of skills needed to provide basic patient care. The course includes a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, Subpart I - Practical Nurses, vocational adjustment. It presents and discusses concepts related to health, behavioral psychology, adjustment, preventative measures, client-nurse communication, and the application of the nursing process. It also develops advanced skills through the application of the nursing process to assist and manage clients of all ages in a variety of healthcare settings. Supervised lab performance (40 hrs) is an integral part of this course.Prerequisite: NURS 1000 or NURS 1010/1020Co-requisites: NURS 1030, NURS 1040, and NURS 1500

Course Fees
LABF - 230

Prerequisites/Corequisites

No Requirements

NURS1030 - Med-Surg Nursing I Theory

Course Details

Subject Code
NURS

Course Number
1030

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Lab Hours

Min:
0

Course Description
This course offers concurrent nursing theory and clinical experience, emphasizing the study and application of management principles, identification of the LPN's role as a member of the health care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgement and critical-thinking skills in the care of adult patients who are adapting to acute and chronic health problems. This course concentrates on the health care needs and nursing care of hospitalized adult and geriatric patients. Focus areas include first-aid, fluid and electrolyte imbalances, Cardiac Part I (hypertension, congestive heart failure, and occlusive disorders), respiratory, endocrine, integument, gastrointestinal, stoma care, reproduction, and the care of the surgical patient. This course introduces and implements medical terminology. It emphasizes concepts of gerontological nursing. Concurrent enrollment in NURS 1040 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1040 - Med-Surg Nursing I Clinical

Course Details

Subject Code
NURS

Course Number
1040

Credit Hours

Min:
9

Billing Hours

Min:
9

Lecture Hours

Min:
0

Lab Hours

Min:
10

Course Description
This course provides clinical experience in general medical-surgical, telemetry, oncology, neurological, ventilator, and orthopedic units emphasizing the care of the hospitalized adult and geriatric patient. The focus of the course is on the application of the nursing process in the care of patients with chronic and acute illnesses primarily affecting the cardiovascular, respiratory, gastrointestinal, integumentary, and endocrine systems, as well as patients with fluid and electrolyte imbalances. Concurrent enrollment in NURS 1030 is required. These are linked courses requiring passing grades in both to receive credit for either.

Course Fees
LABF - 45, HNSF - 627.7

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course NURS1500

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- NURS1500 - Pharmacology and Math Nursing

A minimum grade of 'C' in Course NURS1011

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- NURS1011 - Fundamentals of Nursing

A minimum grade of 'P' in Course NURS1020

Type
Prerequisite

Earn a minimum grade (UG) of P in the following:
- NURS1020 - Fund of Nursing I Clinical

Enrolled in NURS1030

Type
Corequisite

Enrolled in Course NURS1030

Enroll in the following Courses:
- NURS1030 - Med-Surg Nursing I Theory

NURS1051 - Med-Surg Nursing II Theory

Course Details

Subject Code
NURS

Course Number
1051

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
5

Lab Hours

Min:
3

Course Description
This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN's role as a member of the health care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgement and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. This course concentrates on the health care needs and nursing care of the adult and geriatric patients in multiple health care settings. Focus areas include Cardiac Part II (cardiac dysrhythmias, surgical interventions, valve disorders, inflammatory and infectious cardiac vascular disorders), genitourinary, pain, shock syndromes, hematology, immunotherapy, neurology, muscular skeletal, care of the dying patient, complementary alternative medicine, oncology, and community nursing. Concurrent enrollment in NURS 1060 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1060 - Med-Surg Nursing II Clinical

Course Details

Subject Code
NURS

Course Number
1060

Credit Hours

Min:
9

Billing Hours

Min:
9

Lecture Hours

Min:
0

Lab Hours

Min:
24

Course Description
This course offers concurrent nursing theory and clinical experience, emphasizing the study and application of management principles, identification of the LPN'S role as a member of the health care team and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. Clinical experience provides students with training in the hospital, home health, hospice, clinic, ambulatory surgery, health department, and school-based health centers. Students also participate in community events such as health fairs, health screening, immunizations, and other community education-based services. Concurrent enrollment in NURS 1051 is required. These are linked courses requiring passing grades in both to receive credit for either.

Course Fees
LABF - 45, HNSF - 575.3

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course NURS1030

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- NURS1030 - Med-Surg Nursing I Theory

A minimum grade of 'P' in Course NURS1040

Type
Prerequisite

Earn a minimum grade (UG) of P in the following:

- NURS1040 - Med-Surg Nursing I Clinical

A minimum grade of 'C' in Course NURS1210

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- NURS1210 - Intravenous Therapy

Enrolled in NURS1051

Type
Corequisite

Enrolled in Course NURS1051

Enroll in the following Courses:

- NURS1051 - Med-Surg Nursing II Theory

NURS1090 - Mental Health Nursing Theory

Course Details

Subject Code
NURS

Course Number
1090

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description

This course emphasizes common psychiatric problems, therapies, nursing approaches and management, methods of treatment, and community resources. The clinical experience associated with this course enhances the student's conceptual knowledge and use of psychiatric theories. Concurrent enrollment in NURS 1150 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1100 - Maternal/Newborn NursingTheory

Course Details

Subject Code
NURS

Course Number
1100

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course concentrates on the health-care needs and nursing care of families during the child-bearing experience and on the hospitalized newborn, infant, child, and adolescent. Pharmacology topics related to maternal-child care are included throughout the course. Concurrent enrollment in NURS 1110 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1110 - Maternal/Newborn Nurs Clinical

Course Details

Subject Code
NURS

Course Number
1110

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
0

Course Description
This accompanying clinical experience enhances the student's understanding of the health-care needs and nursing care of families during the child-bearing experience and of the hospitalized newborn, infant, child, and adolescent. Concurrent enrollment in NURS 1100 is required. These are linked courses requiring passing grades in both to receive credit for either.

Course Fees
LABF - 40, HNSF - 470.7

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course NURS1011

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- NURS1011 - Fundamentals of Nursing

A minimum grade of 'P' in Course NURS1020

Type
Prerequisite

Earn a minimum grade (UG) of P in the following:
- NURS1020 - Fund of Nursing I Clinical

A minimum grade of 'C' in Course NURS1500

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- NURS1500 - Pharmacology and Math Nursing

Enrolled in NURS1100

Type
Corequisite

Enrolled in Course NURS1100

Enroll in the following Courses:

- NURS1100 - Maternal/Newborn NursingTheory

NURS1115 - Nursing Care of Children Thry

Course Details

Subject Code
NURS

Course Number
1115

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course offers nursing theory regarding growth and development and nursing care of children. Opportunities are provided for the student to develop nursing judgment and critical thinking skills in the care of pediatric patients adapting to acute and chronic health problems. Medical terminology and pharmacology are integrated throughout the course. Concurrent enrollment in NURS 1125 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1125 - Nursing Care of Child.Clinical

Course Details

Subject Code
NURS

Course Number
1125

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
0

Course Description

The clinical experience provides opportunities for the student to develop nursing judgment and critical thinking skills in the care of pediatric patients adapting to acute and chronic health problems in the clinical setting. Concurrent enrollment in NURS 1115 is required. These are linked courses requiring passing grades in both to receive credit for either.

Course Fees

LABF - 40

Prerequisites/Corequisites

No Requirements

NURS1130 - PN Professionalism &Leadership

Course Details

Subject Code
NURS

Course Number
1130

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
1

Lab Hours

Min:
0

Course Description
This course is designed to prepare the future LPN for compliance with the laws, rules, and regulations that govern licensure to practice practical nursing in the state of Louisiana. It includes a review of the Louisiana Revised Statues, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII.Nursing, subpart 1-Practical Nurses. It also discusses the procedures that facilitate the necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the obligations that accompany the privilege of service in health care. The course emphasizes legal responsibilities, confidentiality, and ethical practice along with concepts of management and supervision. It introduces preparation for employment by requiring students to evaluate job opportunities, compile a résumé, and outline information essential to finding, applying for and terminating employment in the healthcare industry. This course includes a 40-hour clinical component. Concurrent enrollment in NURS 1135 is required. These are linked courses requiring passing grades in both to receive credit for either.

Course Fees
QEPF - 25

Prerequisites/Corequisites

No Requirements

NURS1135 - PN Prof & Leadership Clinical

Course Details

Subject Code
NURS

Course Number
1135

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
1

Course Description
This clinical experience is in the leadership/management role in the nursing home setting with delegation of duties to support staff. The clinical experience will enhance the understanding of the professional practical nurse's role in medication administration and leadership responsibilities, including supervision and delegation. Concurrent enrollment in NURS 1130 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1150 - Mental Health Nursing Clinical

Course Details

Subject Code
NURS

Course Number
1150

Credit Hours

Min:
1

Billing Hours

Min:
1

Lab Hours

Min:
1

Course Description
This clinical experience, which accompanies Mental Health Nursing Theory, enhances the student's knowledge, understanding, and application of nursing care for the client with mental illness. Clinical experience provides the student with clinical opportunities in long-term, short-term, and/or acute treatment facilities. Concurrent enrollment in NURS 1090 is required. These are linked courses requiring passing grades in both to receive credit for either.

Prerequisites/Corequisites

No Requirements

NURS1210 - Intravenous Therapy

Course Details

Subject Code
NURS

Course Number
1210

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description
This course discusses the role of the practical nurse, legal implications of intravenous (IV) therapy, equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy. Supervised clinical lab performance (20 hours) is an integral part of this course.

Course Fees
LABF - 75

Prerequisites/Corequisites

No Requirements

NURS1500 - Pharmacology and Math Nursing

Course Details

Subject Code
NURS

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides students with the concepts of basic pharmacology, terminology, classification of drugs, dosage calculations, math for nursing, and principles of medication administration via supervised clinical lab performance (20 hours). It reviews the Apothecary system, medical terminology, the metric system, and common measurements germane to the administration of medication. This course enhances the development of skills related to the interpretation and transcription of medication for administration, documentation of medication administration and nursing interventions, and patient outcomes related to medication administration. It includes an overview of actions, uses, side effects, and nursing implications for system-related medications.

Course Fees
LABF - 45

Prerequisites/Corequisites
No Requirements

OADM1450 - Medical Typing

Course Details

Subject Code
OADM

Course Number
1450

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course sharpens the typing skills required in a medical office and reviews the proper format of professional emails, letters, memos, and medical documents, including but not limited to Chart Notes and History and Physical Examination Reports. It also provides a background in medical office procedures and introduces medical terms.

Prerequisites/Corequisites
No Requirements

OADM1500 - Administrtv Office Procedures

Course Details

Subject Code
OADM

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course familiarizes students with professional responsibilities and duties in a modern office
environment, including work ethic; office procedures; and time, stress, and records management.

OADM1510 - Legal Typing

Course Details

Subject Code
OADM

Course Number
1510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course sharpens the typing skills required in a legal office and provides background in legal procedures. It familiarizes the student with legal terminology and emphasizes speed and accuracy when typing legal correspondence and pleadings, and professional emails. Lab Fee.

Prerequisites/Corequisites

No Requirements

OADM1700 - Legal Terminology & Transcript

Course Details

Subject Code
OADM

Course Number
1700

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/ transcriptionist. It includes pronunciation of legal terms, transcription tests, and transcribing of legal cases. The course emphasizes speed and accuracy when transcribing legal documents. Lab fee

Prerequisites/Corequisites

No Requirements

OADM1710 - Advanced Legal Transcription

Course Details

Subject Code
OADM

Course Number
1710

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the transcription of legal documents, pronunciation of legal terms, andtranscription tests. It helps students gain speed and accuracy when transcribing legal documents.

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

OADM1800 - Medical Term and Transcription

Course Details

Subject Code
OADM

Course Number
1800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course familiarizes students with a broad base of medical terms through transcription of realistic cases. It includes pronunciation of medical terms, transcription tests, and transcribing of patient cases. The course emphasizes speed and accuracy when transcribing medical documents.

Prerequisites/Corequisites

No Requirements

OFCR2100 - Advanced Typing

Course Details

Subject Code
OFCR

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course emphasizes speed and accuacy in the production of multi-page documents, including emails, letters, memos, reports, and tables with proofreaders' marks. It also covers the production of business, MLA, and APA style reports, including headers/footers, footnotes, citations, and reference pages. It reinforces the techniques, knowledge, and skills necessary to produce such documents, including but not limited to Agendas, Minutes, Cover Pages, and Resumes using MS Word. Lab Fee.

Prerequisites/Corequisites

No Requirements

PARL1000 - Intro to Law and the Para Prof

Course Details

Subject Code
PARL

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course presents a general overview of the legal system in the United States. It contains a
special unit on legal ethics for paralegals. The course also focuses on the various opportunities in
the legal field and the necessary skills to obtain employment in the field.

Prerequisite: Students must have completed any developmental requirements in reading and
English

Prerequisites/Corequisites

No Requirements

PARL1025 - Technology in the Law Office

Course Details

Subject Code
PARL

Course Number
1025

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Overview of the use of computers and legal specialty computer software programs in the modern law office. Students use hands on computer exercises using professional software programs frequently used by paralegals, including billing software, legal research software, spreadsheets,
case management databases and litigation support software.

Prerequisites/Corequisites

No Requirements

PARL1050 - Litigation

Course Details

Subject Code
PARL

Course Number
1050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course presents an overview of civil litigation. It places special emphasis on the discovery component. It also covers selected portions of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure.

Prerequisites/Corequisites
No Requirements

PARL1100 - Legal Research

Course Details

Subject Code
PARL

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces the fundamental skills necessary to research legal issues. Students learn to use the law library resources effectively as well as the computerized research engine WESTLAW.
An assigned research paper is a course requirement.

Prerequisites/Corequisites
No Requirements

PARL1200 - Business Associations

Course Details

Subject Code
PARL

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course serves as an introduction to various business entities and the laws that structure them. Among the topics covered are sole proprietorships, partnerships, corporations, Subchapter “S” corporations, and unincorporated associations. Students draft partnership agreements, articles of incorporation, and related documents.

Prerequisites/Corequisites

No Requirements

PARL1300 - Legal Ethics

Course Details

Subject Code
PARL

Course Number
1300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to the study of legal ethics. It will focus on the concept
of "ethics" and "being ethical." Students will research, read and study the rules of professional responsibility that pertain to paralegals (and lawyers) in our state.

Prerequisites/Corequisites

No Requirements

PARL1500 - Constitutional Law

Course Details

Subject Code
PARL

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is designed to introduce students to the underlying political structure of the American
judiciary and to explore the political and legal foundations for constitutional law in the American
political system.

Prerequisites/Corequisites

No Requirements

PARL2000 - Case Analysis and Writing

Course Details

Subject Code
PARL

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course emphasizes the proper analysis of current case law and effective legal writing. Students are required to do research projects, draft legal memoranda, write opinion letters and prepare transaction documents.
Prerequisite: PARL 1000

Prerequisites/Corequisites

No Requirements

PARL2050 - Evidence

Course Details

Subject Code
PARL

Course Number
2050

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to the federal and state rules of evidence and their applicability to civil and criminal litigation. It includes recent developments and current case law dealing with evidentiary issues. Prerequisite: PARL 1000

Course Fees
LABF - 75

Prerequisites/Corequisites

No Requirements

PARL2100 - The Law of Torts and Prod Liab

Course Details

Subject Code
PARL

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces students to the general law of tort liability. It examines the topics of intentional torts, negligence, strict liability, and products liability through selected case law.
Prerequisite: PARL 1000

Course Fees
LABF

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course PARL1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- PARL1000 - Intro to Law and the Para Prof

PARL2150 - Insurance Law

Course Details

Subject Code
PARL

Course Number
2150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course presents an overview of Insurance law in Louisiana, concentrating on state jurisprudence and statutory law. The specific topics it includes are the Direct Action Statute, Automobile Liability Insurance, Commercial Liability Policies, Life Insurance, Health and Accident Insurance, and Property Insurance.

Course Fees
LABF - 75

Prerequisites/Corequisites

No Requirements

PARL2200 - Contracts

Course Details

Subject Code
PARL

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course introduces the general principles of contract law. It also examines the specific
Louisiana law on contracts contained in the Obligations section of the Louisiana Civil Code.

Prerequisite: PARL 1000

Course Fees
LABF - 75

Prerequisites/Corequisites

No Requirements

PARL2250 - Criminal Procedure

Course Details

Subject Code
PARL

Course Number
2250

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on the major issues in American criminal procedure. It covers recent developments in U.S. and Louisiana case law. It also examines selected portions of the Louisiana Code of Criminal Procedure.

Prerequisite: PARL 1000

Course Fees
LABF - 0

Prerequisites/Corequisites

No Requirements

PARL2300 - Family Law

Course Details

Subject Code
PARL

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course focuses on the current case law involving marriage, divorce, and community
property regimes. It also covers the ancillary topics of child support, alimony, custody
and visitation.

Prerequisite: PARL 1000

Course Fees
LABF - 75

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course PARL1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- PARL1000 - Intro to Law and the Para Prof

PARL2350 - Special Topics: Discovery

Course Details

Subject Code
PARL

Course Number
2350

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course allows students and graduates to pursue special topics of interest in the legal
field. It is offered as opportunity and need arise. With the approval of the Vice Chancellor
for Academic and Student Affairs, this course may be repeated for credit and applied to the degree
if the repeated course is on a different topic.

May be used as:

Special Topics: Notary Prep
or
Special Topics: Discovery

Course Fees
LABF - 75

Prerequisites/Corequisites

No Requirements

PARL2400 - Legal Drafting

Course Details

Subject Code
PARL

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is an introduction to the skills essential to the effective identification and drafting of legal documents. Students will learn to draft such legal documents as Last Will and Testaments, Divorce and Successions. Completion of this course will result in a professional portfolio showcasing the student's legal writing skills, which can be used for interviewing purposes and everyday job performance. Pre-requisite: PARL 1100

Course Fees
LABF - 75

Prerequisites/Corequisites

No Requirements

PARL2500 - Paralegal Practicum

Course Details

Subject Code
PARL

Course Number
2500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
6

Course Description
This course presents an opportunity for students to apply skills learned in their course work in real world or virtual settings. Students with law-related jobs can use those jobs to fulfill course requirements while those who do not will work on virtual projects simulating the work done in law offices while they conduct their legal job search.

Prerequisites/Corequisites

No Requirements

PARL2600 - Notary Public Law & Prep

Course Details

Subject Code
PARL

Course Number
2600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course introduces, explains, summarizes and amplifies the text: Fundamentals of Louisiana Notarial Law and Practice, which is the Louisiana Notary Public Examination Official Study Guide. Topics covered will include the role of the Notary Public in Louisiana and other civil law jurisdictions; Civil Code Concepts; and Notarial Practice, as outlined in the text.

Prerequisites/Corequisites

No Requirements

PHIL1100 - Intro to Philosophy

Course Details

Subject Code
PHIL

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an introduction to philosophical thought from the Greek philosophers to the present. It exposes students to thinkers, history, and culture through the ages and reinforces the process of critical thinking.

Prerequisites/Corequisites

No Requirements

PHIL1130 - World Religions

Course Details

Subject Code
PHIL

Course Number
1130

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours: 0This course is a survey of the world's major religions, including their historical developments, doctrines, philosophies, and impacts on society. It introduces students to the three great monotheistic religions (Judaism, Christianity, and Islam) and to other religions that have a plurality of gods or other foci of worship (Hinduism, Buddhism, Confucianism, Taoism, Jainism, and the New Age). It also examines the role these religions play in society today.

Prerequisites/Corequisites

No Requirements

PHIL2200 - Ethics

Course Details

Subject Code
PHIL

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. Besides providing familiarity with the primary questions addressed within moral philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop their abilities to read, explicate, analyze, and evaluate philosophical literature, as well as write and express themselves well about their own ethical positions, and think critically and analytically about ethical issues.

Prerequisites/Corequisites

No Requirements

PHSC1000 - Physical Science

Course Details

Subject Code
PHSC

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces the basic principles and general concepts in physics and chemistry, with
practical applications to everyday life.

Course Fees
AGEF - 71

PHSC1100 - Physical Science I Lab

Course Details

Subject Code
PHSC

Course Number
1100

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture: 0; Lab Hours: 3
This accompanying laboratory course uses hands-on activities, internet activities, and a project
to introduce basic concepts of chemistry and physics.

Course Fees
LABF - 20

Prerequisites/Corequisites

Simple Requirements

Enrolled in PHSC1000

Type
Corequisite

Enrolled in Course PHSC1000

Enroll in the following Courses:

- PHSC1000 - Physical Science

PHSC1200 - Physical Science II

Course Details

Subject Code
PHSC

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course introduces the basic principles and general concepts of earth science and astronomy, with practical applications to everyday life. Prerequisite: Completion of all DEVE and DEVM requirements

Prerequisites/Corequisites

No Requirements

PHSC1300 - Physical Science II Lab

Course Details

Subject Code
PHSC

Course Number
1300

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 3
This accompanying laboratory course involves hands-on activities, internet activities, and a
project to introduce basic concepts of earth science and astronomy. Lab fee

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

PHYS1010 - Elementary Physics

Course Details

Subject Code
PHYS

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
Introductory physics focuses on fundamental problem-solving strategies, motion in one and two dimensions, mechanical and gravitational energies, and the conservation of energy and
momentum. Students without high school physics may use this course to prepare for PHYS 1100.

Prerequisites/Corequisites

Simple Requirements

Any of the following requirements

Type
Prerequisite

Fulfill ANY of the following requirements:

Earn a minimum grade (UG) of C in the following:
- MATH1150 - Math for Technology

OR

Earn a minimum grade (UG) of C in the following:
- MATH2100 - Calculus II

OR

Earn a minimum grade (UG) of C in the following:
- MATH2010 - Calculus I

OR

Earn a minimum grade (UG) of C in the following:

- MATH2000 - Statistics

OR

Earn a minimum grade (UG) of C in the following:
- MATH1700 - Finite Math

OR

Earn a minimum grade (UG) of C in the following:
- MATH1200 - Survey of Mathematical Concept

OR

Earn a minimum grade (UG) of C in the following:
- MATH1310 - College Algebra with Lab

OR

Earn a minimum grade (UG) of C in the following:
- MATH1300 - College Algebra

OR

Earn a minimum grade (UG) of C in the following:
- MATH1203 - Applied Algebra

OR

Earn a minimum grade (UG) of C in the following:
- MATH1210 - Survey of Math Cpts with Lab

OR

Earn a minimum grade (UG) of C in the following:
- MATH1400 - College Trigonometry

PHYS1070 - Elementary Physics Lab

Course Details

Subject Code
PHYS

Course Number
1070

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 1This accompanying laboratory involves experiments that emphasize scientific method,data collection, and basic calculations as applied to basic physics.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

PHYS1100 - General Physics I

Course Details

Subject Code
PHYS

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces the science student to Vectors, Kinematics, Work, Newton's Laws,Gas Laws, Impulse and Momentum, thermodynamics , and fluid mechanics.

Prerequisites/Corequisites

No Requirements

PHYS1110 - General Physics I Laboratory

Course Details

Subject Code
PHYS

Course Number
1110

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 0
This accompanying laboratory applies the principles of Newton's Laws, Impulse and Momentum, Gas laws, Fluid and thermodynamics.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

PHYS1200 - General Physics II

Course Details

Subject Code
PHYS

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces the science student to the theories of Simple Harmonic motion, Light and Sound Waves,
Electricity, and Magnetism.

Prerequisites/Corequisites

No Requirements

PHYS1210 - General Physics II Laboratory

Course Details

Subject Code
PHYS

Course Number
1210

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
Lecture Hours: 0; Lab Hours: 1This accompanying laboratory applies the principles of Simple Harmonic Motion, Light Diffraction, Electricity, and Magnetism.

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

PHYS1500 - Physics of Music

Course Details

Subject Code
PHYS

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course introduces History and development of the science of sound and music, physical concepts necessary for the study of wave motion, mechanics of the construction of sound and musical tones, and basic physical principles involved in the production of sound in instruments and the human voice, including studies of the production of language. A good understanding of the composition of sounds and musical tones is obtained without detailed mathematics through experiments carried out in the home or other locations using the student's instrument of study.

Course Fees

LABF - 35

Prerequisites/Corequisites

No Requirements

POLI1100 - American Government

Course Details

Subject Code
POLI

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course provides a survey of the structure of the American government.

Prerequisites/Corequisites

No Requirements

POLI2600 - Intro Comparative Government

Course Details

Subject Code
POLI

Course Number
2600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course provides a survey of the structure of different types of governments around the world.

Prerequisites/Corequisites

No Requirements

POLI2610 - Constitutional Law

Course Details

Subject Code
POLI

Course Number
2610

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course presents an overview of the police powers of the state and their limitations. Itpays particular attention to due-process privileges and immunities of criminaldefendants and prisoners afforded by the U.S. Constitution.

Prerequisites/Corequisites

No Requirements

PSYC1100 - Introduction to Psychology

Course Details

Subject Code
PSYC

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This is an introductory course in the understanding, prediction, and control of human
behavior, with special emphasis on personality development, motivation, and learning.

PSYC1130 - Psychology of Personal Adjustm

Course Details

Subject Code
PSYC

Course Number
1130

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the psychology of daily living with emphasis on identifying and coping with the stressors of life. Topics include personality, stress and anxiety, interpersonal relationships, and substance abuse.

Prerequisites/Corequisites

No Requirements

PSYC2000 - Social Psychology

Course Details

Subject Code
PSYC

Course Number
2000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course studies social and cultural factors as they impact the thoughts, behaviors, and interpersonal relationships of individuals.

Prerequisites/Corequisites

No Requirements

PSYC2100 - Human Growth and Development

Course Details

Subject Code
PSYC

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course explores the psychology of human development through the major phases of the lifespan. Topics include theories of development and genetic and cultural influences on behavior.
Prerequisite: PSYC 1100

Prerequisites/Corequisites

No Requirements

PSYC2200 - Child Psychology

Course Details

Subject Code
PSYC

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course studies the physical, cognitive, and social-emotional growth and development of
children from conception through adolescence. Prerequisite: PSYC 1100

Prerequisites/Corequisites

No Requirements

PSYC2220 - Adolescent Psychology

Course Details

Subject Code
PSYC

Course Number
2220

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course studies the physical, cognitive, social, and psychological development of theadolescent. Prerequisite: PSYC 1100

Prerequisites/Corequisites

No Requirements

PSYC2250 - Educational Psychology

Course Details

Subject Code
PSYC

Course Number
2250

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course studies the psychological aspects of teaching, including learning processes and individual differences.

Prerequisites/Corequisites

No Requirements

PSYC1130. - Psychology of Personal Adjust

Course Details

Subject Code
PSYC

Course Number
1130.

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course covers the psychology of daily living with emphasis on identifying and coping
with the stressors of life. Topics include personality, stress and anxiety, interpersonal
relationships, and substance abuse.

PTEC1000 - Intro to Hazardous Materials

Course Details

Subject Code
PTEC

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours:0
This course provides an overview of hazardous materials. It discusses the health effects of these
substances on the ecosystem and introduces the legislation intended to minimize risks to the
population at large. HAZWOPER Certification available.

Course Fees

LABF - 50

Prerequisites/Corequisites

No Requirements

PTEC1010 - Intro to Process Technology

Course Details

Subject Code
PTEC

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours:3; Lab Hours: 0
This course introduces the field of process operations within the process industry and reviews
the roles and responsibilities of process technicians, the environment in which they work, and
the equipment and systems that they operate.

Course Fees

LABF - 75, APIM - 100

Prerequisites/Corequisites

No Requirements

PTEC1030 - Industrial and Plant Safety

Course Details

Subject Code
PTEC

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations. OSHA certification available upon completion of course.

Course Fees
LABF - 25, APIM - 100

Prerequisites/Corequisites
No Requirements

PTEC1040 - Lab Technician

Course Details

Subject Code
PTEC

Course Number
1040

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:0: Lab Hours: 3
The course familiarizes students with different petroleum refinery laboratory techniques involving products such as gasoline, kerosene, jet fuel, and diesel as well as product quality control. It emphasizes the theory, operation, and significance of each test covered

Prerequisites/Corequisites
No Requirements

PTEC1330 - Process Instrumentation

Course Details

Subject Code
PTEC

Course Number
1330

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description
Lecture Hours: 2; Lab Hours: 0
This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

PTEC1331 - Process Instrumentation Lab

Course Details

Subject Code
PTEC

Course Number
1331

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
0

Lab Hours

Min:
2

Course Description
Lecture Hours: 0; Lab Hours: 2
This course is designed to introduce the student to laboratory exercises and activities involving equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits.

Course Fees
APIM - 100, LABF - 30

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course PTEC1630

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- PTEC1630 - Process Equipment

A minimum grade of 'C' in Course PTEC1631

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- PTEC1631 - Process Equipment Lab

Enrolled in PTEC1330

Type
Corequisite

Enrolled in Course PTEC1330

Enroll in the following Courses:
- PTEC1330 - Process Instrumentation

PTEC1630 - Process Equipment

Course Details

Subject Code
PTEC

Course Number
1630

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description
Lecture Hours: 2; Lab Hours: 0
This course is a study of process plant equipment including their construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, red furnaces, steam and gas turbines.

Course Fees
APIM - 100, LABF - 15

Prerequisites/Corequisites

Simple Requirements

Completed Course

Type
Prerequisite

Complete ALL of the following Courses:

Enrolled in MATH1300, PTEC1631, PTEC1010

Type
Corequisite

Enrolled in Course MATH1300

Enroll in the following Courses:
- MATH1300 - College Algebra

Enrolled in Course PTEC1631

Enroll in the following Courses:
- PTEC1631 - Process Equipment Lab

Enrolled in Course PTEC1010

Enroll in the following Courses:

- PTEC1010 - Intro to Process Technology

PTEC1631 - Process Equipment Lab

Course Details

Subject Code
PTEC

Course Number
1631

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
0

Lab Hours

Min:
2

Course Description
Lecture Hours: 0; Lab Hours: 2
This course is a study of process plant equipment and is designed to introduce he student to laboratory exercises and activities involving equipment materials of construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, red furnaces, steam and gas turbines.

Course Fees
LABF - 30, APIM - 100

Prerequisites/Corequisites

Simple Requirements

Enrolled in MATH1300, PTEC1630, PTEC1010

Type
Corequisite

Enrolled in Course MATH1300

Enroll in the following Courses:

- MATH1300 - College Algebra

Enrolled in Course PTEC1630

Enroll in the following Courses:

- PTEC1630 - Process Equipment

Enrolled in Course PTEC1010

Enroll in the following Courses:

- PTEC1010 - Intro to Process Technology

PTEC1640 - Oil and Gas Production I

Course Details

Subject Code
PTEC

Course Number
1640

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours:3: Lab Hours: 0 This course familiarizes students with the job of the oil and gas production technician. Students learn the history of the oil market, concepts surrounding exploration and geology, and the fundamentals of drilling and well completion. Upon completion of the course, they are able to describe and operate the equipment and systems used by the oil and gas production technician today.Schedule Types: Lecture/Lab

Course Fees
LABF - 15

Prerequisites/Corequisites

No Requirements

PTEC2070 - Quality Control

Course Details

Subject Code
PTEC

Course Number
2070

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
Lecture Hours: 3; Lab Hours:0
This course introduces many process industry related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control.

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

PTEC2420 - Process Technology II:Systems

Course Details

Subject Code
PTEC

Course Number
2420

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 2; Lab Hours: 0
PTEC 2420 – Process Technology II (Unit Systems)
This course studies the interrelation of process equipment and process systems by arranging process equipment into basic systems, describing the purpose and function of specific process systems, explaining how factors affecting process systems are controlled under normal conditions, and recognizing abnormal process conditions. It also introduces the concept of system and plant economics.

Course Fees

LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

PTEC2421 - Process Tech II: Systems Lab

Course Details

Subject Code
PTEC

Course Number
2421

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
1

Course Description

Lecture Hours: 0; Lab Hours: 1
Provides laboratory exercises and activities involving the interrelation of process equipment and process systems that complement the content of PTEC 2420, Process Technology Systems II. Covers arranging process equipment into basic systems; the relationship between different pieces of equipment in systems; safety, health, and environmental concerns associated with process systems and the roles of the operator.

Course Fees

LABF - 30, APIM - 100

Prerequisites/Corequisites

Simple Requirements

Any of the following requirements

Type
Prerequisite

Fulfill ANY of the following requirements:

Earn a minimum grade (UG) of C in the following:
- MATH1300 - College Algebra

OR

Earn a minimum grade (UG) of C in the following:
- MATH1299 - Coll. Algebra w/ Support

Enrolled in PTEC2420

Type
Corequisite

Enrolled in Course PTEC2420

Enroll in the following Courses:

- PTEC2420 - Process Technology II:Systems

PTEC2430 - Process Tech III: Operations

Course Details

Subject Code
PTEC

Course Number
2430

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
PTEC 2430 – Process Technology III (Operations)
This course teaches the operation of an entire unit within the process industry using the students' existing knowledge of equipment, systems, and instrumentation. It also examines concepts related to equipment, systems, and instrumentation. It also examines concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit.

Course Fees

LABF - 15, APIM - 100

Prerequisites/Corequisites

No Requirements

PTEC2431 - Process Tech III:OperationsLab

Course Details

Subject Code
PTEC

Course Number
2431

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
0

Lab Hours

Min:
2

Course Description

Lecture Hours: 0; Lab Hours: 2This course is designed to introduce students to laboratory exercises, process simulations and other activities that occur within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts covered will be related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician's daily roles and responsibilities in performing tasks associated with concepts utilized within an industrial processing unit.

Course Fees

LABF - 30, APIM - 100

Prerequisites/Corequisites

No Requirements

PTEC2440 - Process Troubleshooting

Course Details

Subject Code
PTEC

Course Number
2440

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
Lecture Hours: 2; Lab Hours: 1
This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. It uses data from the instrumentation to determine the cause for abnormal conditions in an organized and regimented way.

Course Fees
LABF - 30, APIM - 100, CTEF - 0

Prerequisites/Corequisites
No Requirements

PTEC2630 - Fluid Mechanics

Course Details

Subject Code
PTEC

Course Number
2630

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course addresses fluids, fluid types, and the chemical and physical natures and factors affecting fluids while in motion. It reviews basic calculations relative to flow and volume. It also addresses such topics as laminar/turbulent flow, viscosity, and Reynolds Number.

Course Fees
LABF - 15, APIM - 100

Prerequisites/Corequisites
No Requirements

PTEC2910 - Process Technology Internship

Course Details

Subject Code
PTEC

Course Number
2910

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
9

Course Description
Lecture Hours: 0; Lab Hours: 9
Students work a minimum of 135 supervised hours in a local industrial setting. If an internship is not available, students complete an internal independent study.

Course Fees
LABF - 30, APIM - 100, CTEF - 0

Prerequisites/Corequisites

No Requirements

SECA1000 - Offshore Basic Training

Course Details

Subject Code
SECA

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Course Description
This course immerses students into safety in the offshore environment. Students will learn how to control and mitigate hazards encountered in the wind industry. First aid, personal safety, and responsibility in the offshore environment are emphasized. Students will learn how to work safely at heights with an emphasis on preventing musculoskeletal injury. In this offshore environment, students will learn how to prevent and extinguish fires and manage evacuations. Upon completion, students will earn the GWO Basic Safety Training certification.

Course Fees
CTEF - 73.7

SECA1010 - Advanced Rescue Operations

Course Details

Subject Code
SECA

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Course Description
This course introduces students to entry-level rescue operations of an injured person specifically from a wind turbine generator (WTG). Students will be exposed to rescue operations from the different portions of the WTG, including the hub, nacelle, tower, and basement section. Topics such as single rescuer rescue strategy, safe transportation of injured persons both vertically and horizontally, utilizing relevant equipment, and communication with emergency responders will be covered. Upon completion, students will earn the GWO Advanced Rescue Training.

Course Fees
CTEF - 65

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course SECA1000

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- SECA1000 - Offshore Basic Training

SECA1020 - Enhanced First Aid-Wind Energy

Course Details

Subject Code
SECA

Course Number
1020

Credit Hours

Min:
2

Billing Hours

Min:
2

Course Description
Students will learn how to assess a situation, administer lifesaving techniques in remote settings, and how to keep an injured person stable until emergency medical professionals can arrive. Students will become familiar with emergency equipment and how to effectively utilize medical communications. Upon completion, students will earn GWO Enhanced First Aid Training, CPR, and First Aid certification.

Course Fees
CTEF - 98

SECA1030 - Introduction to Wind Energy

Course Details

Subject Code
SECA

Course Number
1030

Credit Hours

Min:
3

Billing Hours

Min:
3

Course Description
This course will explore the concept of harnessing naturally occurring winds to generate electricity. Wind powered mechanisms, wind farms, and the current status of wind energy utilization will be discussed. Horizontal Axis, Vertical Axis, and other Wind Turbine designs will be covered. The history of wind energy will be included.

Prerequisites/Corequisites

No Requirements

SECA1100 - Intro to Mechanical Systems

Course Details

Subject Code
SECA

Course Number
1100

Credit Hours

Min:
2

Billing Hours

Min:
2

Course Description
This course introduces the students to basic mechanical systems, tools utilized, the metric system, and wind turbine drive systems. Focus will be given to the gearbox and associated mechanical systems such as the breaking and yaw systems, lubrication, and cooling system of modern turbines. Upon completion of this course and corequisite courses (SECA 1110, SECA 1120, and SECA 1130), students will earn GWO Basic Technical Training Mechanical Module certification.

Course Fees
CTEF - 22

Prerequisites/Corequisites

Simple Requirements

Enrolled in SECA1110, SECA1120, SECA1130

Type
Corequisite

Enrolled in Course SECA1110

Enroll in the following Courses:
- SECA1110 - Basics of Electric Motors

Enrolled in Course SECA1120

Enroll in the following Courses:
- SECA1120 - Basics of Hydraulic Systems

Enrolled in Course SECA1130

Enroll in the following Courses:
- SECA1130 - Installation Lab

SECA1110 - Basics of Electric Motors

Course Details

Subject Code
SECA

Course Number
1110

Credit Hours

Min:
2

Billing Hours

Min:
2

Course Description
This course introduces students to the basics of electricity, giving focus to alternating current (AC) and direct current (DC), electrical components, and circuits. Students will read sensors and perform basic electrical measurements. Upon completion of this course and corequisite courses (SECA 1100, SECA 1120, and SECA 1130), students will earn GWO Basic Technical Training Electrical Module certification.

Course Fees
CTEF - 12

Prerequisites/Corequisites

Simple Requirements

Enrolled in SECA1100, SECA1130, SECA1120

Type
Corequisite

Enrolled in Course SECA1100

Enroll in the following Courses:
- SECA1100 - Intro to Mechanical Systems

Enrolled in Course SECA1130

Enroll in the following Courses:
- SECA1130 - Installation Lab

Enrolled in Course SECA1120

Enroll in the following Courses:
- SECA1120 - Basics of Hydraulic Systems

SECA1120 - Basics of Hydraulic Systems

Course Details

Subject Code
SECA

Course Number
1120

Credit Hours

Min:
2

Billing Hours

Min:
2

Course Description
This course introduces students to the components of a hydraulic system, including pumps, actuators, valves, accumulators, sensor, connectors, oil and filters, and performing basic measurements. Upon completion of this course and corequisite courses (SECA 1100, SECA 1110, and SECA 1130), students will earn GWO Basic Technical Training Mechanical Module certification and OSHA 10 certification.

Course Fees
CTEF - 11

Prerequisites/Corequisites

Simple Requirements

Enrolled in SECA1100, SECA1110, SECA1130

Type
Corequisite

Enrolled in Course SECA1100

Enroll in the following Courses:
- SECA1100 - Intro to Mechanical Systems

Enrolled in Course SECA1110

Enroll in the following Courses:
- SECA1110 - Basics of Electric Motors

Enrolled in Course SECA1130

Enroll in the following Courses:
- SECA1130 - Installation Lab

SECA1130 - Installation Lab

Course Details

Subject Code
SECA

Course Number
1130

Credit Hours

Min:
2

Billing Hours

Min:
2

Lab Hours

Min:
2

Course Description
Taken in conjunction with Introduction to Mechanical Systems, Basics of Electric Motors, and Basics of Hydraulic Systems, students will solve basic installation tasks in a wind turbine environment. Student will be introduced to the installation environment, learn how to evaluate risks, and perform simple mechanical, electrical, and hydraulic installations. Upon completion of this course and corequisite courses (SECA 1100, SECA 1110, and SECA 1120), students will earn GWO Basic Technical Training Installation Module certification.

Course Fees
CTEF - 11

Prerequisites/Corequisites

No Requirements

SECA2000 - Wind Turbine Blade Repair

Course Details

Subject Code
SECA

Course Number
2000

Credit Hours

Min:
6

Billing Hours

Min:
6

Lecture Hours

Min:
3

Lab Hours

Min:
3

Course Description
Blade repair introduces the students to how wind turbine blades are manufactured, what they are composed of, and how to perform blade inspections. Students will learn how to repair nonstructural elements of a wind turbine blade in accordance with material specifications. Upon completion, students will earn GWO Blade Repair certification.

Course Fees
LABF - 61, CTEF - 12

SECA2010 - WTG Hazardous Energies

Course Details

Subject Code
SECA

Course Number
2010

Credit Hours

Min:
2

Billing Hours

Min:
2

Course Description
This course introduces students to the basic control of hazardous energies in the wind turbine environment. Students will explore safe practices in the electrical environment and how to manage batteries and capacitors. Students will also learn safe work practices working with fluids under pressure. Upon completion, students will earn GWO Control of Hazardous Energies (CoHE) and Lockout Tagout certification.

Course Fees
CTEF - 31

Prerequisites/Corequisites

No Requirements

SECA2011 - Wind Industry Crane Operations

Course Details

Subject Code
SECA

Course Number
2011

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
3

Lab Hours

Min:
1

Course Description
Working at heights includes utilizing a crane correctly and safely. Students will be exposed to crane pre-and post-inspections, operation of the lift and maintaining the crane's components, and utilizing a crane for WTG repair. In the lab portion, students will manage lifting and decoupling various size loads from a crane, initiate safe crane movements, perform safety inspections, and comply with safety regulations. Upon completion, students will earn GWO Lift Training and GWO Slinger Signaller certification.

Course Fees
CTEF - 41

SOCI1100 - Introduction to Sociology

Course Details

Subject Code
SOCI

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course covers the fundamental concepts and basic principles underlying human socialrelations. It includes basic understandings and theories from anthropology, biology, history andpsychology.

Prerequisites/Corequisites

No Requirements

SOCI1510 - Sociology of Sexual Behavior

Course Details

Subject Code
SOCI

Course Number
1510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours:0This course covers topics related to the sexual behavior of human beings. It explores concepts in human sexuality from such diverse subject areas as biology, anthropology, history, psychology, and sociology.

Prerequisites/Corequisites

No Requirements

SOCI2090 - Criminology

Course Details

Subject Code
SOCI

Course Number
2090

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
The primary focus of this course is on the criminal justice system in the United States from
its inception to the present day. The course examines various criminological theories and the
process by which definitions of criminal behavior emerge. It also addresses the operation of
criminal justice systems.

Prerequisites/Corequisites

No Requirements

SOCI2100 - Social Problems

Course Details

Subject Code
SOCI

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course analyzes the maladjustments found in contemporary society and emphasizes the institutional and personal causes of various social problems. Topics include crime, sexual deviance, drug abuse, inequality, and mental illness. The course also covers various theories relating to social problems as well as their political implications.

Prerequisites/Corequisites

No Requirements

SOCI2200 - Marriage and the Family

Course Details

Subject Code
SOCI

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course examines various aspects of family life. Areas of discussion include the courtship process, marital adjustment and problems, and parenting issues. Family theories are an integral part of the course.

Prerequisites/Corequisites

No Requirements

SOCI2220 - Drug Abuse

Course Details

Subject Code
SOCI

Course Number
2220

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 1This course is an overview of drug problems in the United States. It covers the history and philosophy of drug control legislation. It examines theories of drug use as well as the impact of the media on the public's perception of drug use.

Prerequisites/Corequisites

No Requirements

SOCI2300 - Society and the Person

Course Details

Subject Code
SOCI

Course Number
2300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0 This course provides an overview of the relationship between society and the person. It will examine human behavior and how one's feelings and actions can be influenced by others.

Prerequisites/Corequisites

No Requirements

SOCI2400 - Juvenile Delinquency

Course Details

Subject Code
SOCI

Course Number
2400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course examines the nature and extent of juvenile delinquency in the United States. It discusses theories of delinquency and provides a historical perspective on the juvenile justice system in America.

Prerequisites/Corequisites

No Requirements

SOCI2500 - Sociology of Deviant Behavior

Course Details

Subject Code
SOCI

Course Number
2500

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course provides an overview of the sociological study of deviance. It examines various definitions of deviance within the context of individuals, behaviors, and groups who are considered deviant as well as of those who apply the deviant label. It explores a variety of theoretical perspectives of deviance and social control in order to better understand the social construction of deviance, the enforcement of social norms, and the social control systems that are established to respond to deviance.

Prerequisites/Corequisites

No Requirements

SOCI2600 - Race, Class, and Ethnicity

Course Details

Subject Code
SOCI

Course Number
2600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course explores the intersections of race, class, and ethnicity in shaping social identities, power dynamics, and inequalities in contemporary society. Through sociological theories and case studies, students will analyze how these categories are constructed and maintained and how they influence access to resources, opportunities, and social mobility. Topics include systemic racism, class stratification, immigration, and the impact of social policies on marginalized groups.

Prerequisites/Corequisites

No Requirements

SPAN1010 - Elementary Spanish I

Course Details

Subject Code
SPAN

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course is an Introduction to the Spanish Language. It addresses the four basic skills of listening, speaking, reading and writing and develops an appreciation of Hispanic culture.

Prerequisites/Corequisites

No Requirements

SPAN1020 - Elementary Spanish II

Course Details

Subject Code
SPAN

Course Number
1020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course is a continuation of the study of elementary Spanish with an emphasis on Hispanic culture.

Prerequisites/Corequisites

No Requirements

SPAN2010 - Intermediate Spanish I

Course Details

Subject Code
SPAN

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course continues the development of the language skills of speaking, listening, writing, and reading and the appreciation of Hispanic culture.

Prerequisites/Corequisites

No Requirements

SPAN2020 - Intermediate Spanish II

Course Details

Subject Code
SPAN

Course Number
2020

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is a continuation of the study of intermediate Spanish with an emphasis on
Hispanic culture.

Prerequisites/Corequisites

No Requirements

SPCH1100 - Fund of Effective Speaking

Course Details

Subject Code
SPCH

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course gives an overview of speech communication including theory and practice in the preparation and presentation of original speeches. It studies major philosophers, orators, and theories (classical, modern, post-modern) from the Greco-Roman- Anglo-American Western tradition of rhetoric. It also addresses the historical and philosophical relationships among public speaking, politics, and ethics.

Prerequisites/Corequisites

No Requirements

SPCH1310 - Interpersonal Communication

Course Details

Subject Code
SPCH

Course Number
1310

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course studies the dynamics of the types of communication skills essential to one-on-one relationships. Topics include self-concept, perception, emotions, language, nonverbal communication, listening, conflict management, and intercultural communication.

Prerequisites/Corequisites

No Requirements

SPCH1350 - Oral Comm For Classroom Tchrs

Course Details

Subject Code
SPCH

Course Number
1350

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0This course presents the basic principles of oral communication for classroom teachers. Topics include listening, interpersonal communication, and helping children to communicate.

Prerequisites/Corequisites

No Requirements

SPCH2150 - Public Speaking

Course Details

Subject Code
SPCH

Course Number
2150

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course promotes the research, organization, and presentation of speeches and differing styles of oratory. It surveys continuity and change in rhetoric from the classical Greek period to modern times. It examines famous speeches.

Prerequisites/Corequisites

No Requirements

SPCH2200 - Argumentation and Debate

Course Details

Subject Code
SPCH

Course Number
2200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course is a study and application of theories of argumentation and debate and the development of critical thinking, research, and oral-advocacy skills. It includes informal and formal debating contexts as well as in-class debates.

Prerequisites/Corequisites

No Requirements

SPTP1010 - Intro to Networking

Course Details

Subject Code
SPTP

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Upon completion of this course, students will have a basic understanding of the function and operation of the major elements of personal computer systems, laptops, tablets and mobile devices, and how to localize and correct common hardware and software problems. Students will have hands-on, real-world experience to reinforce the concepts. Students will also gain experience setting up a Local Area Network (LAN), understanding configurations, the architecture, structure, functions, components, and models of the Internet and other computer networks; the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations; beginning router and switch configuration; and implementation of IP addressing schemes. Special emphasis will be placed on how systems are configured, modified, and expanded to meet new requirements. Lab Fee: $20.00 (Fees are subject to change)Fees cover, but are not limited to: CAT 5 crimpers and CAT 5 cable strippers, cables, termination ends, misc.equipment.3.00 Lecture Hours0.00 Lab Hours3.00 Total HoursNot Transferable PREREQUISITE: BUSN 1150 and completion of all required developmental coursework.Level: Undergraduate

Course Fees
LABF - 20

Prerequisites/Corequisites

No Requirements

SPTP1110 - History of Oil

Course Details

Subject Code
SPTP

Course Number
1110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
The course is a survey of World History from the late 19th century to the present with a special emphasis on oil and the important role it played in hsaping society.

Prerequisites/Corequisites

No Requirements

SPTP1112 - World War Two

Course Details

Subject Code
SPTP

Course Number
1112

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

SPTP1120 - History of Hurricanes

Course Details

Subject Code
SPTP

Course Number
1120

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
the course explores the history of the major hurricanes that have affected the Gulf Coast since
the 18th century as well as how these hurricanes have changed society.

SPTP1130 - Long Ride to Freedom:Plessy's

Course Details

Subject Code
SPTP

Course Number
1130

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Plessy's Legacy and the Black Freedom Struggle in New Orleans and Beyond. This course starts from the idea that the condition of the Americas is grounded in histories of
profound un-freedom, and in histories of struggle to achieve freedom; these struggles are then
grounded not only in an analysis of what the problems are but also in visions for what a better
future might look like. Our task in this course is to chart out an understanding of what Robin
D.G. Kelley calls the "freedom dreams" that have been guiding Black Americans' struggles from
the beginning of their presence in the Americas to the present, as well as the conditions that
have necessitated these efforts, and our study will revolve around a particular local site and the
multiple ways in which it is situated in these larger histories and power relationships.

SPTP1200 - HVAC Level II

Course Details

Subject Code
SPTP

Course Number
1200

Credit Hours

Min:
7

Billing Hours

Min:
7

Lecture Hours

Min:
4

Lab Hours

Min:
6

Course Description

This course introduces commercial HVAC and is the second level of HVAC training. Topics include Alternating Current (AC); Compressors; Refrigerants and Oils; Leak Detection, Evacuation, Recovery, and Charging; Metering Devices; Heat Pumps; Basic Maintenance; Chimneys, Vents, and Flues; Sheet Metal Duct Systems; Fiberglass and Flexible Duct Systems; Commercial Airside Systems; Air Quality Equipment; and Introduction to Hydronic Systems.Successful students in this course will receive NCCER HVAC Level II Certification.Course Fee: $15.00 (Fees are subject to change)4.00 Lecture Hours6.00 Lab Hours7.00 Credit HoursNot Transferable

Prerequisites/Corequisites

No Requirements

SPTP1410 - Life and Career Skills

Course Details

Subject Code
SPTP

Course Number
1410

Credit Hours

Min:
2

Billing Hours

Min:
2

Lecture Hours

Min:
2

SPTP1510 - Women's Studies

Course Details

Subject Code
SPTP

Course Number
1510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course aims to introduce the study of sexuality and gender. Questions such as "Is there a third gender?" "How are women represented in the media?" and "What is gender?" will be examined within a cross-cultural framework. This class will explore the experiences of women in the U.S and in other cultures. In order to engage critically with cross-cultural constructions of sexuality, gender and womanhood, we will examine both literary and artistic representations of gender (documentaries, films, visual art) throughout the semester.

Prerequisites/Corequisites

No Requirements

SPTP1520 - Have U Heard from Johannesburg

Course Details

Subject Code
SPTP

Course Number
1520

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
A seminar on the transatlantic connections between America and South Africa. This interdisciplinary course explores the historical connections between South Africa and the
US. The course will examine the ways in which cultural, political and economic exchanges have
shaped the two countries over the past four centuries, from the early days of Dutch and British
colonialism, through Jim Crow and Apartheid, into the globalized present in which both countries
are intertwined in ways that are not often recognized or analyzed. Specific New Orleans-area
connections that would be addressed would include an examination of Zulu identity in South
Africa and New Orleans, and research on the anti-apartheid movement in the U.S. in the archives
of the Amistad Research Center

SPTP1530 - Commun & Interact Early Childh

Course Details

Subject Code
SPTP

Course Number
1530

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
In this course, students will explore the development sequences of language acquisition,
expression, and reception. Students will examine the principles and practices of prosocial
behavior, conflict resolution, and problem solving in the early childhood setting.

SPTP2010 - Introduction to Routing

Course Details

Subject Code
SPTP

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
1

Course Description
SPTP 2010-01 Introduction to Routing The course will cover CISCO router hardware (including expansion slots as well as storage areas – NVRAM and FLASH), router configuration modes (user mode, privileged exec mode, interface configuration mode, router configuration mode), router security (console, auxiliary, and telnet or ssh password configuration, enable secret password), interface configuration (IPv4 and IPv6 settings, converting a WAN Interface card to provide timing), configuration of static routes, default routes, routing protocols (RIP version 2, OSPF, EIGRP), and configuration of WAN protocol encapsulation (Frame-Relay, PPP, HDLC). The course will also cover the Router-on-a-Stick configuration to allow for inter-VLAN communication. Students will have hands-on experience working with real routers as well as virtual routers in a simulator. In addition, the course will also cover the configuration of CISCO switches – i.e. switch security (console, auxiliary, and telnet or ssh password configuration, enable secret password), VLAN configuration, VLAN interface assignment, VLAN Trunking Protocol, as well as Port Security settings. This should serve as a good foundation for the CCENT certification.

Prerequisites/Corequisites

No Requirements

SPTP2100 - HVAC Level III

Course Details

Subject Code
SPTP

Course Number
2100

Credit Hours

Min:
7

Billing Hours

Min:
7

Lecture Hours

Min:
4

Lab Hours

Min:
6

Prerequisites/Corequisites

No Requirements

SPTP2110 - Intermediate French

Course Details

Subject Code
SPTP

Course Number
2110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description

Special Topics in French: Intermediate French

Continuation of the development of language skills: speaking, understanding, writing, and reading.

SPTP2120 - Rise of N Socialism &Holocaust

Course Details

Subject Code
SPTP

Course Number
2120

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

After their disastrous defeat in World War I, Germany looked for a solution to their rampant unemployment, devastating inflation, and lack of leadership. Some argued that Germany did not lose the war militarily, but that a betrayal by the “November Criminals” proved to be the culprit for Germany’s surrender and eventual collapse under the conditions of the dreaded Treaty of Versailles. “The Rise of National Socialism and the Holocaust” investigates this turbulent period of history where the world would be engulfed in another world war at the hands of an ideology that professed hate for one particular ethnic group – the Jews. Covering the period in European history from 1919 to 1945, “The Rise of National Socialism and the Holocaust” will begin with the origins of Adolf Hitler and the Nazi Party and culminating with the total hynosis of the German people into believing that their destiny lay in the promotion of anti-Semitism, the theories of eugenics, and the glorification of the “Aryan Master Race.”

3.00 Lecture Hours
0.00 Lab Hours
3.00 Credit Hours
Special Topics Course

SPTP2210 - General Physics III

Course Details

Subject Code
SPTP

Course Number
2210

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course is a continuation of General Physics II. Therefore, we recommend that the student
enroll in this course only after the successful completion of General Physics II or similar
sophomore level General Physics course which includes the physics of vibrations, waves,
thermodynamics, electricity & magnetism, electric circuits, geometrical optics, and physical optics.
The calculation of the derivatives of simple functions and the solutions of linear differential
equations for various physical systems will be studied. We begin by discussing the concerns of
the physical scientist, the scientific method of investigation, discussion of essential differences of
the physical sciences from other fields of study. We initially gain insight as we study the motion of
familiar systems. Our guiding principle is to consider the universe as our laboratory. Therefore our
studies will also encompass the very large (astronomical, the macrocosm) and the very small
microcosm (atomic structre, electrons, protons, neutrons, and their constituent quarks).
However, the various methods energy production, nuclear, fossil fuel, solar, hydro-electric, and
geothermal, will be studied.

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course PHYS1100

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- PHYS1100 - General Physics I

A minimum grade of 'C' in Course PHYS1110

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:

- PHYS1110 - General Physics I Laboratory

SPTP2310 - Special Topics in Elec. Constr

Course Details

Subject Code
SPTP

Course Number
2310

Credit Hours

Min:
6

Billing Hours

Min:
6

Lecture Hours

Min:
6

Lab Hours

Min:
0

Prerequisites/Corequisites

No Requirements

SPTP2320 - HVAC Level IV

Course Details

Subject Code
SPTP

Course Number
2320

Credit Hours

Min:
8

Billing Hours

Min:
8

Lecture Hours

Min:
4

Lab Hours

Min:
7

Prerequisites/Corequisites

No Requirements

SPTP2510 - Sociology of Religion

Course Details

Subject Code
SPTP

Course Number
2510

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

The nature of religion, societal and cultural factors in religion, and the role of religion in personal and social change.

Prerequisites/Corequisites

No Requirements

TEAC2010 - Teac. & Learn. in Diver. Set.1

Course Details

Subject Code
TEAC

Course Number
2010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
2

Course Description

Lecture Hours: 3; Lab Hours: 0This course introduces the candidate to the field of teaching by focusing on the professional responsibilities of educators and the development of elementary school children. It addresses three primary topics: professional issues for education careers, child development, and technology for teaching and learning. Instruction involves a combination of lecture, group learning, reflection, and site-based experiences within schools.

Prerequisites/Corequisites

No Requirements

TEAC2030 - Teac. & Learn. in Div. Set. 2

Course Details

Subject Code
TEAC

Course Number
2030

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
2

Course Description

Lecture Hours: 3; Lab Hours: 0This course focuses on the diverse needs of students and the role of educators in recognizing and addressing learners' needs. It addresses two primary topics: diverse ways of knowing and learning and professional issues of diversity in education. Instruction involves a combination of group learning, reflection, and site-based experiences within schools.

Prerequisites/Corequisites

No Requirements

THEA1000 - Intro to Theater

Course Details

Subject Code
THEA

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
A study of the basic elements that comprise the theatre, performance and theatrical productions. This course will offer an extensive history of the theater from Indian dance drama through the 20th Century. We will cover basic aspects of the theatre and dramatic arts, past and present. Includes opportunities for experiencing live or recorded theatrical performances.

Prerequisites/Corequisites

No Requirements

THEA1010 - Stagecraft

Course Details

Subject Code
THEA

Course Number
1010

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0This is an introductory course designed to present students with an overview of the physical support systems and processes involved in technical production for live theatre. Students will be introduced to several areas of live production: study of construction, electrical work, lighting, rigging, painting and manipulation of stage settings and properties with emphasis on safety and organization of stage activity.

Prerequisites/Corequisites

No Requirements

THEA1100 - Classical Theater

Course Details

Subject Code
THEA

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

Lecture Hours: 3; Lab Hours: 0
This course provides an historical survey of all aspects of theater, the design of visual elements, acting, and directing from the time of the Greeks through the Renaissance. Includes opportunities for experiencing live or recorded theatrical performances.

Prerequisites/Corequisites

No Requirements

THEA1200 - Modern Theater

Course Details

Subject Code
THEA

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description

This course provides an historical survey of all aspects of theater, the design of visualelements, acting, and directing from the Renaissance through ModernTheater.

Prerequisites/Corequisites

No Requirements

THEA1300 - Introduction to Acting

Course Details

Subject Code
THEA

Course Number
1300

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This course studies the basic fundamentals of acting. It is a practical class that uses theater exercises, improvisations, and scripted materials to give students an introduction to acting and its artistry. It puts special emphasis on stretching the imagination, honing discipline, and developing voice and body awareness.

Prerequisites/Corequisites

No Requirements

THEA1400 - Voice for the Stage

Course Details

Subject Code
THEA

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0The goal of this course is to provide the student with the understanding of the dynamics of effective voice production and articulate speech and to improve their own speaking skills onstage and off. This is an intensive training into the integration of the voice and body for the actor. The main focus of the class is the learning of voice work as preparation for performance, although the course is applicable to anyone who would like to improve their ability to speak in public.

Prerequisites/Corequisites

No Requirements

THEA1500 - Acting Workshop

Course Details

Subject Code
THEA

Course Number
1500

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This is a sequence of courses for students who participate in theatrical productions at the College. 1 credit hourSchedule type: Independent Study, Laboratory, Lecture, Web

Prerequisites/Corequisites

No Requirements

THEA1550 - Acting Workshop

Course Details

Subject Code
THEA

Course Number
1550

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This is a sequence of courses for students who participate in theatrical productions at the
College.

THEA1600 - Acting Workshop

Course Details

Subject Code
THEA

Course Number
1600

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This is a sequence of courses for students who participate in theatrical productions at the
College.

THEA1650 - Acting Workshop

Course Details

Subject Code
THEA

Course Number
1650

Credit Hours

Min:
1

Billing Hours

Min:
1

Lecture Hours

Min:
0

Lab Hours

Min:
3

Course Description
This is a sequence of courses for students who participate in theatrical productions at the
College.

THEA2100 - Direction and Production

Course Details

Subject Code
THEA

Course Number
2100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
3

Course Description
This is a course for students who participate in the production and direction of campus theater performances.

Prerequisites/Corequisites

No Requirements

THEA2110 - Advanced Acting

Course Details

Subject Code
THEA

Course Number
2110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This course is a detailed study of the fundamentals of performance. It is a practical course that uses theater exercises, improvisations, rigorous physical training, and scripted material as means of encouraging students to grow as professional performers. It places special emphasis on critical thinking skills, written exercise, voice/body awareness, and the field of performance in our communities.

Prerequisites/Corequisites

No Requirements

VIPR1100 - Video Production I

Course Details

Subject Code
VIPR

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0This introductory course familiarizes students with basic video production techniques including pre-production activities, camera operation, and editing.

Prerequisites/Corequisites

No Requirements

VIPR1200 - Video Production II

Course Details

Subject Code
VIPR

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
Lecture Hours: 3; Lab Hours: 0
This course is a continuation of VIPR 1100. Students are responsible for organizing and
producing a video production.

Prerequisites/Corequisites

No Requirements

WELD1000 - Introduction to Welding

Course Details

Subject Code
WELD

Course Number
1000

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
2

Course Description
Lecture Hours: 3; Lab Hours: 2
This course provides an introduction to welding fundamentals and safety awareness. Students will learn to use a variety of welding tools. They will also learn how to select the proper equipment needed for various fabrication tasks, how to utilize proper techniques for cutting metal, and how to perform the fundamental operations of welding, including setting up machines, striking an arc, and running a bead. This class will primarily focus on basic T-joint fillet welds. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
LABF - 125, WDCT

Prerequisites/Corequisites

Simple Requirements

Enrolled in WELD1110

Type
Corequisite

Enrolled in Course WELD1110

Enroll in the following Courses:

- WELD1110 - Shielded Metal Arc Welding I

WELD1060 - Welding Lab I

Course Details

Subject Code
WELD

Course Number
1060

Credit Hours

Min:
3

Billing Hours

Min:
3

Lab Hours

Min:
5

Course Description
Welding Lab IApplication of the basic operations of Shielded Metal Arc Welding. Activities will be lab oriented and will include machine setup, striking an arc, running a bead, and proper methods for handling typical welding positions and types of joints. Lab FeeCorequisite or Prerequisite: WELD 1100 or WELD 1130

Prerequisites/Corequisites

No Requirements

WELD1100 - Oxy-Acetylene Cutting&Welding

Course Details

Subject Code
WELD

Course Number
1100

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
6

Prerequisites/Corequisites

No Requirements

WELD1110 - Shielded Metal Arc Welding I

Course Details

Subject Code
WELD

Course Number
1110

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description

Lecture Hours: 0.5; Lab Hours: 2.5
In this course, students will become familiar with using welding machinery and properly setting up gas cylinders and regulators. Students will practice the basic operations of Shielded Metal Arc Welding and learn techniques and skills used for beginner-level welding positions like Flat 1G & Horizontal 2G, after which students will be able to test with an AWS inspector and earn certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees

LABF - 125, WDCT - 295

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- WELD1000 - Introduction to Welding

AND

Earn a minimum grade (UG) of C in the following:
- WELD1000 - Introduction to Welding

WELD1130 - Basic Arc Welding

Course Details

Subject Code
WELD

Course Number
1130

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
6

Course Description
In this course, students learn and practice the application of the basic operations of a variety of
welding techniques, including Shielded Metal Arc Welding, Flux Core Arc Welding, and
Tungsten Inert Gas Welding. Activities are lab oriented and include machine setup, striking an
arc, running a bead, and using proper methods for handling a variety of typical welding
positions and types of joints. It emphasizes safety in all aspects of setup and execution. Lab Fee

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

WELD1140 - Blueprint Read for Weld & Fabr

Course Details

Subject Code
WELD

Course Number
1140

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course provides instruction in and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

Prerequisites/Corequisites

No Requirements

WELD1160 - Welding Lab I

Course Details

Subject Code
WELD

Course Number
1160

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
5

Course Description
Application of the basic operations of Shielded Metal Arc Welding. Activities will be lab oriented and will include machine setup, striking an arc, running a bead, and proper methods for handling typical welding positions and types of joints. Lab fee. Corequisite: WELD 1100 or WELD 1130

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

WELD1170 - Welding Lab II

Course Details

Subject Code
WELD

Course Number
1170

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
0

Lab Hours

Min:
5

Course Description
Recaps basic arc, includes V-Butt with backup and end, and takes students through techniques needed to test for certification. Also includes plate preparation for Destructive and Non-destructive testing in most welding procedures. Lab Fee
Corequisite or Prerequisite: WELD 1100 or WELD 1130

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- WELD1100 - Oxy-Acetylene Cutting&Welding

AND

Earn a minimum grade (UG) of C in the following:
- WELD1100 - Oxy-Acetylene Cutting&Welding

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- WELD1130 - Basic Arc Welding

AND

Earn a minimum grade (UG) of C in the following:

- WELD1130 - Basic Arc Welding

WELD1200 - Shielded Metal Arc Welding II

Course Details

Subject Code
WELD

Course Number
1200

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours: 0.5; Lab Hours: 2.5
This course is the second level of Shielded Metal Arc Welding, which reinforces and builds upon the competencies learned in SMAW I. This second-level course offers intermediate welding applications in positions like Horizontal 2G & Vertical 3G, after which students will be able to test with an AWS inspector and earn certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 400, LABF - 125

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:

- WELD1110 - Shielded Metal Arc Welding I

AND

Earn a minimum grade (UG) of C in the following:

- WELD1110 - Shielded Metal Arc Welding I

Enrolled in WELD1300

Type
Corequisite

Enrolled in Course WELD1300

Enroll in the following Courses:

- WELD1300 - Shielded Metal Arc Welding III

WELD1300 - Shielded Metal Arc Welding III

Course Details

Subject Code
WELD

Course Number
1300

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours:0.5; Lab Hours: 3.5
This course is the third level of Shielded Metal Arc Welding, which reinforces and builds upon the competencies learned in SMAW II. This third-level course offers intermediate welding applications in positions like Vertical 3G & Overhead 4G, after which students will be able to test with an AWS inspector and earn certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 295, LABF - 125

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:

- WELD1200 - Shielded Metal Arc Welding II

AND

Earn a minimum grade (UG) of C in the following:

- WELD1200 - Shielded Metal Arc Welding II

WELD1400 - Field Skills I: Xtended Safety

Course Details

Subject Code
WELD

Course Number
1400

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course is intended to provide important supplemental safety education and training relevant to hazards that welders often encounter in the field (welding-specific safety is incorporated in all welding courses). The course is divided into segments, each devoted to specific training topics that earn students a certificate in each area upon successful completion. These additional trainings are meant to further prepare welders for general industry hazards often encountered in the industrial workforce. Training topics this semester will include fall protection, hot work safety operations, heat illness & injury prevention, fire prevention & response, confined spaces, electrical safety, back safety, personal protective equipment, and OSHA-10 certification.

Prerequisites/Corequisites

No Requirements

WELD1500 - Field Skl II: Indus. Truck Ops

Course Details

Subject Code
WELD

Course Number
1500

Credit Hours

Min:
3

Billing Hours

Min:
3

Course Description
This course is intended to provide important supplemental skills and applications relevant to welders and often utilized in this field. The course is divided into segments, each devoted to skill-specific trainings that earn certification in each area upon successful completion. These additional trainings are meant to prep welders for other duties often encountered in the industrial workforce and supplement a welder’s knowledge of other tasks they may engage in while on a jobsite. The schedule may include but is not limited to the following: rigging, scaffold safety, fall protection, forklift operation, aerial lift operation, OSHA 10 safety, etc. Though comprehensive safety is taught throughout ALL welding courses, this course will grant the student-welder with the official OSHA 10 safety card. To receive heavy equipment certification in this course, students must have a current driver's license and be at least 18 years old.

Course Fees
CTEF - 65, LABF - 350

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Earn a minimum grade (UG) of C in the following:
- WELD1110 - Shielded Metal Arc Welding I

WELD1600 - Gas Metal Arc Welding

Course Details

Subject Code
WELD

Course Number
1600

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours:0.5; Lab Hours:2.5
An introduction to MIG welding; students will learn how to properly operate a MIG welder and
gain experience in the different types of joints and welding positions relating to Gas Metal Arc
Welding. Students will have the opportunity to test for a MIG certification with an AWS inspector. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
LABF - 125, WDCT - 295

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course WELD1300

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- WELD1300 - Shielded Metal Arc Welding III

WELD1650 - MIG Aluminum Welding

Course Details

Subject Code
WELD

Course Number
1650

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Course Description
This course is for students who have already certified in GMAW and would like to add an aluminum endorsement to their combo welder technical diploma. In this course, students will learn to run welds using aluminum electrode wire and practice welding aluminum components by using their established MIG process skills. Students will have the opportunity to test for a MIG aluminum certification with an AWS inspector at the conclusion of the course. Safety and personal protective equipment (PPE) will be emphasized in all aspects of set-up and execution throughout the course.

Prerequisites/Corequisites

No Requirements

WELD1700 - Advanced Arc Welding

Course Details

Subject Code
WELD

Course Number
1700

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Includes V-Butt with backup and end. Preparation for certification is also provided. Lab fee
Pre-requisite: WELD 1100 and WELD 1130

Course Fees
LABF - 35

Prerequisites/Corequisites

No Requirements

WELD1800 - Flux-Cored Arc Welding

Course Details

Subject Code
WELD

Course Number
1800

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours: 0.5; Lab Hours: 2.5
An introduction to Flux-cored arc welding; students will learn how to properly operate a Fluxcore welder and gain experience in the different types of joints and welding positions relating to Flux-cored arc welding. Students will have the opportunity to test for a Flux-core certification with an AWS inspector. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 295, LABF - 125

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course WELD1300

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- WELD1300 - Shielded Metal Arc Welding III

WELD1900 - Fitting for Welders

Course Details

Subject Code
WELD

Course Number
1900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
3

Lab Hours

Min:
0

Course Description
This is a beginner-level course dedicated to the skill of fitting for welding applications. In this course you will learn the basic principles of fitting up metal components to execute precise welding fabrication. This skill is especially important for pipe alignment and accurate welding performance. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Prerequisites/Corequisites

No Requirements

WELD2000 - Open Root Welding

Course Details

Subject Code
WELD

Course Number
2000

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours: 0.5; Lab Hours: 3.5
In this course, students will learn how to weld structure without the use of a backing strip. This technique is a precursor to welding pipe. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 400, LABF - 125

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course WELD1300

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- WELD1300 - Shielded Metal Arc Welding III

WELD2100 - SMAW Pipe I

Course Details

Subject Code
WELD

Course Number
2100

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours: 0.5; Lab Hours: 4.5
This is the first level of pipe welding; students will learn techniques and skills associated with welding pipe, specifically in beginner positions like 2G Horizontal & 5G Vertical. Students will have the opportunity to test with an AWS inspector for certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 295, LABF - 225

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- WELD2000 - Open Root Welding

AND

Earn a minimum grade (UG) of C in the following:
- WELD2000 - Open Root Welding

Enrolled in WELD2200

Type
Corequisite

Enrolled in Course WELD2200

Enroll in the following Courses:
- WELD2200 - SMAW Pipe II

WELD2200 - SMAW Pipe II

Course Details

Subject Code
WELD

Course Number
2200

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours:0.5; Lab Hours: 4.5
This is the second level of pipe welding and reiterates the themes in SMAW Pipe I, but offers instruction in the most sought after, advanced positions of 6G Inclined & 6GR Inclined w/restriction. Students will have the opportunity to test with an AWS inspector for certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 295, LABF - 125

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- WELD2100 - SMAW Pipe I

AND

Earn a minimum grade (UG) of C in the following:
- WELD2100 - SMAW Pipe I

Enrolled in WELD2100

Type
Corequisite

Enrolled in Course WELD2100

Enroll in the following Courses:
- WELD2100 - SMAW Pipe I

WELD2800 - Gas Tungsten Arc Welding

Course Details

Subject Code
WELD

Course Number
2800

Credit Hours

Min:
5

Billing Hours

Min:
5

Lecture Hours

Min:
1

Lab Hours

Min:
4

Course Description
Lecture Hours: 0.5; Lab Hours: 4.5
An introduction to Tungsten Inert Gas welding; students will learn how to properly operate a TIG welder and gain experience in the different types of joints and welding positions relating to Gas Tungsten Arc welding. TIG welding requires the highest level of skill, therefore experience with welding in other forms is required for this class. Students will have the opportunity to test for a TIG certification with an AWS inspector. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.

Course Fees
WDCT - 295, LABF - 125

Prerequisites/Corequisites

Simple Requirements

All of the following requirements

Type
Prerequisite

Fulfill ALL of the following requirements:

Enroll in the following Courses:
- WELD2200 - SMAW Pipe II

AND

Earn a minimum grade (UG) of C in the following:
- WELD2200 - SMAW Pipe II

A minimum grade of 'C' in Course WELD1600

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- WELD1600 - Gas Metal Arc Welding

A minimum grade of 'C' in Course WELD1800

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- WELD1800 - Flux-Cored Arc Welding

WELD2850 - TIG Aluminum Welding

Course Details

Subject Code
WELD

Course Number
2850

Credit Hours

Min:
4

Billing Hours

Min:
4

Lecture Hours

Min:
4

Course Description
This course is for students who have already certified in GTAW and would like to add an aluminum endorsement to their combo welder technical diploma. In this course, students will learn to run welds using aluminum tungsten electrode and practice welding aluminum components by using their established TIG process skills. Students will have the opportunity to test for a TIG aluminum certification with an AWS inspector at the conclusion of the course. Safety and personal protective equipment (PPE) will be emphasized in all aspects of set-up and execution throughout the course.

Prerequisites/Corequisites

Simple Requirements

A minimum grade of 'C' in Course WELD2800

Type
Prerequisite

Earn a minimum grade (UG) of C in the following:
- WELD2800 - Gas Tungsten Arc Welding

WELD2900 - Blueprint Rdng for Weld&Fabric

Course Details

Subject Code
WELD

Course Number
2900

Credit Hours

Min:
3

Billing Hours

Min:
3

Lecture Hours

Min:
2

Lab Hours

Min:
2

Course Description
Lecture Hours: 3; Lab Hours: 0
The purpose of Blueprint Reading for Welding and Fabrication is to familiarize welders with the symbols used in blueprints designed for welding and metal fabrication. Students will also lean to interpret included instructions. This course is meant to give a fundamental understanding of blueprint reading for welding applications.

Prerequisites/Corequisites

No Requirements

YCOS1001 - Rigger I- Beginners

Course Details

Subject Code
YCOS

Course Number
1001

Credit Hours

Min:
40

Billing Hours

Min:
0

Prerequisites/Corequisites

No Requirements

YCOS1004 - NCCER HVAC Level I

Course Details

Subject Code
YCOS

Course Number
1004

Credit Hours

Min:
48

Billing Hours

Min:
0

Course Description
This course prepares student for NCCER level I certification in Heating, Ventilation, and Air Conditioning. The course introduces students to professional HVAC installation and repair in preparation for a career in the HVAC industry.

Course Fees
YTU2 - 1000

Prerequisites/Corequisites

No Requirements

YCOS1120 - FPA East NCCER Elec II & Core

Course Details

Subject Code
YCOS

Course Number
1120

Credit Hours

Min:
64

Billing Hours

Min:
1

Course Description
Customize course for Southeast FPA-East employees focusing on basic electrical and troubleshooting using NCCER modular curriculum Electrical Level II and Core.

Course Fees
YTN3 - 1290

YCOS1121 - OSHA-30

Course Details

Subject Code
YCOS

Course Number
1121

Credit Hours

Min:
30

Billing Hours

Min:
0

Course Description
OSHA 30-Hour students will benefit from expanded topic coverage suitable for careers requiring a more comprehensive understanding of safety standards. This course covers more than 20 topics and includes: • In depth coverage of Focus Four Hazards (Falls, Struck-By, Electrocution, Caught-In or -Between) • Accident investigation techniques and recordkeeping requirements • Supervisory responsibility, including developing safety programs, managing safety culture, and overseeing crew safety • Identifying, managing, and controlling hazards.

Course Fees
YTN1 - 99

YINF1002 - Autocad, Introduction

Course Details

Subject Code
YINF

Course Number
1002

Credit Hours

Min:
30

Billing Hours

Min:
0

Course Description
The AutoCAD Intro Course is the first of a 3 part series. This course will provideinstruction for individuals who are just beginning to develop their professional CAD skills. When combinedwith all 3 courses this will help to prepare you for the Autodesk Certification exam. There will be step bystep tutorials, live lecture, handouts or homework, and a final project. Orthographic projections will bediscussed and demonstrated as well as exercises to strengthen your ability to visualize and create them.

Course Fees
YTU1 - 340

Prerequisites/Corequisites

No Requirements

YTRA1010 - La. CDL Class A

Course Details

Subject Code
YTRA

Course Number
1010

Credit Hours

Min:
0

Billing Hours

Min:
160

Course Description
Louisiana Commercial Driver's License Class AThis course prepares students to obtain a class A commercial drivers license in Louisiana through theoretical and hands on exercises through a partnership with Coastal Trucking.Training includes classroom meetings, parking lot practicum, and road exercises over 160 contact hours.

Course Fees
YTU1 - 5745

Prerequisites/Corequisites

No Requirements

Requirement Sets

Accounting Concentration Approved Electives

Simple Requirements

Accounting Concentration Approved Requirements and Electives

Type
Completion Requirement

For a concentration in Accounting students must complete 9 hours of approved accounting electives with a C or better.

Students taking Both ECON courses can use one as an approved elective. Students taking both BUSG 2700 and BUSG 2750 can use one as an approved elective.

Earn at least 9 credits from the following:

- ACCT2180 - Intro to Govt & Non-Profit Acc
- ACCT2330 - Auditing Principles
- BUSN1380 - Intro Stock Market & Investing
- BUSN2000 - Principles of Marketing
- BUSN1610 - Spreadsheets
  OR ACCT1100 - Fundamentals of Accounting
- CSCI1050 - Intro AI & Prompt Engineering
- ECON2000 - Microeconomics
  OR ECON2020 - Macroeconomics
- BUSN2700 - Foundations of Strategic Mgmt
  OR BUSN2750 - Business Internship

For a concentration in Accounting, students must pass the following courses wtih a C or better:

Earn a minimum Letter of C in the following:

- ACCT1500 - Payroll Accounting
- ACCT2100 - Computerized Accounting
- ACCT2200 - Personal Income Tax
- ACCT2150 - Managerial Accounting

Business Administration Approved Electives

Simple Requirements

Business Administration Concentration Approved Requirements and Electives

Type
Completion Requirement

Students must complete required Business Administration concentration courses with a C or better.

Earn a minimum Letter of C in the following:

- BUSN2000 - Principles of Marketing
- BUSN2150 - Human Resource Management
- BUSN1900 - Supervision

With a concentration in Business Administration, students must pass 12 credits of approved business electives with a C or better.

Earn at least 12 credits from the following:

- ACCT1100 - Fundamentals of Accounting
- ACCT2150 - Managerial Accounting
- BUSN1330 - Personal Finance
- BUSN1175 - Customer Service,Sales,Skills
- BUSN1380 - Intro Stock Market & Investing
- BUSN1500 - Starting Your Own Business
- BUSN1530 - Retailing
- BUSN1700 - Principles of Real Estate
- BUSN1710 - LA Real Estate Law
- CSCI1050 - Intro AI & Prompt Engineering
- ECON2020 - Macroeconomics
- MATH2000 - Statistics

Business Electives

Simple Requirements

Business Electives

Type

Completion Requirement

Complete ANY of the following Courses:

- BUSN1100 - Introduction to Business
- BUSN1330 - Personal Finance
- BUSN1530 - Retailing
- BUSN2100 - Management
- BUSN2400 - Business Communication
- BUSN2620 - Advanced Databases
- BUSN2630 - MS Windows OS Fundamentals
- BUSN2650 - Web Development Fundamentals
- BUSN2660 - Software Dev Fundamentals
- BUSN2670 - Config. & Supporting Windows

Entrepreneurship/Small Business Management Concentration Approved Electives

Simple Requirements

Entrepreneurship/Small Business Management Concentration Required Courses and Approved Electives

Type

Completion Requirement

Students must complete 6 credits of required Entrepreneurship/Small Business Management approved electives with a C or better.

Earn at least 6 credits from the following:

- BUSN1175 - Customer Service,Sales,Skills
- BUSN1330 - Personal Finance
- BUSN1380 - Intro Stock Market & Investing
- BUSN1400 - Business Math with Excel
- BUSN1530 - Retailing
- BUSN2200 - Business Law
- CSCI1050 - Intro AI & Prompt Engineering
- ACCT1100 - Fundamentals of Accounting
  OR ACCT1500 - Payroll Accounting
  OR ACCT2010 - Principles of Accounting I
  OR ACCT2020 - Principles of Accounting II
  OR ACCT2150 - Managerial Accounting
  OR ACCT2180 - Intro to Govt & Non-Profit Acc
  OR ACCT2200 - Personal Income Tax
  OR ACCT2300 - Auditing Principles
  OR ACCT2330 - Auditing Principles
  OR ACCT2400 - Principles of Fin Accounting

Students must complete Entrepreneurship/Small Business Management required concentration courses with a C or better.

Earn a minimum Letter of C in the following:

- ACCT2100 - Computerized Accounting
- BUSN1500 - Starting Your Own Business
- BUSN1510 - Small Business Management
- BUSN2500 - Financing for Entrepreneurs

Gen Ed Electives

Simple Requirements

General Education Electives

Type

Completion Requirement

Composition Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL1020 - English Composition II

Math 1199 or higher

Complete ANY of the following Courses:

- MATH1199 - Surv of Math Conc w/Support
  OR MATH1200 - Survey of Mathematical Concept
  OR MATH1203 - Applied Algebra
  OR MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
  OR MATH1400 - College Trigonometry
  OR MATH1600 - Elementary Number Structures
  OR MATH1630 - Elem Geometry & Statistics
  OR MATH1700 - Finite Math
  OR MATH2000 - Statistics
  OR MATH2010 - Calculus I
  OR MATH2100 - Calculus II

Any SPCH course

Complete ANY of the following Courses:

- SPCH1100 - Fund of Effective Speaking
  OR SPCH1310 - Interpersonal Communication
  OR SPCH1350 - Oral Comm For Classroom Tchrs
  OR SPCH2150 - Public Speaking
  OR SPCH2200 - Argumentation and Debate

Humanities Elective

Complete ANY of the following Courses:

- ENGL2010 - Survey of English Literature I
  OR ENGL2020 - Survey of English Lit II
  OR ENGL2030 - Major British Writers
  OR ENGL2100 - Reading Fiction
  OR ENGL2110 - Poetry and Drama
  OR ENGL2210 - Major American Writers
  OR ENGL2220 - Intro to African American Lit

OR ENGL2240 - Intro to Women's Literature
OR ENGL2300 - Technical Writing
OR ENGL2600 - World Literature I
OR ENGL2610 - World Literature II
OR FIAR1200 - Introduction to Fine Art
OR FIAR2400 - Survey of Visual Arts to 1400
OR FIAR2410 - Survey of Vis. Arts from 1400
OR FREN1010 - Elementary French I
OR FREN1020 - Elementary French II
OR HIST1010 - History of Western Civ I
OR HIST1020 - History of Western Civ II
OR HIST1500 - World History I
OR HIST1510 - World History II
OR HIST2010 - American History to 1865
OR HIST2020 - American History from 1865
OR HIST2100 - Louisiana History
OR MUSC1013 - Music Appreciation
OR PHIL1100 - Intro to Philosophy
OR PHIL1130 - World Religions
OR PHIL2200 - Ethics
OR SPAN1010 - Elementary Spanish I
OR SPAN1020 - Elementary Spanish II
OR SPAN2010 - Intermediate Spanish I
OR SPAN2020 - Intermediate Spanish II
OR SPCH1310 - Interpersonal Communication
OR SPCH2150 - Public Speaking
OR SPCH2200 - Argumentation and Debate
OR THEA1000 - Intro to Theater
OR THEA1100 - Classical Theater

Survey of Microcomputer Applications

Complete ALL of the following Courses:

- BUSN1150 - Survey of Microcomputer App

Fine Arts Elective

Complete ANY of the following Courses:

- FIAR1000 - Introduction to Drawing
  OR FIAR1010 - Sculpture Fundamentals
  OR FIAR1150 - Figure Drawing
  OR FIAR1200 - Introduction to Fine Art
  OR FIAR1600 - Introduction to Painting
  OR FIAR1700 - Introduction to Ceramics
  OR FIAR1710 - Intermediate Ceramics
  OR FIAR1800 - Digital Photography
  OR FIAR1850 - Introduction to Digital Art
  OR FIAR1900 - Intro to Printmaking
  OR FIAR1910 - Screen Printing
  OR FIAR2100 - Intermediate Drawing
  OR FIAR2400 - Survey of Visual Arts to 1400
  OR FIAR2410 - Survey of Vis. Arts from 1400
  OR FIAR2500 - Watercolor
  OR FIAR2720 - Independent Study In Ceramics
  OR FIAR2850 - Intermediate Digital Art
  OR MUSC1013 - Music Appreciation
  OR MUSC1100 - Music Fundamentals
  OR MUSC1400 - Survey of Music Med. to Class.
  OR MUSC1500 - Survey Music fr Rom to Pres
  OR THEA1000 - Intro to Theater
  OR THEA1010 - Stagecraft
  OR THEA1100 - Classical Theater
  OR THEA1300 - Introduction to Acting
  OR THEA1400 - Voice for the Stage
  OR THEA2100 - Direction and Production
  OR THEA2110 - Advanced Acting
  OR VIPR1100 - Video Production I
  OR VIPR1200 - Video Production II

Gen Ed: Any Speech Course

Simple Requirements

Any SPCH Course

Type

Completion Requirement

Complete ANY of the following Courses:

- SPCH1100 - Fund of Effective Speaking
  OR SPCH1310 - Interpersonal Communication
  OR SPCH1350 - Oral Comm For Classroom Tchrs
  OR SPCH2150 - Public Speaking
  OR SPCH2200 - Argumentation and Debate

Gen Ed: Arts

Simple Requirements

Arts Elective

Type

Completion Requirement

Arts Elective

Complete ANY of the following Courses:

- FIAR1000 - Introduction to Drawing
  OR FIAR1010 - Sculpture Fundamentals
  OR FIAR1150 - Figure Drawing
  OR FIAR1200 - Introduction to Fine Art
  OR FIAR1600 - Introduction to Painting
  OR FIAR1700 - Introduction to Ceramics
  OR FIAR1710 - Intermediate Ceramics
  OR FIAR1800 - Digital Photography
  OR FIAR1850 - Introduction to Digital Art
  OR FIAR1900 - Intro to Printmaking
  OR FIAR1910 - Screen Printing
  OR FIAR2100 - Intermediate Drawing
  OR FIAR2400 - Survey of Visual Arts to 1400
  OR FIAR2410 - Survey of Vis. Arts from 1400
  OR FIAR2500 - Watercolor
  OR FIAR2720 - Independent Study In Ceramics
  OR FIAR2850 - Intermediate Digital Art
  OR MUSC1013 - Music Appreciation
  OR MUSC1100 - Music Fundamentals
  OR MUSC1400 - Survey of Music Med. to Class.
  OR MUSC1500 - Survey Music fr Rom to Pres
  OR THEA1000 - Intro to Theater
  OR THEA1010 - Stagecraft
  OR THEA1100 - Classical Theater
  OR THEA1300 - Introduction to Acting
  OR THEA1400 - Voice for the Stage
  OR THEA2100 - Direction and Production
  OR THEA2110 - Advanced Acting
  OR VIPR1100 - Video Production I
  OR VIPR1200 - Video Production II

Gen Ed: Composition

Simple Requirements

Composition

Type
Completion Requirement

Composition Requirement

Complete ALL of the following Courses:

- ENGL1010 - English Composition I
  OR ENGL1011 - English Composition I with Lab
- ENGL1020 - English Composition II

Gen Ed: Humanities

Simple Requirements

Humanities Electives

Type
Completion Requirement

Humanities Elective

Complete ANY of the following Courses:

- ENGL2010 - Survey of English Literature I
  OR ENGL2020 - Survey of English Lit II
  OR ENGL2030 - Major British Writers
  OR ENGL2100 - Reading Fiction
  OR ENGL2110 - Poetry and Drama
  OR ENGL2150 - Intro to Fiction Writing
  OR ENGL2210 - Major American Writers
  OR ENGL2220 - Intro to African American Lit
  OR ENGL2240 - Intro to Women's Literature
  OR ENGL2300 - Technical Writing
  OR ENGL2600 - World Literature I
  OR ENGL2610 - World Literature II
  OR FIAR1200 - Introduction to Fine Art
  OR FIAR2400 - Survey of Visual Arts to 1400
  OR FIAR2410 - Survey of Vis. Arts from 1400
  OR FREN1010 - Elementary French I
  OR FREN1020 - Elementary French II
  OR HIST1010 - History of Western Civ I
  OR HIST1020 - History of Western Civ II
  OR HIST1500 - World History I
  OR HIST1510 - World History II
  OR HIST2010 - American History to 1865
  OR HIST2020 - American History from 1865
  OR HIST2100 - Louisiana History
  OR MUSC1013 - Music Appreciation
  OR PHIL1100 - Intro to Philosophy
  OR PHIL1130 - World Religions
  OR PHIL2200 - Ethics
  OR SPAN1010 - Elementary Spanish I
  OR SPAN1020 - Elementary Spanish II
  OR SPAN2010 - Intermediate Spanish I
  OR SPAN2020 - Intermediate Spanish II
  OR SPCH1310 - Interpersonal Communication
  OR SPCH2150 - Public Speaking
  OR SPCH2200 - Argumentation and Debate
  OR THEA1000 - Intro to Theater
  OR THEA1100 - Classical Theater

Gen Ed: Literature

Simple Requirements

Gen Ed: Literature

Type
Completion Requirement

Gen Ed: Literature

Complete ANY of the following Courses:

- ENGL2010 - Survey of English Literature I
- ENGL2020 - Survey of English Lit II
- ENGL2030 - Major British Writers
- ENGL2100 - Reading Fiction
- ENGL2150 - Intro to Fiction Writing
- ENGL2210 - Major American Writers
- ENGL2220 - Intro to African American Lit
- ENGL2240 - Intro to Women's Literature
- ENGL2600 - World Literature I
- ENGL2610 - World Literature II

Gen Ed: Mathematics

Simple Requirements

Gen Ed: Mathematics 1199 or higher

Type
Completion Requirement

Analytical Reasoning and Mathematics

Complete ALL of the following Courses:

- MATH1199 - Surv of Math Conc w/Support
  OR MATH1200 - Survey of Mathematical Concept
  OR MATH1210 - Survey of Math Cpts with Lab
  OR MATH1299 - Coll. Algebra w/ Support
  OR MATH1300 - College Algebra
  OR MATH1310 - College Algebra with Lab
  OR MATH1400 - College Trigonometry
  OR MATH1600 - Elementary Number Structures
  OR MATH1630 - Elem Geometry & Statistics
  OR MATH1700 - Finite Math
  OR MATH2000 - Statistics
  OR MATH2010 - Calculus I
  OR MATH2100 - Calculus II

Gen Ed: Natural Sciences

Simple Requirements

Natural Science Elective

Type
Completion Requirement

Complete ANY of the following Courses:

- BIOL1010 - Intro Anatomy and Physiology
  OR BIOL1030 - Nutrition for Food Service Prs
  OR BIOL1040 - Animal Behavior
  OR BIOL1060 - Principles of Biology I
  OR BIOL1080 - Principles of Biology II
  OR BIOL1100 - General Biology I
  OR BIOL1200 - General Biology II
  OR BIOL1500 - Nutrition and Diet Therapy

OR BIOL2000 - Microbiology
OR BIOL2050 - Genetics
OR BIOL2200 - Louisiana Wetlands Ecology
OR BIOL2210 - Environmental Science
OR BIOL2220 - General Botany
OR BIOL2300 - Human Anatomy & Physiology I
OR BIOL2400 - Human Anatomy & Phys II
OR CHEM1003 - Gen, Organic & Biochemistry
OR CHEM1100 - General Chemistry I
OR CHEM1200 - General Chemistry II
OR CHEM2200 - Organic Chemistry I
OR ENVN2210 - Environmental Science
OR GEOL1010 - Physical Geology
OR GEOL1020 - Historical Geology
OR PHSC1000 - Physical Science
OR PHSC1200 - Physical Science II
OR PHYS1010 - Elementary Physics
OR PHYS1100 - General Physics I
OR PHYS1200 - General Physics II

Gen Ed: Social and Behavioral Sciences

Simple Requirements

Social and Behavioral Science Elective

Type

Completion Requirement

Complete ANY of the following Courses:

- ANTH1100 - Introduction to Anthropology
  OR ANTH2100 - Anthropology of Sex and Gender
  OR ECON2000 - Microeconomics
  OR ECON2020 - Macroeconomics
  OR ECON2250 - Money and Banking
  OR GEOG1201 - World Regional Geography I
  OR GEOG1202 - World Regional Geography II
  OR GEOG2100 - Elements of Physical Geography
  OR POLI1100 - American Government
  OR POLI2600 - Intro Comparative Government
  OR POLI2610 - Constitutional Law
  OR PSYC1100 - Introduction to Psychology
  OR PSYC1130 - Psychology of Personal Adjustm
  OR PSYC2000 - Social Psychology
  OR PSYC2100 - Human Growth and Development
  OR PSYC2200 - Child Psychology
  OR PSYC2220 - Adolescent Psychology
  OR PSYC2250 - Educational Psychology
  OR SOCI1100 - Introduction to Sociology
  OR SOCI1510 - Sociology of Sexual Behavior
  OR SOCI2090 - Criminology
  OR SOCI2100 - Social Problems
  OR SOCI2200 - Marriage and the Family
  OR SOCI2220 - Drug Abuse
  OR SOCI2300 - Society and the Person
  OR SOCI2400 - Juvenile Delinquency
  OR SOCI2500 - Sociology of Deviant Behavior

LA Transfer Biological Sciences Concentration

Simple Requirements

Biological Sciences Concentration Courses

Type

Completion Requirement

Earn a minimum Letter of C in the following:

- BIOL1100 - General Biology I
  AND BIOL1110 - General Biology I Lab
- BIOL1200 - General Biology II
  AND BIOL1210 - General Biology II Lab
- CHEM1100 - General Chemistry I
  AND CHEM1110 - General Chemistry I Lab
- BIOL2000 - Microbiology
  AND BIOL2010 - Microbiology Laboratory
- CHEM1200 - General Chemistry II
  AND CHEM1210 - General Chemistry II Lab

Additional Comments:

Students must also select 13 additional hours in Natural Science Electives and earn a grade of C or better.

LA Transfer Physical Sciences

Simple Requirements

Physical Sciences Concentration Courses

Type

Completion Requirement

Students must complete 3 additional credits in Social Science Electives and 3 additional credits in Math or Natural Science Electives with a grade of C or better.

Complete ALL of the following Courses:

- CHEM1100 - General Chemistry I
  AND CHEM1110 - General Chemistry I Lab
- CHEM1200 - General Chemistry II
  AND CHEM1210 - General Chemistry II Lab
- PHYS1100 - General Physics I
  AND PHYS1110 - General Physics I Laboratory
- PHYS1200 - General Physics II
  AND PHYS1210 - General Physics II Laboratory
- MATH2010 - Calculus I
- MATH2100 - Calculus II

Paralegal Elective

Simple Requirements

Paralegal Elective

Type

Completion Requirement

Students must earn a C or better in all major courses, including paralegal electives.

Earn a minimum Letter of C in the following:

- PARL1200 - Business Associations
  OR PARL1500 - Constitutional Law
  OR PARL2050 - Evidence
  OR PARL2100 - The Law of Torts and Prod Liab
  OR PARL2150 - Insurance Law
  OR PARL2200 - Contracts
  OR PARL2250 - Criminal Procedure
  OR PARL2300 - Family Law
  OR PARL2350 - Special Topics: Discovery
  OR PARL2400 - Legal Drafting

OR PARL2500 - Paralegal Practicum
OR PARL2600 - Notary Public Law & Prep
OR BUSN2190 - Legal Environment of Business
OR OADM1510 - Legal Typing