Fletcher
TECHNICAL COMMUNITY
COLLEGE™

2022-2023
CATALOG

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of L. E. Fletcher Technical 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).
Questions regarding L. E. Fletcher Technical Community College's procedures, policies and operations should be directed to the Administration Office at 985-448-7900.

This catalog supersedes all catalogs previously published. The College reserves the right to make administrative and policy changes regarding any items published in this catalog. The provisions of this catalog do not constitute a contract between the technical community college, hereafter referred to as Fletcher, and the student, but rather reflect the general nature and conditions concerning the educational services of the College in effect at this time.

Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the College or the Louisiana Community & Technical College Board of Supervisors at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty members listed in the catalog are regular, full-time faculty of this College. Other faculty may be appointed, depending on the instructional needs of the campus.

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

EQUAL OPPORTUNITY STATEMENT

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Coordinator for Section 504 and ADA:
Name/Title: Angela Pellegrin, MA, LPC-S, Executive Director of Title IX and Equity Initiatives
Office Location: 1407 Hwy. 311 Schriever, LA 70395
Phone/Email: (985) 448-7943 /angie.pellegrin@fletcher.edu

Equity/Compliance Coordinator:
Name/Title: Gina Marcel, Director of Human Resources
Office Location: 1407 Hwy. 311 Schriever, LA 70395
Phone/Email: (985) 448-7929 / gina.marcel@fletcher.edu

TABLE OF CONTENTS

EQUAL OPPORTUNITY STATEMENT 2

ACADEMIC CALENDAR 9

MESSAGE FROM THE CHANCELLOR 14

MISSION, VISION, VALUES, HISTORY & ACCREDITATIONS 15

MISSION 15

VISION 15

VALUE STATEMENT 15

HISTORY OF FLETCHER TECHNICAL COMMUNITY COLLEGE 15

ACCREDITATIONS 16

FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS 17

SCHRIEVER CAMPUS 17

HOUMA FACILITY 17

HOUMA-DICKSON ROAD FACILITY 17

BP INTEGRATED PRODUCTION TECHNOLOGIES 17

THIBODAUX FACILITY 17

CAREER MAGNET CENTER 17

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS) BOARD OF SUPERVISORS 18

STUDENT BOARD MEMBERS 18

BOARD MEMBERS 18

ADMISSIONS & TESTING 19

GENERAL ADMISSION REQUIREMENTS 19

APPLICATION FOR ADMISSION 19

ENTRANCE/PLACEMENT EXAM SCORES 20

IMMUNIZATION POLICY 20

RESIDENCY 20

VETERAN'S RESIDENCY, TUITION AND FEES GUIDELINES 21

SELECTIVE SERVICE REGISTRATION 21

ORIENTATION 21

STUDENT TYPE 21

HOME-SCHOOLED STUDENT ADMISSION 22

TRANSFER STUDENT ADMISSION 22

VISITING STUDENT ADMISSION 22

RETURNING/RE-ADMITTED STUDENT ADMISSION 22

DUAL ENROLLMENT STUDENT ADMISSION 23

FIRST-TIME FRESHMAN ADMISSION 23

CROSS ENROLLMENT ADMISSION 23

INTERNATIONAL STUDENT ADMISSION 24

ENROLLMENT STATUS 24

NON-DEGREE SEEKING STUDENT 24

DEGREE/DIPLOMA-SEEKING STUDENT 24
TITLE IX 24
FINANCIAL AID 25
TYPES OF FINANCIAL AID AVAILABLE 25
TITLE IV FINANCIAL AID INFORMATION 25
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 25
MINIMUM STANDARDS 26
QUALITATIVE MEASURE OF PROGRESS 26
QUANTITATIVE MEASURE OF PROGRESS 26
EVALUATION OF SAP 27
APPEALS 27
APPEAL GRANTED/ACADEMIC PLAN 28
REESTABLISHING SAP 28
ENROLLMENT STATUS 28
ATTENDANCE 28
GRANTS 28
SCHOLARSHIPS 29
EMPLOYMENT OPPORTUNITIES FEDERAL WORK STUDY (FWS) 29
ADDITIONAL AID 29
STUDENT LOANS (TITLE IV) 29
HARDSHIP WAIVERS OF TUITION AND FEES 30
FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES 30
FINANCIAL AID CODE OF CONDUCT 30
RECORDS & REGISTRATION 31
RECORDS/CONFIDENTIALITY OF RECORDS 31
RELEASE OF STUDENT RECORDS/TRANSCRIPTS 31
CHANGE OF NAME, ADDRESS, OR PHONE 31
CONTACT WITH STUDENTS THROUGH EMAIL 31
ACADEMIC PROBATION AND SUSPENSION 31
AUDITING A COURSE 31
CHANGE OF PROGRAM 32
GRADUATION REQUIREMENTS 32
GRADUATION APPLICATION PROCEDURE 32
GRADUATION CEREMONY 33
GRADUATION HONORS 33
REGISTRATION 33
MAXIMUM COURSE LOAD PER SEMESTER 33
NO SHOW POLICY 34
DETERMINING ATTENDANCE AND ACADEMICALLY-RELATED ACTIVITY 34
RESIGNATION FROM COLLEGE 34

SCHEDULE CHANGES 34
ATTENDANCE 34
CHANCELLOR'S LIST 34
DEAN'S LIST 35
PHI THETA KAPPA HONOR SOCIETY (PTK) 35
TRANSFER OF CREDITS FROM OTHER INSTITUTIONS TO FLETCHER 35
ARTICULATION AGREEMENTS 36
ACT EXAM ADVANCED PLACEMENT 36
ACCUPLACER EXAM ADVANCED PLACEMENT CREDIT 36
ADVANCED PLACEMENT CREDIT 37
CREDIT BY PRIOR EXPERIENCE/LEARNING 37
CREDIT BY ADVANCED PLACEMENT (AP) PROGRAM EXAMINATIONS 37
CREDIT BY COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) 37
CREDIT BY COLLEGE-ADMINISTERED EXAMINATION 37
CREDIT BY MILITARY TRAINING 37
NON-TRADITIONAL CREDIT LIMIT 38
GENERAL EDUCATION REQUIREMENTS 38
GRADING POLICY 39
TUITION & FEES 40
TUITION AND FEES FEE POLICY (Subject to Change) 40
CREDIT COURSEWORK 40
TUITION AND FEES FOR CREDIT COURSES 40
NON-CREDIT COURSEWORK 44
PAYMENTS 44
FINANCIAL RESPONSIBILITY 46
PAYMENT PLAN DEFAULT 46
PROVISIONAL ENROLLMENT 46
DISHONORED ELECTRONIC CHECK (NSF) 46
COLLECTION PROCEDURE 46
REFUND POLICY 47
CLASS CANCELLATIONS 47
ADDED CLASSES 47
REFUNDS/FINANCIAL AID 47
ACADEMIC POLICIES 49
ACADEMIC AMNESTY 49
ACADEMIC HONESTY 50
CHEATING 50
COLLUSION 50
CHANGE OF FINAL GRADE/GRADE APPEAL POLICY 50
COURSE DROP/WITHDRAWAL POLICY 50

DEVELOPMENTAL COURSE PLACEMENT RETESTING POLICY 51
INCOMPLETE WORK 51
PLAGIARISM 51
READING EXEMPTION FOR TRANSFER STUDENTS 51
ACADEMIC SERVICES 52
ENROLLMENT SERVICES 52
ACADEMIC ACCOMMODATIONS 52
WORKREADYU/ADULT BASIC EDUCATION 52
b1BANK LIBRARY SERVICES 53
LIBRARY CIRCULATION POLICY AND LOAN PERIODS 53
LIBRARY CODE OF CONDUCT 53
INSTRUCTIONAL OPPORTUNITIES PROVIDED BY THE LIBRARY 53
DISTANCE EDUCATION 54
ADDITIONAL SERVICES FOR STUDENTS 54
PROGRAMS OF STUDY 55
ACCOUNTING TECHNOLOGY 57
Agriculture Technology 61
AIR CONDITIONING AND REFRIGERATION 65
AUTOMOTIVE TECHNOLOGY 69
BUSINESS ADMINISTRATION – GENERAL BUSINESS CONCENTRATION 74
BUSINESS ADMINiSTRATION – ENTREPRENEURSHIP CONCENTRATION 78
BUSINESS ADMINISTRATION-PARALEGAL CONCENTRATION 82
CARDIOPULMONARY CARE SCIENCE 86
CARE AND DEVELOPMENT OF YOUNG CHILDREN 89
CRIMINAL JUSTICE 92
CUSTOMER SERVICE REPRESENTATIVE 95
DRAFTING AND DESIGN TECHNOLOGY 97
ELECTRICIAN 104
ENVIRONMENTAL SCIENCE 107
GENERAL STUDIES and/or LOUISIANA TRANSFER 112
GEOLOGY 119
INTEGRATED PRODUCTION TECHNOLOGIES 122
MACHINE TOOL TECHNOLOGY 126
MARINE DIESEL ENGINE TECHNOLOGY 129
MEDICAL CLINICAL ASSISTANT 133
MEDICAL CODING/INSURANCE BILLING SPECIALIST 134
MEDICAL LABORATORY TECHNICIAN 137
NURSING 142
NURSING ASSISTANT 147
OFFICE SYSTEMS TECHNOLOGY 149

PHLEBOTOMY 153
PRACTICAL NURSING 155
STERILE PROCESSING TECHNICIAN 159
SURGICAL TECHNOLOGY 161
TECHNICAL STUDIES 165
WELDING 167
COURSE DESCRIPTIONS 171
ACCOUNTING 171
AGRICULTURE TECHNOLOGY 172
AIR CONDITIONING & REFRIGERATION 173
ARTS 176
AUTOMOTIVE TECHNOLOGY 177
BIOLOGY 178
BUSINESS AND OFFICE SYSTEMS 179
CARDIOPULMONARY CARE 181
CARE AND DEVELOPMENT OF YOUNG CHILDREN 182
CHEMISTRY 184
COLLEGE AND CAREERS 185
COMPUTER-AIDED DESIGN 185
COMPUTER INFORMATION SYSTEMS 186
COMPUTERS 186
DRAFTING AND DESIGN 188
ECONOMICS 188
ELECTRICIAN 189
ENGLISH 190
ENVIRONMENTAL SCIENCE 191
FRENCH 192
GEOGRAPHY 193
GEOLOGY 193
HEALTH AND NURSING 194
HISTORY 199
HUMANITIES 200
INTEGRATED PRODUCTION TECHNOLOGIES 200
MACHINE TOOL TECHNOLOGY 203
MARINE DIESEL ENGINE TECHNOLOGY 204
MATHEMATICS 206
MEDICAL LABORATORY TECHNICIAN 207
MUSIC 210
PARALEGAL STUDIES 211
PHILOSOPHY 211

PHLEBOTOMY 211
PHYSICAL SCIENCE 212
PHYSICS 212
POLITICAL SCIENCE 212
PSYCHOLOGY 213
SPECIAL PROJECTS AND TOPICS 214
STERILE PROCESSING 215
SURGICAL TECHNOLOGY 216
THEATRE 217
WELDING 218
PERSONNEL 220
APPENDICES 224
APPENDIX A – PLACEMENT RECOMMENDATIONS 225
APPENDIX B - ADVANCED PLACEMENT (AP) EXAM SCORE REQUIREMENTS 226
APPENDIX C - COLLEGE-LEVEL EXAMINATION PROGRAM SCORE REQUIREMENTS 227
APPENDIX E - GENERAL EDUCATION COURSE CATEGORIES 229
APPENDIX F – BUSINESS ELECTIVE COURSES 230
APPENDIX G - CAMPUS CRIME STATISTICS 231

ACADEMIC CALENDAR

AUGUST

22 ..... Fall Semester & Session 1 Begin
Late registration, $25 late fee applies; tuition and fees due at time of registration

23 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Session 1 class
Last day to drop a Session 1 class with no grade
Last day to receive a 100% refund for Session 1 classes that are dropped

25 ..... Late registration, $25 late fee applies; tuition and fees due at the time of registration
Last day to add a full-semester class
Last day to drop a full-semester class with no grade
Last day to receive a 100% refund for full-semester classes that are dropped

28 ..... Last day to withdraw from a Session 1 class and receive a 50% refund

SEPTEMBER

5 ..... Labor Day Holiday – College Closed

9 ..... Enrollment Census Day
Last day to withdraw from a full-semester, campus-based or Fletcher online class and receive a 50% refund

28 ..... Last day to withdraw from a Session 1 class with a grade of W

OCTOBER

11 ..... Session 1 TR Classes Final Exams
Session 1 MTWR Classes - last class of day

12 ..... Session 1 MW Classes Final Exams

13 ..... Session 1 MTWR Classes Final Exams
Session 1 Ends

14 ..... Fall Break

17 ..... Session 2 begins
Midterm
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

18 ..... Last day to apply and register for Session 2 classes
Last day to drop a Session 2 class with no grade
Last day to receive a 100% refund for Session 2 classes that are dropped

25 ..... Last day to withdraw from a Session 2 class and receive a 50% refund

NOVEMBER

9 ..... Last day to withdraw from a full-semester class with a grade of W
Last day to change an incomplete grade from the fall semester
Graduation application priority deadline for summer and fall graduates

17 ..... Last day to withdraw from a Session 2 class with a grade of W

21-23 ..... Thanksgiving Break – Student Holiday

24-25 ..... Thanksgiving Break – College Closed

DECEMBER

8 ..... Final exam day for full-semester classes

9 ..... Final exam day for full-semester classes

12 ..... Final exam day for full-semester classes
Session 2 classes MW Classes Final Exams
Session 2 MTWR Classes - last class of day

13 ..... Final exam day for full-semester classes
Session 2 classes TR Classes Final Exams

14 ..... Final exam day for full-semester classes
Session 2 classes MTWR Classes Final Exams
Session 2 Ends

18 ..... Last day to drop a Winter Intersession class with no grade
Last day to receive a 100% refund for Winter Intersession classes that are dropped

19 ..... First day of class for Winter Intersession classes

JANUARY

2 ..... Holiday/College Closure

6 ..... Last day to withdraw from a Winter Intersession class

12 ..... Last instructional day for Winter Intersession
Final Exams for Winter Intersession classes

16 ..... Martin Luther King, Jr Holiday – College Closed

17 ..... Fall Semester & Session 3 Begin
Late registration, $25 late fee applies; tuition and fees due at time of registration

18 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Session 3 class
Last day to drop a Session 3 class with no grade
Last day to receive a 100% refund for Session 1 classes that are dropped

20 ..... Late registration, $25 late fee applies; tuition and fees due at the time of registration
Last day to add a full-semester class
Last day to drop a full-semester class with no grade
Last day to receive a 100% refund for full-semester classes that are dropped

25 ..... Last day to withdraw from a Session 3 class and receive a 50% refund

FEBRUARY

3 ..... Enrollment Census Day
Last day to withdraw from a full-semester, campus-based or Fletcher online class and receive a 50% refund

20 ..... Mardi Gras Break – Student Holiday

21 ..... Mardi Gras Day – College Closed

22 ..... Mardi Gras Break – Student Holiday

24 ..... Last day to withdraw from a Session 3 class with a grade of W

MARCH

14 ..... Session 3 TR Classes Final Exams
Session 3 MTWR Classes - last class of day

15 ..... Session 3 MW Classes Final Exams

16 ..... Session 3 MTWR Classes Final Exams
Session 3 Ends

20 ..... Session 4 begins
Midterm
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

21 ..... Last day to apply and register for Session 4 classes
Last day to drop a Session 4 class with no grade
Last day to receive a 100% refund for Session 4 classes that are dropped

28 ..... Last day to withdraw from a Session 4 class and receive a 50% refund

APRIL

5 ..... Last day to withdraw from a full-semester class with a grade of W
Last day to change an incomplete grade from the fall semester
Graduation application priority deadline for summer and fall graduates

7 ..... Spring Break – Holiday/College Closed

10-14 ..... Spring Break – Student Holiday

27 ..... Last day to withdraw from a Session 4 class with a grade of W

MAY

11 ..... Final exam day for full-semester classes

12 ..... Final exam day for full-semester classes

15 ..... Final exam day for full-semester classes
Session 4 classes MW Classes Final Exams
Session 4 MTWR Classes - last class of day

16 ..... Final exam day for full-semester classes
Session 4 classes TR Classes Final Exams

17 ..... Final exam day for full-semester classes
Session 4 classes MTWR Classes Final Exams
Session 4 Ends

JUNE

1 ..... Summer Semester & Session 5 Begin
Late registration, $25 late fee applies; tuition and fees due at time of registration

5 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Session 5 class
Last day to drop a Session 5 class with no grade
Last day to receive a 100% refund for Session 5 classes that are dropped

13 ..... Enrollment Census Day

19 ..... Juneteenth Student Holiday

25 ..... Last day to add a Session 5 Mini Class
Last day to drop a Session 5 mini class & receive a refund

26 ..... First day of Session 5 mini classes

DATES SPECIFIED IN THE ACADEMIC CALENDAR ARE SUBJECT TO CHANGE

MESSAGE FROM THE CHANCELLOR

Welcome to Fletcher Technical Community College. On behalf of the faculty and staff, we thank you for choosing Fletcher to assist you in fulfilling your educational goals.

Your success is our success - whether it is to achieve a degree, to enter the workforce, or to transfer to a university, we are committed to helping you succeed in your pursuits. Our workforce programs are tailored to industry specifications thus providing you the skill sets necessary to enter the workforce as a highly-trained, highly-skilled employee. We do this by creating strong relationships with business and industry and community partners. Our transfer degrees and courses are aligned with our university partners to enable our students to transfer and continue their education with ease.

We are continuously improving and expanding our program offerings to fit the needs of our students, the community, business partners, and the State of Louisiana. Whether you are pursuing an associate degree, diploma, certificate, or plan to transfer to a university, you can be assured that Fletcher's programs will provide the education and skills you need to pursue and achieve your goals.

We look forward to seeing you on campus this year and if I can be of any assistance, please do not hesitate to visit my office or email me at kristine.strickland@fletcher.edu.

Sincerely,

Kristine H. Strickland, Ph.D.

MISSION, VISION, VALUES, HISTORY & ACCREDITATIONS

MISSION

Fletcher Technical Community College is an open-admission, public institution of higher education awarding certificates, technical diplomas, and associate degrees. The College is dedicated to offering high-quality technical and academic programs to the community of South Louisiana and beyond. The College prepares individuals for employment, career and academic advancement, and lifelong learning. (A*pproved June 2021*)

VISION

Fletcher Technical Community College will serve a diverse population of individuals by providing pathways to higher education, workforce, lifelong learning, and personal enrichment. The College prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The College actively engages business and industry to develop the workforce of South Louisiana and beyond.

VALUE STATEMENT

Striving to produce responsible, lifelong learners who become resourceful, adaptive, independent, and productive members of their community, Fletcher Technical Community College values and actively promotes:

- Personalized instruction and service;
- Active learning and interaction;
- High standards of excellence;
- Increased student access;
- Diversity in staff, student body, and curriculum;
- Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations; and
- Our cultural values of Transparency, Respect, People-Centered, Empowerment, Servant Leadership, Customer Service, Trust, and Innovation.

HISTORY OF FLETCHER TECHNICAL COMMUNITY COLLEGE

Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, House Bill 212. The late Honorable Earl K. Long, then Governor of Louisiana, signed the bill for establishment on June 23, 1948. The school was established for the purpose of providing vocational training for the populace of an area comprised of the following five parishes: Terrebonne, Lafourche, Assumption, St. James, and St. Charles.

South Louisiana Trade School opened on July 2, 1951, at 310 St. Charles Street in Houma, Louisiana. The facility was built on a seven-acre site owned by the Terrebonne Parish School Board. Harrell P. Willis was the first director of the school and served until 1968. Full-time day preparatory classes were offered in Office Occupations, Drafting, Auto Mechanics, Welding, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation.

With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training.

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana

Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor L. E. Fletcher, who served as director from 1968-1984.

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003, granted approval for the request from the Board of Supervisors of the Louisiana Community & Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a "Technical Community College" within the LCTCS. This action, effective July 1, 2003, required L. E. Fletcher to transition from its association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community College. F. Travis Lavigne, Jr., was named to serve as the Chancellor of this new independent technical community college within the Louisiana Community and Technical College System.

In 2007 through Senate Bill 337 (Act 391), Fletcher received the approval of $21.3 million for the development of a new campus on Highway 311. In 2009, L. E. Fletcher Technical Community College received Commission on Colleges Southern Association of Colleges and Schools Accreditation. On August 6, 2012, L.E. Fletcher Technical Community College opened the new campus on Highway 311 in Schriever, Louisiana.

In June 2014, F. Travis Lavigne, Jr. retired. The LCTCS Board of Supervisors appointed Mr. Earl W. Meador, J. D. to serve as Interim Chancellor. Mr. Meador served in the Interim position until January 3, 2016. The LCTCS Board of Supervisors, at its December 2015 meeting appointed a new Chancellor, effective January 4, 2016, Kristine H. Strickland, Ph.D. Dr. Strickland currently serves as the Chancellor.

In July 2018, Fletcher Technical Community College acquired South Central Louisiana Technical College, adding a new location on Tiger Drive in Thibodaux, Louisiana expanding their reach into Lafourche Parish.

ACCREDITATIONS

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of L. E. Fletcher Technical 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).

Fletcher Technical Community College is also recognized and/or has programs approved or accredited by:

- Accreditation Council for Business Schools and Programs (ACBSP): Accounting Technology AAS, Business Administration AAS, and Office Systems Technology AAS
- HVAC Excellence: Air Conditioning and Refrigeration TD
- National Automotive Technicians Education Foundation (NATEF): Automotive Technology TD
- Commission on Accreditation for Respiratory Care (COARC): Cardiopulmonary Care Science AS
- Association of Technology, Management, and Applied Engineering (ATMAE): Drafting and Design Technology AAS and TD / Integrated Production Technologies AAS
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS): Medical Laboratory Technician AAS
- Accreditation Commission for Education in Nursing (ACEN): Nursing ASN / Practical Nursing TD
- Louisiana State Board of Nursing (LSBN): Nursing ASN
- Louisiana State Board of Practical Nurse Examiners (LSBPN): Practical Nursing TD
- Louisiana Department of Health (LDH): Nursing Assistant CTC
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS): Phlebotomy CTS
- Commission on Accreditation of Allied Health Education Programs (CAAHEP): Surgical Technology AAS

FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS

SCHRIEVER CAMPUS

1407 Highway 311
Schriever, LA 70395
Enrollment Services Phone .....(985) 448-7917
Administration Phone .....(985) 448-7900
Enrollment Services Fax .....(985) 448-7998
Business Office Fax.....(985) 446-3308
Website ..... https://www.fletcher.edu

HOUMA-EQUITY BOULEVARD FACILITY

139 Equity Blvd
Houma, LA 70360
Phone .....(985) 448-7900

HOUMA-DICKSON ROAD FACILITY

331 Dickson Road
Houma, LA 70363
Phone .....(985) 448-7900

BP INTEGRATED PRODUCTION TECHNOLOGIES

Integrated Production Technologies
224 Rouses Road
Schriever, LA 70395
Phone ..... (985) 448-7950
Fax..... (985) 448-5900

THIBODAUX FACILITY

1425 Tiger Drive
Thibodaux, LA 70301
Phone ..... (985) 448-7900
Fax..... (985) 449-5039

CAREER MAGNET CENTER

6419 LA-308
Lockport, LA 70394
Phone ..... (985) 532-6596

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS) BOARD OF SUPERVISORS

Fletcher is governed by the Louisiana Community & Technical College System Board of Supervisors. Listed below are the system president, board officers, board members, and student board members (as of publication).

BOARD OFFICERS

Paul Price, Jr., Chair
Willie Mount, First Vice Chair
Alterman "Chip" Jackson, Second Vice Chair

STUDENT BOARD MEMBERS

Josh Couvillion
Hayley Pickron

BOARD MEMBERS

Tari T. Bradford
Helen Bridges Carter
Rhoman J. Hardy
Timothy W. Hardy
Erika McConduit
Michael "Mickey" Murphy
Joe Potts
Stanton Salathe
Stephen Smith
Craig Spohn
Stephen Toups

ADMISSIONS & TESTING

GENERAL ADMISSION REQUIREMENTS

Fletcher has an open-admissions policy and serves persons on an equal priority basis. An applicant must be 17 years of age prior to entry into the college. Non-high school graduates who have reached the state's compulsory school age (at least 17 years of age as per Louisiana Revised Statute 17:221) are eligible for admissions. Applicants in this category are not eligible for federal financial assistance. Admission to all programs is made without regard to race, religion, national origin, gender, or qualifying disability. Nursing and Allied Health programs may have additional requirements including, but not limited to, a high school diploma/GED/HiSET and proof of U.S. citizenship prior to state or national licensure. Students are expected to contact the Nursing and Allied Health department prior to applying to a program with any questions regarding these additional requirements.

APPLICATION FOR ADMISSION

Applications for admission may be completed online at www.fletcher.edu/apply. Incomplete application packets will not be processed.

Applicants must also submit the following items to complete the application process:

Mandatory Items for Full Admission:

- **Proof or waiver of Immunizations.** As required by Louisiana Law R.S. 17:170, all first-time students born after December 31,1956 must provide proof of immunization against vaccine preventable diseases. A waiver may be signed by the student, however, in the event of an outbreak of a vaccine preventable disease on campus, the college will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

- **Proof of Selective Service Status.** In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service web site indicating the applicant's status. The following categories of applicants are exempt from this requirement:
  - Males currently on active duty in the military.
  - Veterans who submit a copy of their DD214 discharge certificate.

Supplemental Items for Admission: (Not Mandatory)

- **College Transcripts.** Official and final transcripts can be submitted to Enrollment Services if the student is wanting to transfer credit or use credit to satisfy course requirements. All credits from Louisiana Community and Technical College System institutions will be evaluated and articulated. For non-regionally accredited institutions outside of the LCTCS, a student may request credit by supplying an official copy of the transcript to Enrollment Services. If credit can be granted, only the course or courses for which the credit is being granted will be entered and articulated. These official transcripts must be submitted to Enrollment Services in a sealed envelope or electronically directly from the previous institution.
- **Placement Test Scores.** If an applicant in a non-technical program is a first-time freshman, attended a non-accredited or out-of-state institution, or is applying for the Practical Nursing Program, placement scores are required to be eligible to enroll in most general education courses. ACT scores, or ACCUPLACER scores within 3 years of expected enrollment date must be submitted. Returning or Transfer students who have not taken English and math will need to retest if the test scores on file have expired. Placement scores are not required for students in technical programs.
- **High School Transcript.** An official transcript is needed for financial aid eligibility from a private, parochial, or out-of-state high school; or official GED/HiSET test scores. (Fletcher will obtain the transcript for students who graduated from a Louisiana public high school from 2003 to the present.)
- **Other Documents as Requested.** Some programs may require additional documents.

ENTRANCE/PLACEMENT EXAM SCORES

Fletcher's entrance/placement exam, the ACCUPLACER test, is administered for program and course placement only and is not used in determining admission to the college except when academic achievement levels are required by a licensure board.

Basic grade-level scores are set for each occupational program offered. The purpose of these score levels is not to prevent students from entering into programs, but to enroll students in programs at an academic level at which they can successfully perform the work required and realistically achieve personal goals. The established grade level scores are set according to the academic levels at which the course material will be presented.

ACCUPLACER placement testing is offered at various times throughout the year. Anyone wanting to ensure an ACCUPLACER placement test date by going to http://www.fletcher.edu/service/testing/ or visiting the Student Success Center. Testing fees are based on the number of sections for which a test registrant needs to test. The tests a student must take will be determined by the Student Success Canter. For a full test, which includes reading, mathematics and English, the fee is $30. Testing fees are non-refundable. If a student cannot make the originally scheduled date for testing and contacts the Student Success Center prior to the date of the test, the student will be permitted to reschedule and will not have to pay the testing fee again. If the student fails to notify Enrollment Services that they cannot attend a test date, the student will need to register for the test and pay the fee again. A student/applicant may only take the ACCUPLACER test a total of 3 times at Fletcher. ACCUPLACER test scores are valid for three years.

ACT scores that are within three years of the date of enrollment may be substituted for the entrance/placement exam. An applicant wishing to substitute the entrance exam with ACT scores must submit the original score sheet to Enrollment Services. An applicant who needs to send ACT scores can do so through ACT's website: www.act.org. The College's ACT code is 5033.

Official transcripts from postsecondary educational institutions accredited by one of the six regional accrediting agencies may be substituted for the ACCUPLACER/COMPASS exam for all programs except Practical Nursing, Certified Nursing Assistant (CNA), Electrocardiogram (EKG) and Phlebotomy. The transcript must contain sufficient information for placement. The transcript may be mailed to Enrollment Services from the issuing institution, or it may be hand delivered by the applicant. If it is hand delivered, it must be in a sealed envelope from the issuing institution.

Alternate forms of placement proficiency may be available due to the COVID-19 pandemic.

IMMUNIZATION POLICY

Enrollment Services must have on file a copy of the student's immunization records. All applicants should submit the LCTCS Immunization Compliance (available at www.fletcher.edu) or an electronic copy of immunization records. If a student chooses not to have immunizations for medical or personal reasons, a written dissent must be signed by a physician, the applicant, or the applicant's parent or guardian if the student is a minor.

Students enrolling in nursing and allied health programs are not allowed to sign a dissent, and depending on the program, may be required to have one or more of the following:

- MMR (or acceptable titer)
- Tetanus/Diphtheria
- Meningitis (two doses or one dose if first dose was given on or after age 16)
- TB Skin Test or Negative Chest X-ray
- Hepatitis B Series

RESIDENCY

The residence status of an applicant or student is determined by Fletcher's Enrollment Services Office. A Louisiana driver's license, vehicle registration, voter's registration, state income tax forms, license for professional practice in Louisiana, documentation of marriage to a Louisiana resident, documentation of reliance on Louisiana resources for financial support, or designation of Louisiana as his or her permanent address on all school and employment records including military records, etc. are acceptable proof of residency. A resident student is a student who has lived or worked in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the term for which classification as a resident is sought. If the applicant is not a Louisiana resident, or cannot provide proof of residency, he/she will be charged non-resident tuition. Non-residents must complete the Acknowledgement of Non-Resident Tuition Charges form available on Fletcher's website at www.fletcher.edu.

VETERAN'S RESIDENCY, TUITION AND FEES GUIDELINES

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Louisiana while attending a school located in 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 Louisiana while attending a school located in 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 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 or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in Louisiana while attending a school located in Louisiana (regardless of his/her formal State of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Louisiana while attending a school located in Louisiana (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

- The policy is compliant with the requirements of 38 U.S.C. 3679(c) as amended.

SELECTIVE SERVICE REGISTRATION

Male applicants who are 18 to 25 years of age must provide proof of Selective Service registration. Veterans of the armed services and males currently in the armed services or on active duty are exempt from this requirement.

ORIENTATION

Orientation is conducted by Enrollment Services and/or program instructor to acquaint students with the staff, buildings, grounds, and rules and regulations of the campus. All new students are required to attend orientation.

STUDENT TYPE

Students are classified as one of the following upon applying for admission or upon continuing their enrollment at the College: Cross-Enrolled Student (with Nicholls), Continuing Student, First-Time Freshman Student, High School Student (Dual Enrollment or Concurrent Enrollment), Non-Matriculating Student, Returning Student, Transfer Student, Visiting Student/Summer Only, and Workforce Non-Credit Student.

Cross-Enrolled Student. A cross-enrolled student is a student who is attending both Fletcher Technical Community College and another institution under a cross-enrollment agreement. A cross-enrollment agreement allows a student to be admitted to and take courses at a host institution while enrolled at their home institution.

Continuing Student. A continuing student is a student who is enrolled for the current academic semester who was also enrolled in the previous academic semester.

First-Time Freshman Student. A first-time freshman student is a student who has never attended an accredited college other than as part of a dual-enrollment program.

High School Dual Enrollment Student. A high school dual enrollment student is a high school student who attends Fletcher during his/her junior or senior years and takes courses for which both college credit and Carnegie units are earned for each course taken. A student may attend Fletcher as a dual-enrollment student in one or more of the following areas: college level/degree credit course, enrichment/developmental courses, work skills courses.

High School Concurrent Enrollment Student. A high school concurrent enrollment student is a high school student who attends Fletcher during his/her junior or senior years or during the summer between these years who does not wish to earn Carnegie units for high school. A high school student who wishes to concurrently enroll must be 16 years of age or older. The student earns college credit for courses taken and pays full price for the courses taken. High school concurrent students should follow the admission procedures set forth under First Time Freshmen Admission.

HOME-SCHOOLED STUDENT ADMISSION

Home-schooled students who wish to attend Fletcher are encouraged to apply during the equivalency of their junior or senior year of high school. Admissions requirements for home-schooled students are the same as for all new students. However, if a home-schooled student does not have a GED, HiSET, or high school diploma, and intends to apply for financial aid, he or she must provide the following:

- Proof that he/she is 16 years of age or older.
- An official, current transcript for any coursework completed at a public/private high school (if applicable).
- A complete list of the courses taken during the freshman through senior year of the home school study program.
- A complete list of the textbooks used during the home school study program.
  Documentation from the state verifying completion of a registered or SBESE Approved Home Study Program.

Out-of-state students, home-schooled using a program not approved in Louisiana and seeking admission to Fletcher must contact the SBESE Approved Home Study Program Office of the Louisiana Department of Education.

TRANSFER STUDENT ADMISSION

A transfer student can be degree- or certificate-seeking. If a transfer applicant is wanting to transfer prior credit, they must have a complete and official transcript from the prior institution sent to Enrollment Services prior to the start of the planned semester of attendance.

An applicant transferring from an out-of-state institution must submit course descriptions for each course listed on the out-of-state transcript. A transfer student who has successfully completed a college-level English and/or a college-level mathematics course that is equivalent to Fletcher's college-level English and/or Fletcher's college-level math are exempted from placement testing in the corresponding courses. In instances where a student has not completed college-level coursework in English and/or mathematics that is equivalent to Fletcher's, a placement exam will be required. Information regarding the awarding of transfer credit is included in Academic Policies.

A transfer student who has been suspended from his/her previous institution is permitted to enroll at Fletcher. However, if the student plans to return to that institution after attending Fletcher, he/she should verify with the other institution that the Fletcher credits will be accepted.

VISITING STUDENT ADMISSION

A visiting student is a non-degree seeking student who is temporarily enrolling with Fletcher. Typically, visiting students are seeking a degree at another college or university and are enrolling at Fletcher for only 1-2 classes. This student then plans to return to finish their degree at the college or university. If a non-degree-seeking student decides to complete a particular program, he/she must complete a Program Change Form; and in some cases may be required to apply to the program.

Visiting students are not eligible for any type of financial aid (state/federal grants or student loans).

RETURNING/RE-ADMITTED STUDENT ADMISSION

A returning student must re-apply for admission and may be required to retest. Retesting is determined on a case-by-case basis. If the returning student attended another regionally accredited college or university while not in attendance at Fletcher, he or she may submit official and final transcripts from that institution to obtain transfer credit. Official transcripts must be submitted to Enrollment Services in a sealed envelope or electronically directly from the previous institution. Returning students are subject to any curriculum, program, and/or catalog changes.

Returning/re-admitted students must

- re-submit all documentation required for a completed application.
- meet the admission requirements for the program of application.
- register during returning student registration the first semester upon returning.

DUAL ENROLLMENT STUDENT ADMISSION

In order for a course to be considered dual enrollment, the student must earn credit for the class both from Fletcher and the student's high school. Students enrolling in dual enrollment courses must meet all college, program, and course-level requirements. Courses which a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

The general criteria for the dual enrollment program are:

- Student must be at least 15 years of age and currently enrolled in 11th or 12th grade at a public or private high school.
- Student must have either Accuplacer or ACT (or SAT) scores on file at the high school.
- Student must be in good standing as defined by the high school and meet the college enrollment criteria.
- Student must have permission from the high school and his/her parent/guardian to participate.
- Student must be enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.
- Student may enroll in a maximum of 6 credit hours per semester, up to 12 credit hours per academic year. A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college.
- To continue enrollment in subsequent semesters (e.g., spring) through this program, student must have successfully completed (earned a college grade of A, B, C or P) current (fall) dual credit courses. Students who earn less than C or who withdraw/resign from a course may not enroll in the following semester or term with the dual enrollment program.
- Funding for the dual enrollment program is based on local memorandum of understanding agreements with public school systems. Private or home school students receive a discount as long as the student meets the general criteria of the dual enrollment program. These criteria may be changed for the subsequent semester.

Additional information about the Dual Enrollment Program and program requirements and criteria are subject to change and are posted on the Fletcher website at fletcher.edu.

FIRST-TIME FRESHMAN ADMISSION

A first-time freshman planning to enroll should request that his/her ACT scores be sent to Enrollment Services at Fletcher. ACT scores must be no older than three years. An applicant who needs to send ACT scores can do so through ACT's website: www.act.org. Fletcher's ACT Code is 5033. In instances where a student has not completed the ACT or scores are older than 3 years, ACCUPLACER scores may also be used for placement.

The ACCUPLACER exam is offered on the Fletcher campus. Additional information regarding the ACCUPLACER placement exam is provided earlier in this catalog. Fletcher's placement exams are administered for course placement only and are not used in determining admission to the College except when academic achievement levels are required by a licensure board (i.e. the Louisiana State Board of Practical Nurse Examiners). Test scores are primarily used for advising and placement purposes.

CROSS ENROLLMENT ADMISSION

Currently, the College has a cross-enrollment agreement with Nicholls State University. General guidelines for the agreement are listed below.

A student will be eligible to take one credit hour at the *host* institution for each credit hour taken at the *home* institution, with a maximum of six credit hours taken at the *host* institution per semester/session. Exceptions will be considered individually and must be approved by both institutions. The student's home school is the school at which the student enrolls in the majority of his/her credit hours. *For example:* For a student enrolled in 9 credit hours at Fletcher and 3 credit hours at Nicholls, Fletcher is the home school and Nicholls is the host school.

A student enrolling at Fletcher under a cross-enrollment agreement with Nicholls State University must enroll in and pay tuition and fees at the student's primary (home) institution. A student enrolling under a cross-enrollment agreement must be eligible for admission at both institutions and must provide required documents (e.g., transcripts, ACT scores, etc.). A student must meet any course prerequisites required by the institution offering the course. A student must maintain enrollment in the home institution courses until after the enrollment census date as indicated on the academic calendar of the home institution for the semester of cross enrollment; otherwise, the cross enrollment will be canceled. Enrollment in certain courses is excluded from this agreement. These include, but are not limited to, independent study classes, internships, co-op work experiences, special projects, and other courses requiring individualized instruction. Nicholls home students who are enrolled in an online-only program are not eligible to participate in cross enrollment. Courses taken concurrently shall be counted toward meeting the minimum twelve-hour enrollment for full-time status. Financial assistance will be awarded by the home institution. The student will follow the academic calendars, academic policies,

and student codes of conduct at both institutions; the student will assume responsibility for becoming familiar with the calendars and policies. Grades of cross-enrolled students are automatically sent to the home institution by the host institution. However, cross-enrolled students must request that transcripts from the home institution are sent to the host institution at the end of each semester of cross enrollment. Instructions on how to apply for cross enrollment between Fletcher and Nicholls are available on the College's website and in the semester registration bulletin**. NOTE: The TOPS Tech Scholarship does not pay for academic classes; therefore, Fletcher home students cannot use TOPS Tech to pay for academic courses taken at Nicholls.**

INTERNATIONAL STUDENT ADMISSION

At this time, Fletcher accepts international students holding a permanent resident card, green card or other valid visa status other than F-1 or J-1. Currently Fletcher does not participate in the SEVIS program and therefore cannot enroll students on a student visa type of F-1 or J-1. Students must provide the visa and I-9 card (where applicable). The international admissions process may take 1-2 weeks, depending on the information the student provides. Students should also provide any and all documentation regarding high school credits in addition to any college work completed (these must be submitted by the applicant in a translated format by an official third-party company that specializes in translation of official documentation). Unofficial copies of international transcripts are acceptable for provisional admission, but official documents must be submitted from the country/institution of attendance.

ENROLLMENT STATUS

A student may be enrolled as a full-time, three-fourths time, half-time, or less-than-half time student. Enrollment statuses are reported to the National Student Clearinghouse on a monthly basis.

Full-Time Student: A full-time student is one who enrolls in 12 or more credit hours for a fall/spring semester (6 credit hours for a summer).

Three-Fourths-Time Student: A three-fourths time student is one who enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

Half-Time Student: A half-time student is one who enrolls in 6-8 credit hours for a semester (3 credit hours for a summer session).

Less-Than-Half-Time Student: A less than half-time student is one who enrolls in 5 or fewer credit hours for a semester (2 credit hours or less for a summer session).

NON-DEGREE SEEKING STUDENT

A non-degree-seeking student is one who attends Fletcher to earn college course credit without enrolling in a program of study. These students are not eligible for federal student aid. If a non-degree-seeking student decides to complete a particular program, he/she must complete a Program Change Form; and in some cases, may be required to apply to the program.

DEGREE/DIPLOMA-SEEKING STUDENT

A degree/diploma-seeking student is one who enrolls in a diploma or degree program. These students are eligible for federal student aid.

TITLE IX

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator: Angela Pellegrin, MA, LPC-S, Executive Director of Title IX and Equity Initiatives (985) 448-7943.

For the most up-to-date information regarding Title IX: https://www.fletcher.edu/title-ix/

FINANCIAL AID

Fletcher provides financial assistance to students from a variety of sources to help meet their educational expenses. Student eligibility for financial aid is considered on a case-by-case basis, and a concerted effort is made to maximize and individualize assistance for each applicant. Any student unable to pay for college using personal or family resources should apply for financial aid in the form of grants, loans, scholarships, and employment opportunities.

Financial aid is based on enrollment status. A student may be enrolled as a full-time student, a three-fourths time student, a half-time student, or a less than half-time student. Financial aid credit hour designations for ALL semesters are as follows:

12+ credit hours = Full-time student
9-11 credit hours = Three-fourth time student
6-8 credit hours = Half-time student
5 or less credit hours = Less than half-time student

TYPES OF FINANCIAL AID AVAILABLE

The Free Application for Federal Student Aid (FAFSA) is a form that should be completed online annually by current and prospective students and/or their parents. The FAFSA is used to determine eligibility for federal student financial aid.

The FAFSA consists of several questions regarding the student's finances. Questions regarding the parent's finances may also need to be answered. In addition to questions regarding finances, questions regarding family size, number in college, and other information are used in determining the Expected Family Contribution (EFC).

A Student Aid Report (SAR) is forwarded to the student once the FAFSA is completed and processed. A SAR is a summary of the FAFSA responses. Students should review their SAR and make any necessary corrections. An electronic version of the SAR is sent to the colleges that the student lists on the FAFSA.

TITLE IV FINANCIAL AID INFORMATION

Title IV financial aid is a federal financial aid that is authorized under Title IV of the Higher Education Act of 1965. In order to be eligible for Title IV financial aid, a student must

- fully complete the Free Application for Federal Student Aid (FAFSA).
- have a high school diploma from a state-approved high school or an equivalent.
- have completed homeschooling at the secondary level.
- be enrolling in a program of choice to fulfill a goal of certificate or degree.
- (if male) register with the U.S. Selective Service or be exempt.
- not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during the period covered by financial aid.
- not owe a repayment or an overpayment to Title IV. A student and/or student's parent(s) must not be in default on Stafford (GSL), SLS, PLUS, or any other educational loan.
- not receive Title IV funds for no more than 150% of the number of credit hours required for the student's program of choice.
- not receive funds while enrolled for more than 30 credit hours of developmental courses.
- maintain Satisfactory Academic Progress (SAP).

These developmental hours are counted in determining the 150% maximum hours. Students who continue to be enrolled after having pursued 30 credit hours of developmental courses will receive aid based on the number of non-developmental courses in which they are enrolled for that semester.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require the college to establish and apply reasonable standards of satisfactory academic progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress toward a degree and the consequences to the student if progress is not achieved. Fletcher students who wish to be considered for financial assistance must maintain satisfactory progress in their selected course of study as set forth in this policy.

Title IV financial aid programs include: Pell Grant, Federal Direct Student Loan, Supplemental Educational Opportunity Grant (SEOG), and Work-Study. The requirements of this policy apply to all students as one determinant of eligibility for financial aid.

MINIMUM STANDARDS

To remain eligible for Title IV aid, students must meet the standards indicated below at the conclusion of each semester. At the conclusion of each semester, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. Failure to meet the minimum cumulative standards may result in a loss of financial aid eligibility.

QUALITATIVE MEASURE OF PROGRESS

The qualitative requirement sets a minimum Cumulative Grade Point Average (GPA). This is the GPA used to determine one's status and includes grades from courses taken at all other schools. To remain in compliance, a student must maintain a 2.0 cumulative GPA at the end of each semester.

QUANTITATIVE MEASURE OF PROGRESS

The quantitative requirement contains two components:

Pace of Progression/Completion Rate. The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. All students must earn 67% of all hours attempted. Note: This is a cumulative calculation and includes credits attempted at all schools.

Maximum Timeframe. The maximum timeframe for students to complete their degree cannot exceed 150% of the published length of the academic program. Hours are counted starting with the semester the student entered school, even those semesters in which he/she did not receive financial aid.

Quantitative measures of progress are affected by the following:

Hours Attempted. Hours attempted include all hours pursued in the student's career and are counted in the maximum timeframe whether or not financial aid was received. Attempted hours also include the following: withdrawals, incompletes, failing grades, remedial coursework, repeated coursework, and transfer credits.

Repeated Coursework. Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum timeframe (total attempted credits).

Dropped or Withdrawn Courses. Drops and/or withdrawals do not affect a student's cumulative GPA for SAP, but count as credit hours attempted toward both pace and maximum timeframe. Incomplete Grades: At the time of evaluation (the conclusion of each semester), incompletes (grade of "I") do not influence a student's cumulative GPA for SAP, but count as credit hours attempted toward both pace and maximum timeframe. For financial aid purposes, incomplete ("I") grades equal "F" until removed.

Transfer Credit. Transfer credits and credits taken while cross-enrolled count toward a student's cumulative GPA and attempted and earned credit hours, therefore, impacting the maximum timeframe and a student's pace/completion rate.

Change of Major: Credits earned under all majors will be included in the calculation of attempted, earned, and maximum timeframe credits, as well as the GPA calculation.

Developmental/Remedial Coursework. Developmental/Remedial hours are included in the total hours attempted, and if successfully completed, hours earned. Students may receive financial aid for 30 hours of developmental courses. Students taking developmental courses in excess of 30 hours are not eligible to receive financial aid for these courses. Once the limit is reached, eligibility is determined based on the student's enrollment in non-developmental courses.

Grades, Hours Earned, and Grade Point Average. Students will receive a grade for each course at the end of the semester. Passing grades are: A, B, C, D, and S. Grades that are not passing are: F, I, U, AU, and W. See the Catalog for a more detailed description of the grading system and an explanation of how a grade point average is computed.

Audited Coursework. Students may not receive financial aid for audited courses.

Academic Amnesty. All attempted hours will be included in determining a student's financial aid eligibility. However, coursework included in an academic amnesty does NOT count in earned hours. This means that the completion rate of a student with an academic renewal will be adversely affected.

EVALUATION OF SAP

The minimum progress standards will be checked at the conclusion of each semester. At the conclusion of each semester, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive assistance under the Title IV programs unless the student has appealed and has been placed on financial aid probation.

Students who are no longer eligible for Title IV assistance will be notified regarding their SAP status at the conclusion of each semester. Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

(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

(6) BAD- student is not meeting SAP and is not eligible to receive federal financial aid for the next payment period of enrollment

APPEALS

If extenuating circumstances prevented a student from meeting the requirements of SAP, an appeal may be filed. The appeal must be submitted with accompanying documentation to Enrollment Services using the online SAP appeal. All supporting documents will be retained in the student's financial aid file. Fletcher's Satisfactory Progress Academic Appeal Form may be found on the Financial Aid home page under Links.

A student's appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

- what the problem was
- when did the problem occur
- how long did the problem last
- how did this affect his/her ability to complete coursework
- the steps taken to ensure that the minimum standards will be met at the next evaluation

If a student cannot meet the minimum cumulative standards within one period of enrollment, an appeal may NOT be approved without the generation of an academic plan. The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. If the student deviates from the academic plan, financial aid eligibility will be suspended.

In order to be eligible for financial aid for a semester in which financial aid has been suspended, an appeal must be granted. To ensure that an appeal is reviewed, students must submit their appeal in a timely manner. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred. Just because an appeal is submitted does not mean that the appeal will be granted. If a student chooses to enroll in classes before a decision is made by the appeal committee, the student is personally responsible for any charges with the Business Office for that term. If the appeal is granted after the term has started, the student could possibly be reimbursed for the charges should he or she have financial aid eligibility.

Examples of extenuating circumstances include, but are not limited to, the following:

- Prolonged illness, medical condition, or injury to student or immediate family member
- Death of an immediate family member
- Extenuating circumstances beyond the student's control

Examples of supporting documentation include, but are not limited to, the following:

- Physician's letters and hospital records (must include dates of illness and recovery time)
- Death certificate or obituary
- Court or police documents
- Letters from third party professional counselors on his or her letterhead

Regardless of extenuating circumstances, the Appeal Committee has a right to deny an appeal based on a pattern of poor performance and/or withdrawals. The committee may also deny eligibility reinstatement after they determine a student has submitted forged or altered documents.

APPEAL GRANTED/ACADEMIC PLAN

If a student cannot meet the minimum cumulative standards within one period of enrollment, an appeal may not be approved without the generation of an academic plan. The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. If the student deviates from the academic plan, financial aid eligibility will be suspended.

In order to be eligible for financial aid for a semester in which financial aid has been suspended, an appeal must be granted. To ensure that an appeal is reviewed, students must submit their appeal in a timely manner. It is the responsibility of the student to pay all outstanding balances on his or her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred.

SUBMITTING AN APPEAL DOES NOT MEAN THAT THE APPEAL WILL BE GRANTED. IF A STUDENT CHOOSES TO ENROLL IN CLASSES BEFORE A DECISION IS MADE BY THE APPEAL COMMITTEE, THE STUDENT IS PERSONALLY RESPONSIBLE FOR ANY CHARGES WITH THE BUSINESS OFFICE FOR THAT TERM. IF THE APPEAL IS GRANTED AFTER THE TERM HAS STARTED, THE STUDENT COULD POSSIBLY BE REIMBURSED FOR THE CHARGES SHOULD HE OR SHE HAVE FINANCIAL AID ELIGIBILITY.

Note: Financial aid appeals are NOT the same as academic appeals. Students are ineligible for financial aid while academically suspended from Fletcher.

REESTABLISHING SAP

If an appeal is denied or is not submitted, a student may regain financial aid eligibility by making SAP. The student must personally pay for each period of enrollment until the minimum cumulative GPA and pace requirements are met. The student will regain eligibility for future periods of enrollment after reestablishing the minimum SAP standards.

ENROLLMENT STATUS

When you register for classes, your enrollment status will be based on the number of credit hours for which you enroll. For financial aid purposes, enrollment status for all semesters is based on the following:

12+ credit hours = Full-time student
9-11 credit hours = Three-fourths time student
6-8 credit hours = Half-time student
5 or less credit hours = Less than half-time student

Your enrollment status is NOT official until after Census Day, which is the 14th class day in the fall/spring semesters and 7th class day for summer semesters. After the Census Day, in a given semester, your enrollment status is set, and this status is used in determining award amounts and minimum number of hours to complete. Because your financial aid is based on your enrollment status as of the Census Day, disbursements begin on or around the 20th semester class day.

ATTENDANCE

As a recipient of federal funds, you must attend all courses if you want to keep your financial assistance. Failure to attend class could result in a reduction or cancellation of your aid. You could be required to repay some or all of your financial aid, and you could lose your eligibility for future assistance.

GRANTS

A student who is eligible for federal financial aid may receive one or more of the following grants:

Pell Grant (Title IV). The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Grant amounts depend on the student's EFC, the cost of attendance (COA), and the student's enrollment status. Pell grants do not have to be repaid. Applicants may need to submit documentation to Enrollment Services before aid can be awarded. Once a financial aid packet is complete, the student will receive an award notice. Grant disbursements are made on approximately the 20th class day of a semester and thereafter.

Supplemental Educational Opportunity Grant (FEDERAL AID). A Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. The Free Application for Federal Student Aid (FAFSA) is the application that determines eligibility and financial need for the grant. Students who have the most financial need will receive SEOG first. SEOG does not have to be repaid but is not guaranteed. There is limited funding as this is an allocation of campus based funding from the federal government.

GO Grant. (State Aid). The purpose of the Louisiana Go Grant Program is to provide a need-based component to the state's financial aid plan to support nontraditional and low to moderate-income students who need additional aid to afford the cost of attending college. Additional information on the GO grant is available at www.osfa.state.la.us.

SCHOLARSHIPS

Scholarships that may be available to a student at Fletcher are available at www.fletcher.edu.

EMPLOYMENT OPPORTUNITIES FEDERAL WORK STUDY (FWS)

The Federal Work Study program is a federally-funded financial aid program that enables students who have financial need (as determined by the FAFSA) to earn money for college costs by working on campus. FWS encourages community service, so off-campus jobs in the community may also be available. Students participating in FWS must also maintain SAP. FWS may be awarded in the fall, spring, and/or summer. Students are paid by the hour, and the amount a student earns cannot exceed the total FWS award. Applications for FWS employment are available in the Enrollment Services Office and online. Completed applications must be submitted to Enrollment Services.

ADDITIONAL AID

A student may be eligible for financial assistance from one of the organizations listed below. The student should contact the individual organization for eligibility requirements.

Career Solutions One Stop Center. At no cost to the student, the Career Solutions One Stop Center may be able to assist in meeting the costs for training. For information on eligibility, call the local One Stop Center in Houma at (985) 876-8990, in Thibodaux at (985) 446-3016, or in Napoleonville at (985) 369-1810.

Strategies to Empower People (STEP). The Strategies to Empower People program is for recipients of the Family Independence Temporary Assistance Program (FITAP) and is designed to help parents take charge of their lives through education, training, or job development leading to employment. For more information, contact the Louisiana Workforce Commission at (985) 876-8990 or 1-800-351-4378.

Catholic Social Services (CSS). CSS provides various types of assistance dependent upon the student's need. Call (985) 876-0490 for additional information.

Inter-Tribal. Registered Native American students who enroll in training conducted in an institutional setting may be eligible to receive funding from Inter-Tribal. Contact the Inter-Tribal Council of LA, Inc. at (985) 851-5408.

Louisiana Rehabilitation Services (LRS). LRS is a state agency whose purpose is to assist persons with a disabling condition(s) that may be a barrier to employment or training. Additional information can be obtained by calling (985) 857-3652.

National Guard Tuition Exemption. Contact the FAO at (985) 448-7908 for more information.

United Houma Nations. United Houma Nations provides various types of assistance to Registered Native American students dependent upon the student's need. Call (985) 876-0490 for additional information.

Veterans Education Benefits (VA). Those eligible for VA Educational Benefits should go online to www.va.gov to complete an application to receive benefits or contact the FAO at Fletcher. Certificates of eligibility should be presented to the FAO. Call 1-800-827-1000 for more information regarding education benefits.

Veterans Vocational Rehabilitation and Employment. This program helps veterans with service-connected disabilities prepare for and find jobs within their physical, mental, and emotional capabilities. Additional information is available at www.vba.va.gov or by calling (504) 619-4346.

STUDENT LOANS (TITLE IV)

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer. With Direct Loans, a student borrows directly from the federal government and has a single contact—the loan servicer—for everything related to repayment, even if the student receives Direct Loans at different schools. The student has online access to his/her Direct Loan account information via the servicer's website. The student can choose from several repayment plans, and the repayment plan can be switched if the student's needs change.

HARDSHIP WAIVERS OF TUITION AND FEES

An application process has been established to address cases of financial need to be applied to tuition and fee increases when specified by Legislation, including the Academic Excellence Fee and the Operation Fee. To be eligible for a tuition/fee waiver, the student must

- be a Louisiana resident.
- apply for and accept all Federal and State financial aid for which he/she qualifies.
- have tuition and fees that are not covered, or fully covered by another source of financial assistance such as Pell, TOPS, or other grants in order of greatest need
- submit the application at least one day prior to the payment deadline date as published for the respective semester. The Tuition/Fee Waiver Application detailing the process is available on the website at: fletcher.edu/assets/docs/TuitionandFees/TuitionFeeHardshipApp.pdf.

FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware.
Students have the right to know

- the financial aid programs available at Fletcher.
- the application process that must be followed to be considered for aid.
- the criteria used to select recipients and calculate need.
- Fletcher's refund and repayment policy.
- the financial aid policies surrounding satisfactory academic progress (SAP).
- special facilities and services available for the handicapped.

Students are responsible for

- completing all forms accurately by the published deadline dates.
- submitting information requested by the FAO staff in a timely manner.
- keeping the FAO informed of any changes in address, name, marital status, financial situation, or student status.
- reporting to the FAO any additional assistance from non-college sources such as scholarships, fellowships, and educational benefits.
- maintaining SAP.
- re-applying for aid each year.

Federal law protects confidentiality of information submitted to the Financial Aid Office.

FINANCIAL AID CODE OF CONDUCT

The primary goal of the Louisiana Community and Technical College System (LCTCS) student financial aid professional is to assist students in achieving their educational goals by assisting them in the efforts to access appropriate financial resources. For the most part, the LCTCS institutions, including Fletcher, rely on United States Department of Education Title IV PELL funds to meet these needs. However, clearly, it is the expectation of the LCTCS that all financial aid professionals will adhere to those principles set-forth by the National Association of Student Financial Aid Administrators and will abide by the following Financial Aid Code of Conduct as approved by the Board of Supervisors.
Financial Aid Administrators employed by the LCTCS will

- refrain from taking any action for personal benefit. This includes the individual, or a member of the family, ever accepting cash payments, stocks, club memberships, gifts, entertainment, expense-paid trips, or other forms of inappropriate remuneration from any business entity involved in any aspect of student financial aid.
- refrain from taking any action contrary to law, regulation, or the best interests of the students and parents.
- ensure that the information provided to students and parents is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid.
- refrain from soliciting or accepting anything other than nominal value ($10) from a student loan provider. This includes meals, travel, lodging, entertainment, and in-kind services.
- disclose to the institution any involvement with or interest in any entity involved in any aspect of student financial aid. It is the obligation of the financial aid professional to abide by the LCTCS conflict of interest policy.

RECORDS & REGISTRATION

RECORDS/CONFIDENTIALITY OF RECORDS

All records submitted become the property of the College and are not returned to the student. A student must be aware of the importance of supplying correct information on college applications, college records, etc. A student's records must be true and correct to the best of the student's knowledge. Falsification of student records may result in disciplinary actions, including dismissal from the College, and penalties from appropriate State Boards. Records are housed at the main campus. These records are confidential.

RELEASE OF STUDENT RECORDS/TRANSCRIPTS

Release of information and/or the issuance of transcripts must be made through the proper request procedure and must be authorized by the student. All requests for an official academic transcript must be submitted through the National Student Clearinghouse. You may access the Clearinghouse by clicking this link: **Official Academic Transcript Request Form**. Transcripts are issued at a cost of $5 per transcript plus a $2.25 processing fee. There will be an additional charge of $1 for transcripts that are sent electronically. Official transcripts will not be issued if a student has any form of hold on his/her account.

Transcript requests made by telephone or requests made by the parent, spouse, or prospective employer of a student will not be honored except with the written authorization of the student. The parent of a student less than 18 years of age may be provided a copy of the student's transcript if the student is a dependent of the parent as defined by the Internal Revenue Service.

CHANGE OF NAME, ADDRESS, OR PHONE

A student must notify Enrollment Services immediately when a name/phone/address change occurs. Phone, address, and email changes are to be made through the student's LoLA account. Name changes cannot be requested through LoLA. For name changes, official documentation must be submitted with a completed name change form that can be obtained in the Enrollment Services Office. Communications will be e-mailed/mailed to students at the e-mail address/mailing address currently on file.

CONTACT WITH STUDENTS THROUGH EMAIL

Electronic mail (email) is an official method of communication between the College and students, including, but not limited to, admissions, registration, financial aid, and academic affairs. Fletcher email accounts will be issued after initial registration. The Fletcher e-mail account can be accessed from the Fletcher website (fletcher.edu) under the Falconnet link. Students should check e-mail at least once a day. The College provides computer access for all students by way of open computer labs, the Student Success Center (SSC), and library facilities.

ACADEMIC PROBATION AND SUSPENSION

A student's academic performance is evaluated at the end of each semester. A student who has attempted 15 credit hours of courses (including those attempted at other institutions) who does not maintain a minimum 2.0 grade point average (semester and cumulative) will be placed on academic probation. The student will be allowed to register for the next semester; however, the student who is on academic probation may not register for more than 13 credit hours in a fall/spring semester or 12 credit hours in a summer semester. A Fletcher student who is suspended at the end of the fall semester must sit out during the following spring semester, unless an appeal to attend is granted. A Fletcher student who is suspended at the end of the Spring Semester may attend the summer session. If the student raises his or her term average to 2.0 during the summer session, the student may attend the fall semester. If the term average remains below 2.0, the student is suspended for the following fall semester, unless an appeal to attend is granted.

AUDITING A COURSE

Auditing a course allows a student to take a course but the course is not graded nor does the student earn credit for the course. A prospective student interested in auditing a course is required to follow the regular admission process. All course prerequisites/co-requisites must be met to audit a course. Test scores and/or official transcripts for any prior college credit can be waived from the admission process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements. Tuition and fees for an audited course are the same as for a credit course.

Once the student has registered for the desired course, he/she must complete a Course Audit Request Form and submit it to the Registrar's office before the end of the drop/add period as designated by the official College calendar. Once this form is submitted to the Registrar's office, the student cannot request a change back to a credit course. Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. The final grade for an audited course is "AU." Credit exams cannot be taken for courses that have previously been audited.

CHANGE OF PROGRAM

A student who wishes to change his/her program of study after enrolling must complete a Program Change Request form. A student who changes programs must meet all of the program and course entry requirements for the new program. In some circumstances, a student may have previously met the requirements of the original program without having to take developmental studies; however, requesting a change may require a student to complete additional courses. A student who requests a change to a Nursing or Allied Health program, will be enrolled in the pre-clinical portion of the program or in general studies until such time that the Nursing and Allied Health department determines the student's eligibility for admission to the clinical portion of the program. The student will then need to complete the admission process required by the Nursing and Allied Health department. Upon changing programs additional requirements may include, but are not limited to, the following:

- having a high school diploma or Adult Education Diploma
- meeting the required entrance exam scores for the program
- meeting the required entrance exam scores for any additional courses
- meeting the age requirements for the program
- meeting the immunization requirements of the program

For only non-credit programs, student majors may be changed administratively without the consent of students due to the nature of the workforce application process. Enrollment Services will review all requests for program changes. If the student does not meet the requirements, the student will be informed of what he or she needs to do to meet the requirements.

GRADUATION REQUIREMENTS

A student should meet on a regular basis with his or her academic advisor to assure progress is being made toward the completion of the student's program of study. Candidates for an associate degree, diploma, certificate of technical studies, or certificate of general studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for Career and Technical Certificates (CTC), Certificates of Technical Studies (CTS), Certificates of General Studies (CGS), and Technical Diplomas (TD) must meet the following requirements:

- 25% of the program's total credit hours must be completed at Fletcher
- 2.0 or higher grade point average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program

Candidates for an associate degree must meet the following requirements:

- 25 percent of the program's total credit hours must be completed at Fletcher
- 2.0 or higher grade point average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program
- 2.5 or higher overall grade point average on concentration area coursework if a concentration area is required 2.0 or higher overall grade point

Candidates for an associate degree, technical diploma, certificate of technical studies, or certificate of general studies must fulfill the general requirements of the curriculum/program from which he/she is planning to graduate. Candidates must complete these requirements with an overall grade point average of 2.0 or above on all work completed at Fletcher and all work accepted as credit that is being used toward fulfillment of the courses required by the curriculum/program. Candidates for an Associate of General Studies must complete the concentration area with a grade point average of 2.5 or above on all courses used for completion of the concentration area.

Candidates who are completing the highest exit level available in the program from which they are graduating must complete any required exit exams to be eligible for graduation. Candidates must be free of debt to all colleges in the Louisiana Community and Technical College System. Candidates must be approved by their faculty advisor or program coordinator, the dean of the program they are enrolled in, and the Registrar.

GRADUATION APPLICATION PROCEDURE

A graduating student should complete and submit a graduation application by the priority application deadline as indicated on the College's Academic Calendar. If a student does not plan to participate in the commencement ceremony but wishes to receive a certificate, diploma, or degree, he/she is required to complete a graduation application. A graduating student should complete a graduation application via the graduation application link on the College's website. A separate graduation application is required for each program of study from which the student is applying to graduate. The application and degree audit will be reviewed by the appropriate program coordinator and academic dean, then forwarded to the Registrar's office.

GRADUATION CEREMONY

A graduation ceremony is held once a year in May for students who graduate in the fall, spring, and summer semesters. A student who participates in the graduation ceremony will incur expenses for a cap and gown. Announcements, cap and gowns, and class rings may be purchased by the student through the bookstore. Students who have completed a graduation application will receive graduation information, including commencement activities, by email/mail. It is the student's responsibility to ensure that Enrollment Services has a correct e-mail and mailing address.

All students must have completed all requirements toward graduation prior to participating in commencement. However, due to the uniqueness of some programs and the fact that there is only one commencement yearly, Fletcher provides the opportunity for students who have not completed all requirements to participate in commencement, if they meet the following criteria:

1. The student must have good academic standing when applying for graduation.
2. The student has no more than three courses or 11 credit hours remaining for graduation and these courses must be completed in the summer.
3. The coursework may include an internship or practicum experience, which can also be completed during the summer.

Students requesting permission to participate in the commencement ceremony who have not completed all graduation requirements but who are eligible to walk under the above criteria must:

1. Receive certification from the dean or department head from which they are graduating that they are eligible to participate in commencement. The school must send certification to the Registrar's Office by March 1.
2. Receive final written approval from the Registrar's Office that they are eligible to participate in commencement.
3. Register and pay for coursework during summer registration. Participating in commencement exercises prior to completing all graduation requirements is a privilege and does not guarantee the student's right to graduate unless all requirements have been met.

GRADUATION HONORS

Academic honors are awarded to degree and terminal certificate candidates who have maintained a cumulative grade point average of 3.5 and above in their program of study and have earned the required semester credit hours toward a degree at Fletcher Technical Community College. Students who graduate from Fletcher with an overall grade point average (GPA) within the ranges listed below are recognized with the appropriate honors at graduation. All honor graduates will wear an honor cord at graduation.

Dean's Honor Graduates: 3.5 to 3.79
Chancellor's Honor Graduates: 3.8 to 4.0

REGISTRATION

Dates and times of registration are advertised in each semester's registration bulletin and on the Fletcher website. Registration for each semester is done through LoLA. A student must be an active student and have an active LoLA account to register through LoLA. Students who have become inactive must reapply and be accepted for admission before registering. A student must meet with his/her advisor before completing the registration process. It is the responsibility of each student to be aware of the requirements of the curriculum in which he or she is enrolled and to register for course work applicable toward the program of study. Students who have any type of hold on their record from any college in the LCTCS System may be ineligible for registration until the hold is cleared with the respective college.

MAXIMUM COURSE LOAD PER SEMESTER

The maximum course load allowed for students in good academic standing for a fall/spring semester is 20 credit hours. The maximum course load allowed for students in good academic standing for a summer semester is 11 credit hours. Any student wishing to enroll in 21 or more credit hours during a fall or spring semester or 12 or more credit hours in a summer semester must receive written permission of the department head or dean of the program or area in which the student is enrolled. Course load waiver forms are available in Enrollment Services, on Fletcher's website, and through the student's faculty advisor.

NO SHOW POLICY

Fletcher Technical Community College defines a No-Show student as a one who has completed all of necessary requirements for registration in the College but has not attended a face-to-face class at least one time or completed at least one academically-related activity in a hybrid or online class by:
The official 10th class day of a full-semester; or
The official 5th day of a mini session or summer session.

For guidance, see the section below entitled "Attendance and Academically-Related Activity.

All courses reported by the instructor as a "No show" will be removed from the student's schedule. The Registrar's Office updates the student's records based on the instructor's reports. Students who are reported as no-shows in all courses within a specific part of term will have their classes drop/deleted for the respective part of term.

DETERMINING ATTENDANCE AND ACADEMICALLY-RELATED ACTIVITY

Attendance and/or an academically-related activity includes but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, quiz, an interactive tutorial, or computer-assisted instruction;
- Attending a study group assigned by the school
- Participating in an online discussion board about academic matters and/or self-introduction to the class; and
- Initiating contact with a faculty member regarding extenuating circumstances for non-participation

The definition of academic attendance and academically-related activity does not include activities where a student may be present on-campus but not academically engaged, such as:

- Logging into an online class without active participation; or
- Participating in academic counseling or advising
- Participating in a student-organized study group
- Initiating contact with a faculty member to ask a question about the academic subject matter or resources of the course.

RESIGNATION FROM COLLEGE

A student wishing to resign from the College on or before the final withdrawal date as stated in the College's academic calendar is to resign by dropping the courses for which he/she is registered through his/her LoLA account. If a student resigns from the College during the drop and add period as designated on the academic calendar, courses are removed from the student's transcript. If a student resigns from the College after the drop and add period but on or before the final withdrawal date as designated on the academic calendar, the student will receive a grade of W in the remaining courses.

SCHEDULE CHANGES

Changes to a student's schedule are made through LoLA during the designated drop and add period at the beginning of each semester. Once drop and add is over, a student may no longer add classes to his/her schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the appropriate department head and Dean.

ATTENDANCE

Success in employment and education is dependent upon preparation and regular attendance. Students are expected to attend all classes. Specific attendance policies vary depending upon instructor, department, or program. If an absence occurs, it is the responsibility of the student to notify the instructor. Contact information for faculty and specific attendance policies can be found in the course syllabus. Faculty may withdraw a student from a class for excessive absences.

CHANCELLOR'S LIST

The Chancellor's List is a means of encouraging and recognizing academic excellence. To be recognized on the Chancellor's List, a student must earn 12 credit hours for the semester with a semester grade point average of 3.5 or higher.

DEAN'S LIST

The Dean's List has been established as a means of encouraging and recognizing academic excellence. To be recognized on the Dean's List, a student must earn 12 credit hours for the semester with a semester grade point average of 3.0 to 3.49.

PHI THETA KAPPA HONOR SOCIETY (PTK)

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 2.5 million members and 1,275 chapters located in 50 United States, U.S. Territories, Canada, Germany, Peru, the British Virgin Islands, the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands and the United Arab Emirates. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. Fletcher's chapter Beta Tau Rho was established in 2015.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS TO FLETCHER

Credits from regionally accredited institutions of higher education are recorded on the student's official transcript. Academic Deans will examine course equivalency, faculty credentials, and other appropriate indicators of competencies, to determine if any of these credits will be accepted as transfer credits toward the student's program of study. The College reserves the right to deny credit where such indicators are not present or to require the student to prove competency by some other means. Academic courses taken at institutions that are not accredited by regional associations are generally not accepted at Fletcher. However, the coursework can be used as a basis for permission to take a credit examination.

A student transferring from a regionally accredited college outside of the Louisiana Community and Technical College System must provide Fletcher with an official transcript from the college/university from which he/she is transferring. If a student has attended more than one institution prior to attendance at Fletcher, an official transcript from each institution must be provided

Technical credit earned from a Louisiana Technical College can be transferred if it can be demonstrated that course work and learning outcomes are at the collegiate level and the course content is applicable to a technical program at Fletcher. General education courses transferred from a Louisiana Technical College must meet course/instructor credentials as specified by the Southern Association of Colleges' and Schools.

Credits in courses from foreign countries and universities that are nationally accredited may be accepted based on an interpretation of the credits by the appropriate Academic Dean. Students with non-credit training may receive credit through credit by examination or credit based on prior experience/learning.

The Louisiana Board of Regents maintains a statewide student transfer guide and articulation system on their web site at www.regents.state.la.us. Students wishing to transfer credits may refer to this matrix for possible general education course credits. Transfer credit shall be limited to 75 percent of the total credit hours applied to a degree/certificate.

ARTICULATION AGREEMENTS

Fletcher holds articulation agreements with several colleges and universities. Formal articulation agreements are held with the several institutions. Please see Enrollment Services or an advisor in the Student Success Center to discuss how your Fletcher education may articulate to a bachelor's degree at one of our articulated institutions. Fletcher holds articulation agreements with the following colleges and universities:

Nursing and Allied Health:

- Nicholls State University
- Louisiana State University
- University of Holy Cross
- Herzing University
- Purdue Global University
- Loyola University
- Aspen University
- Grand Canyon University
- The Chicago School

Care and Development of Young Children:

- Nicholls State University

Criminal Justice

- Nicholls State University
- Herzing University
- Purdue Global University
- University of Holy Cross

Business Administration

- Louisiana State University-Alexandria
- University of Holy Cross
- Herzing University
- Purdue Global University

General Studies/Louisiana Transfer/Associate Degree programs (Pathways to Bachelor's Degree completion):

- Utilizing the Master Course Articulation Matrix published by the Louisiana Board or Regents https://regents.la.gov/master-course-articulation/ course transfer equivalencies are published for the Louisiana State University system, University of Louisiana System and the Southern University system of colleges and universities.
- Purdue Global University
- Herzing University
- Grand Canyon University
- University of Phoenix

ACT EXAM ADVANCED PLACEMENT

A student with an exceptionally high score on the ACT (American College Test) examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 28 or higher in English will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 23 or higher in mathematics will be placed in MATH 1223, 2010, or 2100 and will be eligible for credit in MATH 1213.

ACCUPLACER EXAM ADVANCED PLACEMENT CREDIT

A student with an exceptionally high score on the ACCUPLACER examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 118 or higher in Sentence Skills will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 99 or higher in College-Level Math on the Classic ACCUPLACER test will be eligible for credit in ENGL 1010. Students scoring 99 or higher in College-Level Math on the Classic ACCUPLACER test College-Level Math or 276 or higher in Advanced Algebra and Functions on the Next Generation ACCUPLACER TEST will be placed in MATH 1223, 2010, or 2100 and will be eligible for credit in MATH 1213.

The alternate MATH placement exam is a two-stage exam: (1) Basic Mathematics and (2) Algebra Foundations. A student scoring below 80% on the Basic Mathematics portion of the test would be referred to Fletcher's WorkReadyU program for remediation and skill building. A student scoring 80% or better would then proceed to take the Algebra Foundations portion of the test. A student scoring below 70% on the Algebra Foundations portion of the test would be eligible to enroll in MATH/MLAB 1104 (Fall 2020) or MATH 1104 (beginning Spring 2021). A student scoring between 70% and 79% on the Algebra Foundations portion of the test would be eligible to enroll in MATH 1103 (Fall 2020), MATH 1103 (beginning Spring 2021), MATH/MLAB 1214 (Fall 2020), or MATH 1214 (beginning Spring 2021). A student scoring 80% or greater on the Algebra Foundations portion of the test would be eligible in MATH 1213 (Fall 202) or MATH 1213 (beginning Spring 2021).

ADVANCED PLACEMENT CREDIT

A student with an exceptionally high ACT or ACCUPLACER score may be placed in an advanced-level course in certain academic disciplines.

First-time freshmen are automatically considered for Advanced Placement credit after maintaining registration through the 14th class day for the fall and spring semesters and 7th class day for the summer term.
Transfer students who have not attempted a higher-level math or English class at a former institution will be automatically considered for Advanced Placement credit after maintaining registration through the 14th class day for the fall and spring semesters and 7th class day for the summer term.
Credit will not be granted for academic sequence course work taken previously and for which grades have been earned. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency.

CREDIT BY PRIOR EXPERIENCE/LEARNING

A student may receive credit for courses on the basis of professional experience, substantial prior learning, or professional license/certification. To apply for such credit, the student should complete a Petition for Credit Based on Prior Experience/Learning, and submit the request to his/her advisor. The student may obtain the application from Enrollment Services or from his/her advisor. Only credit applicable to a Fletcher program can be awarded. The advisor will then review the request and forward it to the appropriate Academic Dean or Department Head.

CREDIT BY ADVANCED PLACEMENT (AP) PROGRAM EXAMINATIONS

A student may receive credit for courses on the basis of advanced placement examinations administered at his/her high school. A student achieving a score of 3 or higher on an advanced placement examination is eligible to receive credit on the basis of the test score. Test scores should be sent by the College Board directly to Fletcher. Fletcher's college code for advanced placement scores is 7872.The examinations approved for Fletcher credit are listed in Appendix B.

CREDIT BY COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

A student may receive credit for courses on the basis of the College-Level Examination Program (CLEP), a national standardized testing program that offers exams equivalent to final exams in introductory college freshman and sophomore courses. A student must earn the minimum score of 50 or higher to receive credit. Credit is awarded when the CLEP examination score is reported on an official transcript from CLEP and sent directly by the CLEP transcript service to the College. Fletcher's college code for CLEP sores is 6290. The examinations approved for Fletcher are listed in Appendix C. CLEP exams are administered at Nicholls State University's Testing Center.

CREDIT BY COLLEGE-ADMINISTERED EXAMINATION

A student who professes special competence gained through practical experience, extensive training, completion of noncredit courses, or completion of courses at non-accredited institutions may receive credit for courses on the basis of exams administered by the College. A credit examination must be approved in advance by the department head and the appropriate instructor and only students enrolled at Fletcher are eligible to take credit examinations. A student seeking credit by examination will initiate the process by obtaining the required application from Enrollment Services or from his/her advisor. This student will complete the application, pay the required application fee of $25, and then schedule an exam time with the instructor. Results of the examination will be recorded on the application by the instructor. Once the instructor records the grade on the application, it should be submitted to Enrollment Services. The student may not test for credit for any course which the student has previously audited. The student may not test for credit for any course in which the student made an unsatisfactory/ non-passing grade. A failed credit examination may not be repeated. A grade of C or better is required to receive credit.

CREDIT BY MILITARY TRAINING

A student who has received military training can receive credit for courses on the basis of this training. Fletcher follows the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services (http://www.militaryguides.acenet.edu) in determining the value of learning acquired in military service when applicable to the service member's program of study. In order to request credit for military training, the student must submit an official military transcript which includes the ACE recommended credit, to the Admissions Office for evaluation. The transcript will then be reviewed by the appropriate academic deans in order to determine what courses the student can receive credit for. Courses for which the student is granted credit must be listed in the current academic catalog.

NON-TRADITIONAL CREDIT LIMIT

The total amount of credit earned by any non-traditional method that can be applied towards completion of a technical competency area certificate, certificate of technical studies, certificate of general studies, technical diploma, or associate degree is limited to one-half of the total credit hours required for the program. Non-traditional credit includes, but is not limited to advanced placement credit, credit by prior learning/experience, credit by AP examination, credit by CLEP, and credit by military experience.

GENERAL EDUCATION REQUIREMENTS

General education is an integral part of all degree programs at Fletcher. All degree programs require at least a minimum core of 15 semester credit hours of general education. Additional general education courses are required by the Board of Regents (BOR) for the Associate of Science, the Associate of Arts, and the Associate of General Studies. The list of general education courses available at Fletcher is in Appendix E.

Fletcher has developed general education competencies with identified expected learning outcomes for its degree programs:

1. Developed in Sense of Community
   a) Recognize the diversity of the local and global community
   b) Analyze societal issues and demonstrate an understanding of those issues to foster cultural sensitivity
   c) Formulate interpersonal relationships that expand the sense of community
2. Developed in Critical and Creative Thinking
   a) Identify, analyze, and assess real-world situations
   b) Employ critical thinking to make logical decisions and solve difficult problems
   c) Illustrate creative thinking through various media
3. Developed in Quantitative Reasoning
   a) Understand quantities and relationships between quantities and develop an understanding of arithmetic skills
   b) Indicate an understanding of the scientific methods
4. Developed in Communication
   a) Express ideas clearly, creatively, logically, and appropriately in standard English
   b) Show an understanding of texts and evaluate the effectiveness and relevancy of texts

All degree-seeking students must satisfy the general education requirement for respective degree programs.

For Associate of Applied Science Degrees, fifteen (15) hours of general education coursework are required:

- English Composition 3
- Mathematics 3
- Social Science 3
- Natural Science 3
- Humanities 3

For Associate of Science Degrees, twenty-seven (27) hours of general education coursework are required:

- English Composition 6
- Mathematics 6
- Social Science 3
- Natural Science 6
- Humanities 3
- Fine Arts 3

For Associate of General Studies Degrees, thirty (30) hours of general education coursework are required:

- English Composition 6
- Mathematics 6
- Social Science 6
- Natural Science 6
- Humanities 3
- Fine Arts 3

For Associate of Arts Louisiana Transfer Degrees, thirty-nine (39) hours of general education coursework are required:

- English Composition 6
- Mathematics 6
- Social Science 6
- Natural Science 9
- Humanities 9
- Fine Arts 3

For Associate of Science Louisiana Transfer Degrees, thirty-nine (39) hours of General Education coursework are required:

- English Composition 6
- Mathematics 6
- Social Science 6
- Natural Science 9
- Humanities 9
- Fine Arts 3

Each degree program requires that students complete specific courses to fulfill general education requirements. Students should check the general education course options and degree requirements when selecting a program of study.

GRADING POLICY

Grading scales are determined by department. Grades that can be earned for credit courses are as follows:

A: Earns credit hours; carries a value of 4 quality points for each credit hour.
B: Earns credit hours; carries a value of 3 quality points for each credit hour.
C: Earns credit hours; carries a value of 2 quality points for each credit hour.
D: Earns credit hours; carries a value of 1 quality point for each credit hour.
F: Earns no credit; carries a value of 0 quality points for each credit hour.
P: Pass: Given for courses graded pass/fail.
S: Satisfactory: Given for courses graded Satisfactory/Unsatisfactory. Indicates course was successfully completed.
U: Unsatisfactory: Given for courses graded Satisfactory/Unsatisfactory. Indicates course was not successfully completed.
CR: Credit: Given for courses for which credit was granted based on examination, prior learning, etc.
I: Incomplete: Indicates some work is incomplete. (Student must complete the work by the indicated date on the academic calendar.)
W: Withdraw: Indicates the student has officially withdrawn from a course on or before the designated withdraw date for the semester as indicated on the academic calendar.
AU: Audit: Given for courses for which a student has audited and for which no credit was earned.

When a student repeats a course for credit, both grades will appear on the transcript. Grades for both courses will be used in determining the official GPA posted on the transcript and will be used to determine academic honors, class standing, and academic probation and suspension. However, the last grade for the course is the grade of record for completion of program requirements.

TUITION & FEES

TUITION AND FEES FEE POLICY (Subject to Change)

Tuition and fees are subject to change. Any changes in fee schedules will be documented online at www.fletcher.edu and are available in the Business Office and Enrollment Services.

To secure schedules, registered students must have paid in full, enrolled in a tuition payment plan, or have financial aid verified by the semester payment deadline dates. Schedules that are not secured by the established due dates published in the Semester Bulletin are subject to be deleted for nonpayment. Refer to the semester calendar and/or bulletin for payment deadlines.

FAFSAs must be completed, all required documentation must be received and verified, AND financial aid awarded at Fletcher by the priority deadline dates published in the Semester Bulletin (calendar section) each semester to qualify for a tuition deferment. Students whose FAFSAs and required documentation are not verified and who have not been awarded aid by the priority date will be required to pay in full or initiate a payment plan online through Transact Campus Payments to avoid schedule deletion for nonpayment.

CREDIT COURSEWORK

Tuition, academic excellence fee, operational fee, technology fee, student services fee, building use fee, and Enterprise Resource Planning (ERP) fee for credit-hour courses are determined by the number of credit hours scheduled per semester. Student Government Association (SGA) fee is $5 per student, per semester and Student Activity fee is $15 per semester. Other charges including, but not limited to parking, excess credit hour fees, course fees, lab fees, testing fees, late registration fees, and late payment fees will be incurred when applicable. All tuition and fees are due by the payment deadlines established in the Semester Bulletin. Schedules will be deleted from the system for any student not paying by the deadlines.

TUITION AND FEES FOR CREDIT COURSES

Resident and Nonresident Tuition and Fees. A student classified as a resident or nonresident of the State of Louisiana is assessed tuition according to the rates established by the LCTCS Board of Supervisors. Tuition and fees for courses that are not online are as indicated in the chart below. The LCTCS Board of Supervisors eliminated the assessment of the non-resident fee by LCTCS colleges effective with the fall 2020 academic semester.

TUITION AND FEES (Effective May 2022) Tables below reflect current approved rates. Rates are subject to change without notice.

TUITION & FEE SCHEDULE for Louisiana Resident & Non Resident *(Some courses will incur additional fees: such as lab, testing, and/or course fees)*

CREDIT HOURS	RESIDENT TUITION	OTHER CHARGES/ Tuition	EXCESS CREDIT HR**	ACADEMIC EXCELLENCE	OPERATIONAL	STUDENT SERVICES	BLDG USE	ERP	TECH	SGA	STUDENT ACTIVITY FEE	TOTAL TUITION & BASIC FEES	PARKING PER YR	TOTAL
1	133.92	5.04		7.00	3.00	7.00	4.00	5.00	5.00	5.00	15.00	189.96	30.00	**219.96**
2	267.84	10.08		14.00	6.00	14.00	8.00	10.00	10.00	5.00	15.00	359.92	30.00	**389.92**
3	401.76	15.12		21.00	9.00	21.00	12.00	15.00	15.00	5.00	15.00	529.88	30.00	**559.88**
4	535.68	20.16		28.00	12.00	28.00	16.00	20.00	20.00	5.00	15.00	699.84	30.00	**729.84**
5	669.60	25.20		35.00	15.00	35.00	20.00	25.00	25.00	5.00	15.00	869.80	30.00	**899.80**
6	803.52	30.24		42.00	18.00	42.00	24.00	30.00	30.00	5.00	15.00	1,039.76	30.00	**1,069.76**
7	937.44	35.28		49.00	21.00	49.00	28.00	35.00	35.00	5.00	15.00	1,209.72	30.00	**1,239.72**
8	1,071.36	40.32		56.00	24.00	56.00	32.00	40.00	40.00	5.00	15.00	1,379.68	30.00	**1,409.68**
9	1,205.28	45.36		63.00	27.00	63.00	36.00	45.00	45.00	5.00	15.00	1,549.64	30.00	**1,579.64**
10	1,339.20	50.40		70.00	30.00	70.00	40.00	50.00	50.00	5.00	15.00	1,719.60	30.00	**1,749.60**
11	1,473.12	55.44		77.00	33.00	77.00	44.00	55.00	55.00	5.00	15.00	1,889.56	30.00	**1,919.56**
12 to 15	1,607.04	60.48		84.00	36.00	84.00	48.00	60.00	60.00	5.00	15.00	2,059.52	30.00	**2,089.52**
16	1,607.04	60.48	150.96	84.00	36.00	84.00	48.00	60.00	60.00	5.00	15.00	2,210.48	30.00	**2,240.48**
17	1,607.04	60.48	301.92	84.00	36.00	84.00	48.00	60.00	60.00	5.00	15.00	2,361.44	30.00	**2,391.44**
18	1,607.04	60.48	452.88	84.00	36.00	84.00	48.00	60.00	60.00	5.00	15.00	2,512.40	30.00	**2,542.40**

**The LCTCS Board of Supervisors approved the assessment of an Excess Credit Hour Fee at $150.96 per credit hour after the 15th credit hour beginning the 2016-2017 Academic Year.

Online Course Tuition and Fees

Tuition and fees for online courses are assessed according to the rates established by the LCTCS Board of Supervisors. Tuition and fees for online courses are as indicated in the chart below.

Fletcher online classes may require proctored exams. Some courses require use of technology and ~~a~~ proctored testing software or service where additional fees may be assessed. Online students may have the option to test at Fletcher Technical Community College campus as approved by the instructor. Students are responsible for checking with the instructor before the online course begins to ensure that the projected additional costs and the student's schedule and location enable successful completion of all course requirements.

TUITION & FEE SCHEDULE FOR ONLINE COURSES

CREDIT HOURS	TUITION	OTHER CHARGES/ Tuition	ACADEMIC EXCELLENCE	OPERATIONAL	STUDENT SERVICES	BLDG USE	ERP	TECH	SGA	ONLINE REG	STUDENT ACTIVITY FEE	TOTAL TUITION & BASIC
1	133.92	5.04	7.00	3.00	7.00	4.00	5.00	5.00	5.00	40.00	15.00	**229.96**
2	267.84	10.08	14.00	6.00	14.00	8.00	10.00	10.00	5.00	40.00	15.00	**399.92**
3	401.76	15.12	21.00	9.00	21.00	12.00	15.00	15.00	5.00	40.00	15.00	**569.88**
4	535.68	20.16	28.00	12.00	28.00	16.00	20.00	20.00	5.00	40.00	15.00	**739.84**
5	669.60	25.20	35.00	15.00	35.00	20.00	25.00	25.00	5.00	40.00	15.00	**909.80**
6	803.52	30.24	42.00	18.00	42.00	24.00	30.00	30.00	5.00	40.00	15.00	**1,079.76**
7	937.44	35.28	49.00	21.00	49.00	28.00	35.00	35.00	5.00	40.00	15.00	**1,249.72**
8	1,071.36	40.32	56.00	24.00	56.00	32.00	40.00	40.00	5.00	40.00	15.00	**1,419.68**
9	1,205.28	45.36	63.00	27.00	63.00	36.00	45.00	45.00	5.00	40.00	15.00	**1,589.64**
10	1,339.20	50.40	70.00	30.00	70.00	40.00	50.00	50.00	5.00	40.00	15.00	**1,759.60**
11	1,473.12	55.44	77.00	33.00	77.00	44.00	55.00	55.00	5.00	40.00	15.00	**1,929.56**
12	1,607.04	60.48	84.00	36.00	84.00	48.00	60.00	60.00	5.00	40.00	15.00	**2,099.52**
13	1,740.96	65.52	84.00	36.00	91.00	48.00	65.00	60.00	5.00	40.00	15.00	**2,250.48**
14	1,874.88	70.56	84.00	36.00	98.00	48.00	70.00	60.00	5.00	40.00	15.00	**2,401.44**
15	2,008.80	75.60	84.00	36.00	105.00	48.00	75.00	60.00	5.00	40.00	15.00	**2,552.40**
16	2,142.72	80.64	84.00	36.00	112.00	48.00	80.00	60.00	5.00	40.00	15.00	**2,703.36**
17	2,276.64	85.68	84.00	36.00	119.00	48.00	85.00	60.00	5.00	40.00	15.00	**2,854.32**
18	2,410.56	90.72	84.00	36.00	126.00	48.00	90.00	60.00	5.00	40.00	15.00	**3,005.28**

ONLINE Courses: Same rates as above for RESIDENT tuition and fees plus a $40 registration fee. Tuition, ERP fee, and student services fee DO NOT cap at 12 hours for ONLINE classes. Other fees DO cap at 12 hours.

Other Fees: Other fees, which are non-refundable, that may be incurred by a student are:

Late Registration $25
Late Payment $100
Schedule Reinstatement Fee..... $100
Replacement ID $10
Course Labs/material/exam ..... Varies by course
Parking ..... $30/academic year - Replacement Parking tag is $10
BankMobile Vibe debit card replacement..... $10
Course Challenge Fee..... $25
Transcripts ....$5/copy + processing fee

Parking Fee

All vehicles parked on campus must be registered and have a current Fletcher parking permit attached to the rearview mirror on the front windshield. The parking permit number must be readable from the outside. Parking permits are $30/academic year. The fee is assessed each fall semester or the semester of first enrollment for the year. The permit is valid from August 1 through July 31. All students must register their vehicle by going to www.fletcher.edu, clicking on Student Services then selecting Vehicle Registration and completing the Vehicle Registration Form. Students can pick up their permit at the cashier window after their vehicle is registered (allow 24 hours) and payment is made. Any student not bringing a vehicle on campus can go to the cashier window to have the charge removed from their account. For more information, refer to the Parking Guidelines and Regulations on Fletcher's website.

Citations/fines will be issued for traffic violations as indicated below:

Failure to display parking permit $20
Unregistered vehicle $20
Student vehicle in faculty/staff area $15
Parked in roadway $10
Parked in a reserved space $10
Blocking other vehicles $10
Parked in two spaces $10
Parked on sidewalk or lawn $10
Parked in a handicapped space without handicap permit $50
Parked in a fire zone $25
Parked in a "no parking" zone $25
Failure to obey an officer $20
Parked in visitor area $25

Student Printing Fee

Student printing is located at the library. Printing costs are 10 cents a page. Each semester a student will receive a free quota balance credit of $12 (120 pages). The free quota balance will not carry over and will reset each semester. Once the quota is reached, a student is financially responsible for printing costs. Any funds that a student adds will be carried over each semester. Money added to the account is non-refundable. Payment can be made via credit/debit card online or with cash at the cashier window located at the Schriever campus.

Course Materials/Lab Fees

Some courses may require the payment of a fee to cover the costs of materials and/or third-party tests used in class. These fees are available on the course syllabus. The more common fees are outlined in the chart below:

Subject	*Course Number*	*Fee*	*Description*
AUTO	1010	$25.00	S/P2 Automotive Service
AUTO	All Auto Students	$45.00	ASE Entry-Level Tests
ELEC	1010	$14.00	NCCER Module Tests
ELEC	1020	$14.00	NCCER Module Tests
ELEC	1101	$17.50	NCCER Module Tests
ELEC	1102	$14.00	NCCER Module Tests
ELEC	1201	$10.50	NCCER Module Tests
ELEC	1201	$25.00	Forklift Certification
ELEC	1202	$14.00	NCCER Module Tests
ELEC	1203	$10.50	NCCER Module Tests
ELEC	1204	$7.00	NCCER Module Tests
ELEC	2301	$25.00	OSHA 10-General Industry
ELEC	2301	$10.50	NCCER Module Tests
ELEC	2302	$10.50	NCCER Module Tests
ELEC	2303	$10.50	NCCER Module Tests
ELEC	2304	$7.00	NCCER Module Tests
ELEC	2305	$7.00	NCCER Module Tests

MTTC	2710	$150.00	CamInstructor Fee
DESL	1120	$25.00	OSHA 10-General Industry
DESL	1500	$25.00	Forklift Certification
WELD	1110	$28.00	NCCER Module Tests
WELD	1412	$150.00	SMAW 1G, 2G, 3G, 4G
WELD	1511	$150.00	SMAW 5G
WELD	1512	$150.00	SMAW 6G
WELD	2111	$150.00	FCAW 1G, 2G, 3G, 4G
WELD	2114	$150.00	FCAW 6GR
WELD	2311	$150.00	GMAW 1G
WELD	2322	$150.00	GMAW 6G
WELD	2220	$150.00	GTAW 5G
WELD	2222	$150.00	GTAW 6G
BIOL	1150	$25.00	Lab Fee
BIOL	1170	$25.00	Lab Fee
BIOL	1150	$25.00	Lab Fee
BIOL	1031	$50.00	Lab Fee
GEOL	1011	$25.00	Lab Fee
GEOL	1021	$25.00	Lab Fee
GEOL	1400	$50.00	Lab Fee
GEOL	2110	$50.00	Lab Fee
CADD	1250	$118.50	AutoCAD Certification
ACCT	2500	$103.00	QuickBooks Exam/Certification
CINS	1250	$26.00	Course materials/MOS Exam-Certification
CINS	1350	$26.00	Course materials/MOS Exam-Certification
CINS	1750	$26.00	Course materials/MOS Exam-Certification
CPTR	1100	$25.00	Gmetrix Practice
HNUR	2505	$25.00	Clinical Fee
HNUR	2605	$25.00	Clinical Fee
HNUR	2205	$25.00	Clinical Fee
HNUR	2305	$25.00	Clinical Fee
HNUR	2405	$25.00	Clinical Fee
HNUR	1180	$129.00	HESI-1 exam/prep material
HNUR	2310	$129.00	HESI-3 exam/prep material
HNUR	2621	$315.00	NCLEX prep/case studies
HNUR	2210	$129.00	HESI-2 exam/prep material
HNUR	2410	$129.00	HESI-4 exam/prep material
MCSI	1102	$60.00	CPC practice exams

MLTS	1300	$71.40	ASCP exam prep
MLTS	1300	$25.00	Clinical Fee
MLTS	1200	$25.00	Clinical Fee
MLTS	2100	$25.00	Clinical Fee
MLTS	2200	$25.00	Clinical Fee
NURS	1320	$25.00	Clinical Fee
NURS	2740	$25.00	Clinical Fee
NURS	2750	$25.00	Clinical Fee
NURS	1090	$208.00	HESI-1 exam/prep material
NURS	2760	$315.00	NCLEX prep/case studies
NURS	2760	$201.00	HESI-3 exam/prep material
NURS	2300	$201.00	HESI-2 exam/prep material

*Additional fees may be required. Fee information may have not been available at the time of the catalog update. For more information contact your advisor or Departmental Dean.
**Fees are non-refundable

Cross Enrollment Fees. Cross-enrolled host students are charged the fees listed below. These fees are non-refundable.

Student Services .....$7/credit hour
Academic Excellence.....$7/credit hour
Operational.....$3/credit hour
Technology .....$5/credit hour
ERP.....$5/credit hour
Building Use .....$4/credit hour
SGA $5
Student Activity Fee $15
Lab/Course fees (if applicable) ..... Varies
Online Class Registration $40

NON-CREDIT COURSEWORK

All non-credit coursework tuition and fees is non-refundable. Contact Fletcher's Workforce Solutions Division for more information or click on Workforce Solutions at https://www.fletcher.edu/workforce-solutions-2/

PAYMENTS

Fee bills will not be mailed. It is the student's responsibility to check his/her account through LoLA for account balance information. To secure schedules, all tuition and fees must be paid in full, financial aid must be verified and authorized on the account, or enrollment in the payment plan through Transact Campus Payments must be completed by the dates established in the semester bulletin or Fletcher's Academic Calendar. Partial payments without enrolling in the payment plan will not secure schedules. Schedules that are not secured by the payment deadlines are subject to deletion for nonpayment.

NOTE: THE BUSINESS OFFICE DOES NOT ACCEPT CREDIT CARDS OR CHECKS. These methods of payment are available online.

Payment Options:

1. On-line payment options through Transact Campus Payments (see directions just below)
   a. Payment in full using credit/debit card—MasterCard, Visa, Discover and American Express cards are accepted. A 2.75% convenience fee will be charged for payments with credit/debit cards.
   b. Payment in full using an Electronic Check (ACH)—Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. A returned check charge will be assessed by Transact Campus Payments to any electronic check payment that is not honored by the bank or that cannot be processed. Please be sure entered information is correct before submitting.
   c. Payment plan – An enrollment fee/finance charge of $30 is charged by Transact Campus Payments for participation in the payment plan. Upon activation of a payment plan, the first payment plus the enrollment fee is processed immediately. Students have the option to have the remaining installments automatically withdrawn using the method of payment chosen.

It is the student's responsibility to ensure funds are available at the time of the scheduled withdrawal. If automatic withdrawals are not chosen, the student will need to log into Transact Campus Payments and manually make each payment by the installment due dates. Dropping classes or withdrawing from Fletcher does not excuse financial responsibility. Payments are due until your account balance is settled in full.

Students whose financial aid cannot be verified at the time of registration may sign up for a payment plan. However, the student must fulfill all payment plan obligations. If the student becomes eligible for financial aid during the semester, Fletcher will apply financial aid award money to balance owed. Students will receive financial aid refunds after all payment obligations have been met, and, if applicable, the plan will be terminated. Students may not default on payment plans because they are expecting PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in future payment plans.

To view an account balance, to pay online, or to enroll in the payment plan -

- Go to **www.fletcher.edu**. (LoLA login is at top of page) or
- Click the **FALCONNET** tab at the top of the screen
- Click **LoLA**
- Enter **user ID** and **password**
- Under the self-service tab click on **Student**
- Select **Payment/Payment Plan Processing** under My Account
- You are brought to Transact Campus Payments
- Select either pay in full or Payment Plan (if available) **PARTIAL PAYMENTS WILL NOT SECURE CLASSES UNLESS ENROLLED IN THE PAYMENT PLAN
- Payment can be with:
    - Debit/credit card – 2.75% convenience fee is charged
    - E-Check – Account number and routing number required

2. **Payment in Person** – Cash and money orders are the only forms of payment accepted at Fletcher's cashier window located at the main campus, 1407 Highway 311, Schriever. Payments are accepted Monday through Friday 8:00 a.m. until 4:00 p.m. unless otherwise noted. The college is closed at noon on Fridays during the months of June and July. The Business Office does not accept payments with credit/debit cards or checks.

3. **Mail-in Payment** – Money orders can be mailed and must be received in the Business Office prior to the payment deadline to secure a schedule. Allow 2 weeks for mailing and processing. Include the student's name and student ID# on the money order.

Mail payments to:

Fletcher Technical Community College
Attn: Business Office
1407 Highway 311
Schriever, LA 70395

FINANCIAL RESPONSIBILITY

By registering for classes at Fletcher Technical Community College, the student makes a financial commitment to pay the tuition and fee charges associated with that enrollment. Other charges the student may incur and is responsible for include but is not limited to testing fees, course fees, fines, bookstore charges, and returns to Title IV. It is the student's responsibility to monitor his/her LoLA account balance and any funding sources. Invoices will not be mailed. If financial aid is not granted or if third-party sponsors do not pay within a reasonable time frame, the student will be required to pay the balance due.

Any debt owed to Fletcher as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by Fletcher Technical Community College Catalog and Student Handbook will result in a violation of the terms and conditions. Students with an outstanding balance will not be allowed to register for future semesters at any LCTCS college or receive academic transcripts or grades until the debt is paid in full. Failure to respond to demands for payment made by Fletcher Technical Community College may result in such debts being transferred to the State of Louisiana Attorney General's Office or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third percent (33 1/3%) of the unpaid debt and all court costs.

FAILURE TO PAY FOR COURSES

If a student fails to pay for courses due to incomplete or inaccurate financial aid information, payment plan default, or a dishonored check, he/she is responsible for full payment in cash or money order, for all outstanding tuition and fees. Students unwilling or unable to make full payment will be allowed to drop the courses with a "W" or will be dropped from the courses by the Registrar with an "F." In either case, the student will still owe any outstanding balance. Failure to pay an outstanding balance will prevent the student from obtaining transcripts, awards, or other documentation as well as enrolling for future semesters/sessions at all LCTCS colleges. Outstanding accounts are sent to the Louisiana Attorney General's Office for collection.

PAYMENT PLAN DEFAULT

A student may not default on a payment plan because he/she is expecting a PELL grant or other financial aid award. A student who defaults on a payment plan will have his/her plan terminated and will not be allowed to participate in payment plans in future semesters.

PROVISIONAL ENROLLMENT

A student is not considered officially enrolled until tuition and fees are paid in full or a deferred payment plan has been completed or financial aid has been verified, and all required admission documents have been received by Student Services. In cases where payment is made by deferred payment plan, the student's registration shall be provisional until tuition and fees are paid in full from the plan. Fletcher reserves the right to remove a student from classes during the provisional enrollment in the event of an insufficient payment that is not settled with the school immediately.

DISHONORED ELECTRONIC CHECK (NSF)

The charge for each returned check is $25—assessed by Transact Campus Payments. A student's provisional registration shall be cancelled after the return of a check issued to Fletcher through Transact Campus Payments for payment of tuition and fees unless payment is made in full or other appropriate action is taken to fulfill the student's financial obligation. Future checks will not be accepted from a student issuing an NSF check. Cash, money order, or credit card (Transact Campus Payments ONLY) will be required. A student whose registration is cancelled because of the issuance of a bad check to Fletcher will not be permitted to re-enroll (even though cancellation of his registration prohibited the earning of any credit) until the financial obligation has been cleared. When registration is cancelled, a student is not allowed to continue attending classes.

COLLECTION PROCEDURE

Fletcher expects every student to meet his/her financial obligations in a timely manner and to understand that failure to do so will result in further action to collect the balance due. This may include the transfer of the debt to the State of Louisiana Office of the Attorney General or to another collection agency. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third percent (33 1/3 percent) of the unpaid debt as well as all court costs.

REFUND POLICY

A student who decides not to attend Fletcher must drop all classes on or before the last day of the drop/add/late registration period as indicated in the academic calendar to avoid tuition and fee charges. All refunds/credits due to a student shall first be applied to any outstanding balances due to Fletcher. Any remaining credit balance will then be paid to the student through his/her BankMobile Disbursements refund preference. Refunds for tuition (fees are non-refundable) are processed by the Business Office after the 14th semester day for the fall and spring semesters and after the 7th semester day for summer and alternative sessions.

If tuition and fees are deferred to financial aid and the student withdraws, the financial aid payment will be applied to the account balance with the surplus returned to the student. Any fees not covered by financial aid are the student's responsibility. Any student with an outstanding balance will not have access to enrollment or student records at any LCTCS college until his/her account is paid in full and cleared. Holds will be lifted after 5 business days for payments made with electronic checks through CASHNet.

SCHEDULE ADJUSTMENT REFUNDS

A student who reduces his/her credit hours or officially drops from the College prior to the first class day through the 4th instructional day for the fall and spring semesters and the 2nd instructional day for the summer and minimesters will receive a 100% credit of tuition and fees for the dropped classes. After the drop/add period ends, only tuition is refundable.

Refund Schedule/Percentages. Percentage credit refers to the tuition charged and not the amount paid on the account. Upon a reduction in credit hours or official withdrawal from the College, a refund of tuition is made on the following basis:

Fall and Spring:

- 100% credit for tuition & fees: Prior to the 1st day of semester through the 4th instructional day
- 50% credit for tuition: 5th through 14th instructional day

AFTER THE 14TH DAY, REFUNDS WILL NOT BE GRANTED FOR DROPPED CLASSES

Summer and Minimesters:

- 100% credit for tuition & fees: Prior to the 1st day of the semester through the 2nd instructional day
- 50% credit for tuition: 3rd through 7th instructional days

AFTER THE 7TH INSTRUCTIONAL DAY, REFUNDS WILL NOT BE GRANTED FOR DROPPED CLASSES

For classes that are less than 1 week in length (less than 5 days): 100% refund will be given through the day before the class starts. No refund once class begins.

For classes that are 1 to 5 weeks: 100% refund through the day before class begins and 50% tuition through the 2nd class day.

The refund schedules above apply to credit courses. Non-credit courses are non-refundable except when the class is cancelled by Fletcher.

CLASS CANCELLATIONS

If Fletcher cancels a class for any reason, students enrolled in the class will receive a 100% credit of tuition and fees for the cancelled class.

ADDED CLASSES

A student who increases the number of credit hours scheduled during add/drop period or after payment is made will be required to pay the additional tuition and fee costs at the time of the schedule adjustment or if in a payment plan, agree to the budget increase as requested by CASHNet.

REFUNDS/FINANCIAL AID

All refunds/credits due to a student shall be applied to any outstanding balances due to Fletcher, and any remaining credit balance will be paid to the student through BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Refunds for tuition are processed by the Business Office after the 14th semester day for the fall and spring semesters and after the 7th semester day for the summer semester.

If tuition and fees are deferred to financial aid and the student withdraws, the financial aid payment will be applied to the account balance with the surplus returned to the student. Any fees not covered by financial aid are the student's responsibility. Any student with an outstanding balance will not have access to enrollment at any LCTCS College or student records until his/her account is cleared. Holds will be lifted after 5 business days for payments made with electronic checks.

DISBURSEMENT THROUGH BANKMOBILE DISBURSEMENTS

All refunds and financial aid are disbursed electronically with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: https://bankmobiledisbursements.com/refundchoicessso/.
Payment deadline dates, payment plan information, and the refund schedules will be updated at www.fletcher.edu under *Tuition and Fees* each semester. The refund policy also applies to online courses.

TUITION APPEAL PROCEDURE

To dispute tuition and mandatory fee charges once a student has officially resigned, the student must make a formal appeal to the Appeals Committee. Disputes are considered under extenuating circumstances including immediate (parents, spouse, children, siblings, legal guardian) family emergency, unanticipated medical reasons or other unanticipated hardships. Documentation of relationship is required as well as relevant documentation to support the claim.

Once a debt to the College has been transmitted to the Louisiana Attorney General's Office for collection, an appeal is no longer an option. Students should then communicate directly with the Attorney General's Office in regard to setting up payment arrangements.

Financial aid may be impacted due to an appeal. A student should meet with a financial aid counselor before requesting an appeal to determine what the impact may be regarding his/her financial aid award for the applicable term. An appeal may require a student to forfeit aid received, that may result in the student owing the College.

The student must complete and submit a Refund Appeal form accompanied by supporting documentation no later than 6 months from the end of the term in which the courses were taken. Incomplete appeals will cause delay of the review process and may be denied. The committee may request further documentation. Refer to the appeal form for more information. The form can be found at www.fletcher.edu under the Tuition and Fee section, and it is also available at the Business and Student Enrollment offices. Appeals can be submitted only once per applicable term.

The Tuition and Fee Appeals Committee will review the appeal, and the student will be notified via postal mail or email when a decision is made.

The following are examples of situations that are not eligible for an appeal:

- Lack of planning to pay for college or not being eligible for financial aid
- Lack of transportation
- Time management
- Academic ability
- Misinterpretation or lack of knowledge of College policies/procedures
- Dissatisfaction with instructor, course content, delivery of instruction, academic progress
- Missing deadlines
- Change of major

ACADEMIC AMNESTY

Fletcher Technical Community College provides students with the opportunity to restart their academic record by means of Academic Renewal. Academic Renewal can be awarded only by Fletcher once in an academic lifetime and cannot be declared for any period that was previously used for an awarded credential.

Academic Renewal is for students who

- had an unsuccessful start in an academic program;
- stopped out for a period of at least **two years**, without enrolling in an academic, for-credit program at any college or university; and
- can demonstrate improvement through performance upon reenrollment.

Application Process for Academic Renewal:

1. The student must submit an application for admission, submit an official transcript from ALL colleges attended (excluding Fletcher), and be admitted to the College.
2. During the first semester of enrollment, the student must be enrolled in an academic program and in at least six (6) credit hours.
3. The student must submit an Application for Academic Renewal along with supporting documents to the Registrar's Office before or during the first semester of enrollment. *Applying for Academic Renewal does not ensure approval.*
4. The student must submit a letter of explanation to include evidence that there is reasonable expectation of future satisfactory performance.
5. The Registrar's Office reviews the academic record to determine eligibility to be considered for Academic Renewal and accordingly approves or denies the request.
    - If Academic Renewal is not declared during the first term of reenrollment, then the student is eligible to appeal for an exception the following semester.
6. Denials of requests for academic renewal may be appealed to the Vice Chancellor for Academic Affairs for a final decision.

Actual Implementation of Academic Renewal:

The actual implementation of Academic Renewal will be contingent upon successful completion of at least six (6) credit hours (with a semester GPA of no less than 2.0) during the student's first term of reenrollment after approval to ensure academic success. It will be the student's responsibility to return to the Registrar's Office for review of academic success.

- If the semester average is less than a 2.0, Academic Renewal will not be implemented on the student's academic transcript and the approval for Academic Renewal will be null and void.
- If the first term of enrollment after appeal for Academic Renewal is successful with a semester GPA of no less than 2.0, Academic Renewal is implemented on the academic transcript.
    - Only credits with grades of A, B, C, and P will remain as credits earned to be used to satisfy requirements for awards and will be used in the cumulative GPA.
    - Academic Renewal will be noted on the academic transcript.
- All other grades (e.g. D, F, U, etc.) will be flagged for Academic Renewal. These credits will be excluded from credit earned and will not be used in the GPA. In addition, these credits will not be used to meet graduation requirements or to compute the cumulative GPA leading to awards.
- The total cumulative grade point average (excluding courses waived by Academic Renewal) will be considered for academic honors awarded at graduation.

The following standards apply:

- All credits will remain on the transcript as attempted hours and will be used to determine eligibility for financial aid. A student who receives Academic Renewal may or may not be eligible for financial aid at Fletcher. It is the student's responsibility to contact the Financial Aid Office for more information.
- Fletcher will recognize Academic Renewal granted by other LCTCS institutions without appeal of acceptance.
- Fletcher may recognize Academic Renewal from institutions outside the LCTCS System, but the student must submit a request to apply it to his or her record.
- A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by Fletcher. Students are encouraged to investigate the Academic Renewal policy if they plan to transfer to another institution.

- Students are cautioned that many undergraduate curricula and graduate professional schools compute the undergraduate grade point average on all hours attempted when considering applications for admission.
- Students must sign the Application for Academic Renewal certifying that they understand the ramifications and accept all the terms of Academic Renewal.

ACADEMIC HONESTY

An essential rule in every class at Fletcher is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in formal College action. Additional information regarding the policies, procedures and sanctions associated with academic misconduct can be found in the Student Handbook. Acts of academic dishonesty include:

CHEATING

Cheating is the fraudulent act of deception on an academic exercise by a student who misrepresents the mastery of information.
Unpremeditated Cheating. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning. Examples of unpremeditated cheating include, but are not limited to, copying from another student's paper, allowing another student to copy from a paper, and/or using the course textbook or other material, such as a notebook, without authorization.
Premeditated Cheating. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation, or deliberation. Premeditated cheating includes, but is not limited to, collaborating with another person by giving or receiving information without authority and/or using specially prepared materials without authority to do so, e.g., notes, formula lists, etc.

COLLUSION

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. An example of collusion includes, but is not limited to, using another person's computer jump drive despite instructions to the contrary or without authority to do so.

CHANGE OF FINAL GRADE/GRADE APPEAL POLICY

Final grades are available to the student through LoLA approximately five days after the end of each semester. The student should review the grades for accuracy. If the student feels there is an error, he/she should contact the course instructor no later than the end of the first week of the following semester. If a student is unable to contact an instructor, the student should contact the department head. If an incorrect grade was recorded, the instructor/department head must complete a Change of Grade Form and submit the completed form to the Registrar's Office. If the grade recorded is correct and the student wishes to appeal the grade, the student must complete a Grade Appeal Request Form and submit the completed form to the Academic Dean of the course for which the grade is being appealed. The appeal form must be submitted by the end of the third week of the following semester. If the grade appeal is not granted, the student may then request a meeting with the Vice Chancellor of Academic and Student Affairs.

COURSE DROP/WITHDRAWAL POLICY

A student may drop/withdraw from classes through LOLA on or before the final withdrawal date as designated on the College's academic calendar. If a student drops a class during the designated drop/add period, the course is removed from the student's transcript. If a student withdraws from a class after the designated drop/add period but on or before the designated final withdrawal date, the recorded course grade will be a W. A student may not withdraw from a class after the designated final withdrawal date unless an administrative withdrawal is granted by the department head or dean of the program in which the student is enrolled.
An instructor may withdraw a student from a course for excessive absences. When a student accumulates excessive absences as indicated by the attendance guidelines in the course syllabus, the instructor may withdraw the student from the roll of the class by submitting a withdrawal request to the Registrar's Office. A student who is dropped for excessive absences may appeal this action first to the instructor and then to the Vice Chancellor for Academic and Student Affairs (VCASA). The student must notify the VCASA of the

appeal in writing within one week of receiving the notice of the withdrawal. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

DEVELOPMENTAL COURSE PLACEMENT RETESTING POLICY

Students who have successfully completed (with a grade of C or better) the developmental course into which they were originally placed on the basis of a placement test may re-test to see if they can bypass the next course level. Students should not re-test unless they are planning to register for the courses in the following semester.

INCOMPLETE WORK

A student may receive a grade of "I" in a course if the student's current average is a C or higher at the point of determination, based on completed coursework when documented extenuating circumstances cause the student to be unable to complete the required work. The student is responsible for making up all unfinished work within the next semester/session by the designated date. The "I" will be changed to an "F" if all work is not completed satisfactorily by the required date. The student will not be allowed to reenroll for the course until the "I" is changed to a letter grade.

Students should be aware that an "I" grade has financial aid implications and that they should complete the course work as soon as possible. Students may not register for a course that has the course in which they received an "I" as a prerequisite until they convert the "I" into a grade of "C" or above. If all work is not completed satisfactorily by the designated date, the "I" will be changed to an "F."

PLAGIARISM

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own in work submitted for credit. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific footnotes, appropriate citations, and, in the case of verbatim statements, quotation marks. Failure to identify any source published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism. Examples of plagiarism include, but are not limited to, undocumented use of any author's main idea, undocumented paraphrase of an author's actual words, and/or undocumented, verbatim use of an author's actual words.

READING EXEMPTION FOR TRANSFER STUDENTS

A transfer student who has successfully completed an English course (with a C or higher) that is directly equivalent to Fletcher's ENGL 1010 or ENGL 1000 will be exempted from providing a reading placement course or score. An exemption code will be entered on the student's record to allow the student to register for courses without receiving a prerequisite and test score error.

ACADEMIC SERVICES

ENROLLMENT SERVICES

Enrollment Specialists provide academic advising and planning to students and are assigned each semester by a student's declared major. Faculty Advisor assignments are noted in a student's LoLA account. Students can visit Enrollment Services at any time during business hours to speak with a specialist on a walk-in basis.

The college offers tutoring services free of charge to assist Fletcher students in mastering their course materials. Help is available for all classes through one-on-one or group tutoring and computer programs. Tutoring services are located at the main facility in Schriever. Hours of operation are posted each semester by the front door of the center. Learning specialists are available at various times to help students with their course materials. Hours for these specialists are posted in the center. Online tutoring services are offered by Math Faculty members. Hours are posted in course syllabi each semester.

ACADEMIC ACCOMMODATIONS

A student requesting academic accommodations must self-identify and register with the Assistant Director of Student Success at the beginning of each semester. The students must meet with the Assistant Director of Student Success before being eligible for receiving educational accommodations. At this meeting the student must provide proper and current documentation related to his/her disability. The documentation provided must meet the following guidelines:

- Documentation must be current and provided by a licensed professional qualified in the area of disability for which he/she is recommending accommodations.
- Documentation must be on letterhead from the said professional's practice.
- Documentation must have been completed no more than 3 years prior to the date that the student submits a request for accommodations.
- Documentation should address the nature of the disability, as well as the recommended accommodations, and should describe how the specific disability impacts functioning in an academic setting.
- Documentation should address the specific diagnosis, tests used in making the diagnosis, and, when appropriate, test scores.
- IEP Documentation that is less than 3 years old can be used.

If accommodations are granted, all policies and procedures will be explained to the student. The student must sign a contract that states his/her approved accommodations and the rules for receiving accommodations. A copy of the contract will be provided for instructors explaining what accommodations the student is entitled to and options for providing said accommodations.

A student wishing to take his/her exams in the Testing Center must turn in an Accommodated Testing Form. All tests must be scheduled and confirmed at least 48 hours in advance of the test date with the Student Success Center. The student must take all exams at the same time that his/her classmates are testing unless there is a class schedule conflict or he/she has been granted permission to do otherwise by the instructor. If there is a conflict, the student must take the test by the end of the assigned test date. The student is responsible for obtaining all information needed during testing from the instructor. Test monitors will not provide tutoring or guidance during testing. Tests must be turned in to the test monitor at the end of the allocated testing time.

WORKREADYU/ADULT BASIC EDUCATION

Fletcher's WorkReadyU/Adult Basic Education (WRU/ABE) program offers individuals the opportunity to upgrade their educational skills. The program concentrates on upgrading basic skills in Reading, Language, and Math. The program also prepares individuals for the HiSET exam in order to obtain an equivalency diploma. Once a student reaches satisfactory scores on the official practice test, the student will then be recommended for the examination. WRU/ABE also provides tutoring and educational support for students preparing to take college level courses. Included in the WRU/ABE program is an English Second Language and Citizenship test preparation component for individuals interested in improving their communication skills and becoming US citizens. Students within the WRU/ABE program qualify for the 5 for 6 scholarship while enrolled. The HSE and Next Steps Scholarships can be applied for to cover HiSET and tuition costs. https://www.lctcs.edu/workready-u

The Falcon Academy Program, an alternative program for at-risk teens, is currently housed under WRU/ABE. Mentorship, social-emotional learning, community service opportunities, HiSET prep, and workforce training are included in the curriculum for attendees. WRU/ABE is offered year round. Applicants to the WorkReadyU program must be 17 years of age or older. Interested persons should contact WorkReadyU Office 985-448-5925.

To apply click here: https://www.fletcher.edu/service/adult-education/

For more information on Falcon Academy enrollment: https://www.fletcher.edu/falcon-academy/

b1BANK LIBRARY SERVICES

The b1BANK Library at Fletcher exists to support the mission and goals of the College. The library provides students, faculty and staff with the materials, resources, and instructional services necessary for teaching and learning. The b1BANK Library is located in Room 128 at the main campus in Schriever. Library hours for semesters, holidays, and breaks are posted on the Fletcher website and outside the library entrance.

The library allows access to learning resources within the library, as well as outside the library through interlibrary loan (ILL) and consortia and cooperative agreements. The library provides a wide range of materials in print and electronic format as well as educational technology and free educational tutorials on research, citations, and other topics by request for faculty and students. Students may retrieve information twenty-four hours a day, seven days a week using library electronic resources on the library website. Library resources include print titles, audiovisual items, eBooks, active print periodical subscriptions, active print newspaper subscriptions, and full-text and citation databases. Equipment such as anatomy models, laptops, iPads, mobile projectors, headphones, and graphing calculators are available for checkout. Charging stations are available for charging a variety of mobile devices. The library provides computer workstations with printing, scanning, and copying capabilities. Study rooms are available for group or individual use.

Fletcher's membership in the LOUIS consortium provides students and faculty with effective on-campus and remote access to the library holdings as well as access to information about collections and holdings of other libraries throughout the state. LOUIS catalogs, with over six million bibliographic records, are available twenty-four hours a day to all users with Internet access. Students may borrow materials from other libraries through the b1BANK Library's membership in LOUIS, which provides Fletcher students and faculty direct and convenient access to academic library collections and resources across the state. Students and faculty may obtain LOUIS Reciprocal borrowing cards from the library. The Louisiana State Library, a member of LOUIS, offers a statewide book courier service for interlibrary loan (ILL). Materials for Course Reserves are located at the Circulation Desk. A student self-service center provides students with a paper cutter, pencil sharpener, stapler, hole-punch, and other office supplies for use in completing assignments.

LIBRARY CIRCULATION POLICY AND LOAN PERIODS

Students must have a valid Fletcher Student ID to use library resources. Loan periods for materials are as follows:

- Books: 3 weeks
- Audio/Visual: 3 weeks
- Course reserves: varies
- Equipment: Varies

The library does not charge fines for materials that are overdue; however, patrons with materials that are damaged or lost are responsible for the replacement value of the item and a $20 processing fee. Materials must be returned to the library during normal operating hours. Periodicals, and reference materials normally do not circulate. Full policies are available on the library website.

LIBRARY CODE OF CONDUCT

In addition to the Standards of Student Conduct outlined in the Student Handbook, library patrons are expected to adhere to the following rules:

- Drinks should be in containers with lids. Food is limited to items that are small and contained (a bag of chips, for example) and not disruptive to other patrons. Any food items allowed on Fletcher property but not inside the library can be consumed at the tables outside the library. All trash should be disposed of properly.
- Noise should be kept at a reasonable level. Conversation is not restricted, but should not disturb other patrons. Music and/or videos should be played through headphones at a reasonable level. Phone calls should take place outside of the library. Disruptive patrons may be asked to leave the library.
- Animals are not allowed unless they are service animals.
- Library patrons are responsible for their personal belongings. Items left unattended by a patron cannot be watched by library staff.
- Children are welcome in the library, but must be accompanied by an adult. Children are accountable to the same noise restrictions as other patrons. Adults with disruptive children may be asked to leave the library.

INSTRUCTIONAL OPPORTUNITIES PROVIDED BY THE LIBRARY

Two types of instruction are available to faculty and students as part of the services provided by the library. These services are as follows:

Course-Integrated Instruction. Instructors may request librarians to provide course-integrated library instruction either in the library, in the classroom (in person or virtually), or at other Fletcher locations. Instruction sessions are tailored to the specific needs of the students for a particular topic. Students are directed to information resources that the library owns and are taught how to use them effectively for course assignments and research papers.

Research Consultations. Librarians are available both face to face and virtually to assist students and faculty with information resources available through the library in one-on-one research consultations. Fletcher library users are encouraged to contact the librarians for their research needs.

DISTANCE EDUCATION

The Global Online (GO) Division provides Fletcher students opportunities to enroll in courses from a variety of disciplines in fully online and hybrid formats (having online and face-to-face/onsite components), and the ability to complete certain academic degrees, diplomas, and certificates virtually (fully online).

Programs that may be completed fully online include:

- Business Administration – General Business Concentration
- Business Administration – Entrepreneurship Concentration
- Business Administration – Paralegal Concentration
- Care & Development of Young Children
- Criminal Justice
- General Studies
- Louisiana Transfer Degree
- Medical Coding/Insurance Billing Specialist

eLearning courses contain the same course objectives, content, rigor, and transferability as courses taught onsite. All eLearning courses have the same testing, prerequisite, and co-requisite requirements as their traditional classroom counterparts. Courses are completed using the Learning Management System (LMS), Canvas or via links on the Fletcher website. Hybrid courses may require the student to visit a Fletcher campus or site to complete certain assessments. For more information on specific course requirements, visit the program academic division pages on the Fletcher website, or contact the GO Division for fully online programs at (985) 448-7947 or GO@fletcher.edu.

Fletcher is an institution member of NC-SARA. The National Council for State Authorization Reciprocity Agreements (NC-SARA) permits us to offer classes in other states. They set regulations and requirements that we follow regarding quality assurance and consumer protections for students earning credit through distance learning. SARA is overseen by a national council and administered by the four regional higher education compacts, MHEC, NEBHE, SREB and WICHE. Fletcher is in the SREB region. Students with complaints that have not been resolved should be directed to follow the process outlined in FTCC Policy # 2.004.

Students are expected to participate in all required instructional activities in their online courses. Student attendance in online courses is defined as active participation in the course as described in the course syllabus. Online courses will, at a minimum, student participation, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
- Or other course participation

Students are required to log in to each online course by the tenth day of classes during a full semester and by the fifth day of a mini session or summer session in which the course officially begins to complete the initial introductory postings required in the course. The student is solely responsible for checking updates related to the course. Note: nonattendance may affect financial aid. For more details, please refer to FTCC's No Show Policy #1.502. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

Instructors are required to monitor student attendance and report students who are not attending class during designated reporting periods. Instructors are also required, in the majority of courses within the College, to state in writing and explain to their students their expectations in regard to both class performance and makeup work due to all absences prior to the close of the first week of classes during a regular semester and the third day of classes during a summer session. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.

ADDITIONAL SERVICES FOR STUDENTS

Mental Health, Career and Academic Counseling Services by a Licensed Professional Counselor are available through the Student Success Center. Students can make appointments through the Student Success Center or via email to counseling@fletcher.edu. Fletcher is a member of College Central Network. Students and employers may subscribe to this service free of charge www.fletcher.edu/careerservices.

PROGRAMS OF STUDY

The following section is a description of all programs of study offered at Fletcher Technical Community College. The curricula are as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some programs may have been added or deleted and/or changes in curricula may have been made. Each credential type and possible exit level designations are defined below. Exit levels are indicated in bold on the curriculum page for each program of study.

CTC = Career and Technical Certificate: An applied skills program (6-18 credit 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).

CTS = Certificate of Technical Studies: An applied, technical program (16-33 credit hours) to provide a student with a broad technical competency in a specific area or field. The CTS is NOT designed for transfer into an academic degree program.

CGS = Certificate of General Studies: An academically-oriented offering 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 SCH) and two elective courses. CGS programs are strictly limited to two-year institutions.

TD = Technical Diploma: An applied, technical program (45-60 credit hours) usually formed by combining multiple CTSs and/or CTCs. TD programs are NOT designed for transfer.

AA = Associate of Arts Degree: An academic degree program (60-72 credit hours) with a significant general education core (27 credit hours) designed primarily to serve as preparatory for transfer to a related baccalaureate program.

AS = Associate of Science Degree: An academic degree program (60-72 credit hours) with a significant general education core (27 credit hours) designed primarily to serve as preparatory for transfer to a related baccalaureate program.

AAS = Associate of Applied Science Degree: An applied degree program (60-72 credit hours) primarily designed to prepare students for immediate employment or career entry.

AGS = Associate of General Studies Degree: An academic program (60 credit hours), with a limited core component, primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD with 15 credit hours of required general education or can be a distinct curriculum. All general education coursework must meet SACSCOC requirements. If technical coursework required of the degree is intended for transfer to a university, this coursework must meet appropriate SACSCOC requirements.

AALT = Associate of Arts Louisiana Transfer Degree: An academic program (60 credit hours) that follows a prescribed curriculum (providing both structure and flexibility) and assures transfer of the 60 SCH in the degree plus credit for completion to the Board of Regents' required general education block at any public university.

ASLT = An academic program (60 credit hours) that follows a prescribed curriculum (providing both structure and flexibility) and assures transfer of the 60 SCH in the degree plus credit for completion to the Board of Regents' required general education block at any public university.

Certificates, technical diplomas, and degrees earned are recorded on the transcript upon verification of award requirements. Printed awards are issued only when an applicant applies for graduation. Associate degrees have general education requirements (GERs). Refer to Appendix E for approved general education courses.
Listing of a program does not necessarily mean that enrollment is accepted every semester. Program availability varies and start dates are often determined by the program coordinator. If no information is given in the program description, students should contact the department or Enrollment Services to determine when the program is to be offered.

ACCOUNTING TECHNOLOGY

CERTIFICATE/DEGREE OPTION(S):
AAS-Accounting Technology
CTS-Account Clerk
CTS-Payroll Clerk

DIVISION: LABC

DEPARTMENT: Business

PROGRAM DESCRIPTION: This program of study provides specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians. The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, recordkeeping systems, and accounting software operation.

PROGRAM ACCREDITATION: Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Tracy Carmichael, CPA

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin.

SPECIAL COMMENTS: All business courses in this program of study, must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. ACCT 2100 and Computer application courses (CPTR 1000, CINS 1350, CINS 1250, CINS 1750, CINS 1650) have a five-year time limit.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

COURSE GRADE REQUIREMENTS:

STUDENT LEARNING OUTCOMES: Students who successfully complete an Accounting Technology program will be able to:

1. Apply accounting terminology and procedures in analyzing, recording, and reporting financial information.
2. Prepare, analyze, and report financial information using computer technology.
3. Process payroll transactions and complete payroll reporting processes.
4. Demonstrate the ability to effectively process data and communicate information in a professional manner using current technology.

CIP CODE: 520302

ACCOUNTING TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS-Account Clerk **HOURS REQUIRED:** 24

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
ENGL 1000/1010	English Composition	3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100	Financial Accounting	3	1,2,3,4,5
CPTR 1100	Intro to Computer Applications	3	1,2,4,5
KYBD 1100	Keyboarding I	3	1,3
ACCT 2300	Intermediate Accounting	3	3
CINS 1350	Spreadsheet Applications	3	1,2,4,5
CINS 1250	Word Processing	3	1,2,4,5
BUSN 2130	Personal Finance	3	

ACCOUNTING TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS-Payroll Clerk **HOURS REQUIRED:** 36

Must meet requirements above plus:

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
ENGL 1000/1010	English Composition	3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
ACCT 2100	Financial Accounting	3	1,2,3,4,5
CPTR 1100	Intro to Computer Applications	3	1,2,4,5
KYBD 1100	Keyboarding I	3	1,3
ACCT 2300	Intermediate Accounting	3	3
CINS 1350	Spreadsheet Applications	3	1,2,4,5
CINS 1250	Word Processing	3	1,2,4,5
BUSN 2130	Personal Finance	3	
BUSN 1050	BUSINESS COMMUNICATIONS	3	1,2,4,5
CINS 1750	DATABASE APPLICATIONS	3	1,2
ACCT 2250	PAYROLL ACCOUNTING	3	1
ACCT 2500	COMPUTERIZED ACCOUNTING	3	2

*See course description for pre-requisite(s) requirement

ACCOUNTING TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: AAS-ACCOUNTING TECHNOLOGY **HOURS REQUIRED:** 60

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
ENGL 1000/1010	English Composition	3	
MATH*	COLLEGE ALGEBRA OR CONTEMPORARY MATH	3	
HUMANITIES		3	
NATURAL SCIENCE		3	
SOCIAL SCIENCE		3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
ACCT 2100	**Financial Accounting**	**3**	**1,2,3,4,5**
CPTR 1100	Intro to Computer Applications	3	1,2,4,5
KYBD 1100	Keyboarding I	3	1,3
ACCT 2300	Intermediate Accounting	3	3
CINS 1350	Spreadsheet Applications	3	1,2,4,5
CINS 1250	Word Processing	3	1,2,4,5
BUSN 2130	Personal Finance	3	
BUSN 1050	**BUSINESS COMMUNICATIONS**	**3**	**1,2,4,5**
CINS 1750	DATABASE APPLICATIONS	3	1,2
ACCT 2250	PAYROLL ACCOUNTING	3	1
ACCT 2500	COMPUTERIZED ACCOUNTING	3	2
ACCT 2110	MANAGERIAL ACCOUNTING	3	1,2,3,4,5
ACCT 2350	FINANCIAL ACCOUNTING PROJECTS	3	4
BUSN 2451 OR BUSN 2980	INTEGRATED CAREER SKILLS OR INTERNSHIP	3	
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
BUSN 1100	INTRO TO BUSINESS	3	

*See course description for pre-requisite(s) requirement

PROGRAM: ACCOUNTING TECHNOLOGY

SAMPLE SCHEDULES FOR COMPLETION

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITES IN MATH AND ENGLISH	FAST TRACK	FULL TIME with NO summer classes
YEAR 1			
Session 1 (in Fall)	Math (6 hours) BUSN 1100	ACCT 2100 KYBD 1100 CPTR 1100	KYBD 1100 CPTR 1100
Session 2 (in Fall)	English (6 hours) SOCIAL SCIENCE	ACCT 2110 ENGL MATH	BUSN 1100 ACCT 2100
Session 3 (in Spring)	KYBD 1100 CPTR 1100	ACCT 2300 BUSN 2130 HUMA or HIST, or MUSC	MATH ACCT 2300
Session 4 (in Spring)	CINS 1250 ACCT 2100	CINS 1250 CINS 1350 ACCT 2350	CINS 1350 CINS 1250
Session 5 (in Summer)		PHYS or PHSC BUSN 1050 POLI, PSYC, or SOCI	
YEAR 2			
Session 1 (in Fall)	ACCT 2250 CINS 1350	CINS 1750 ACCT 2250	ACCT 2250 CINS 1750
Session 2 (in Fall)	ACCT 2500 ACCT 2110	ACCY 2500 BUSN 2451	ACCT 2500 ACCT 2110
Session 3 (in Spring)	ACCT 2300 NATURAL SCIENCE		NATURAL SCIENCE ENGL
Session 4 (in Spring)	ACCT 2350 HUMANITIES		BUSN 2130 ACCT 2350
Session 5 (in Summer)	Summer session		
YEAR 3			
Session 1 (in Fall)	BUSN 2130 CINS 1750		BUSN 1050 Social Science
Session 2 (in Fall)	BUSN 1050 BUSN 2451 OR 2980		Humanities BUSN 2451 or 2980

AGRICULTURE TECHNOLOGY

DEGREE OPTION(S):
Technical Diploma (T.D.)
Career and Technical Certificate (C.T.C)
Certificate of Technical Studies (C.T.S.)

DIVISION: STEM

DEPARTMENT: Agriculture Technology

PROGRAM DESCRIPTION: This program is designed to provide a selection of courses to meet the industry needs to teach and train workers who wish to embark on a career in agriculture technology. The student will obtain the basic skills necessary for entry-level positions in the agriculture technology fields with specific emphasis given to the unique skills needed in systems diagnostics and repair.

PROGRAM ACCREDITATION:

PROGRAM COORDINATOR: Christian Cole Sawyer

PROGRAM INSTRUCTOR(S): Mark Arceneaux, Christian Cole Sawyer

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Agriculture Technology program will be able to:

1. Comprehend terms and mathematical/problem solving skills in agriculture technology service and repair industry.
2. Apply operational and diagnostic theories to real world and hypothetical situations.
3. Communicate effectively using oral and written communication within the business environment using technology.
4. Demonstrate diagnostic procedures outlined in technical manuals and service bulletins.
5. Demonstrate basic knowledge needed to provide technical repair services.

CIP CODE: 220302

PROGRAM: PRECISION AGRICULTURE APPRENTICE *COURSE REQUIREMENTS*

DEGREE: Career and Technical Certificate (C.T.C) **HOURS REQUIRED: 15**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AGRI 1001	Introduction to Diesel Power Systems	3	Session 1
AGRI 1002	Introduction to Diesel Electric Systems	3	Session 1
AGRI 1003	Agriculture Power Units	3	Session 2
AGRI 1004	Dealership Operations and Procedures	3	Session 2
AGRI 1005	Innovation in Agricultural	**3**	Session 2

*See course description for pre-requisite(s) requirement

PROGRAM: PRECISION AGRICULTURE TECHNICIAN *COURSE REQUIREMENTS*

DEGREE: Certificate of Technical Studies (C.T.S) **HOURS REQUIRED: 30**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AGRI 1001	Introduction to Diesel Power Systems	3	Session 1
AGRI 1002	Introduction to Diesel Electric Systems	3	Session 1
AGRI 1003	Agriculture Power Units	3	Session 2
AGRI 1004	Dealership Operations and Procedures	3	Session 2
AGRI 1005	Innovation in Agricultural	3	Session 2
AGRI 1021	Agriculture Diesel Power Systems Diagnostics	3	Session 3
AGRI 1023	Agriculture Hydraulic Systems Diagnostics	3	Session 4
AGRI 1022	Agriculture Electrical Systems Diagnostics	3	Session 3
AGRI 1006	Agriculture Small Engine Service and Repair	3	Session 4
AGRI 1010	Technical Mathematics	3	Session 4

*See course description for pre-requisite(s) requirement

PROGRAM: PRECISION AGRICULTURE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: Technical Diploma **HOURS REQUIRED: 45**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AGRI 1001	Introduction to Diesel Power Systems	3	Session 1
AGRI 1002	Introduction to Diesel Electric Systems	3	Session 1
AGRI 1003	Agriculture Power Units	3	Session 2
AGRI 1004	Dealership Operations and Procedures	3	Session 2
AGRI 1005	Innovation in Agricultural	3	Session 2
AGRI 1021	Agriculture Diesel Power Systems Diagnostics	3	Session 3
AGRI 1023	Agriculture Hydraulic Systems Diagnostics	3	Session 4
AGRI 1022	Agriculture Electrical Systems Diagnostics	3	Session 3
AGRI 1006	Agriculture Small Engine Service and Repair	3	Session 4
AGRI 1010	Technical Mathematics	3	Session 4
AGRI 1007	Air Conditioning Principle & Lab	3	Session 1
AGRI 2005	Advanced GIS & Mapping Systems	3	Session 1
AGRI 2006	Technical Writing Skills	3	Session 2
AGRI 2007	Advanced Field Study Internship	6	Session 2

*See course description for pre-requisite(s) requirement

PROGRAM: AGRICULTURE TECHNOLOGY

SUGGESTED SCHEDULE FOR COMPLETION

SESSION	FULL TIME with NO summer classes
YEAR 1	
Session 1 (in Fall)	AGRI 1001 AGRI 1002
Session 2 (in Fall)	AGRI 1003 AGRI 1004 AGRI 1005
Session 3 (in Spring)	AGRI 1021 AGRI 1022
Session 4 (in Spring)	AGRI 1023 AGRI 1006 AGRI 1010
Session 5 (in Summer)	
YEAR 2	
Session 1 (in Fall)	AGRI 1007 AGRI 2005
Session 2 (in Fall)	AGRI 2006 AGRI 2007

AIR CONDITIONING AND REFRIGERATION

DEGREE OPTION(S):
CTC-Helper I (12hrs)
CTC- Helper II (25hrs)
CTS- Domestic A/C & Refrigeration (28hrs)
TD-A/C & Refrigeration Technology (45hrs)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study provides specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of heating, air conditioning, and refrigeration. The program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems.

PROGRAM ACCREDITATION: HVAC Excellence

PROGRAM COORDINATOR: Gary "Mike" Robison

PROGRAM INSTRUCTOR(S): Gary "Mike" Robison

SPECIAL COMMENTS: All Air Conditioning and Refrigeration courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a diploma or a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete an Air Conditioning and Refrigeration program will be able to:

1. Demonstrate an understanding of mathematical principles needed to install and troubleshoot HVAC equipment.
2. Demonstrate knowledge of the proper refrigerant handling techniques.
3. Explain the principles of the refrigeration process.
4. Diagram, install, and troubleshoot electrical devices and circuits as applied in the HVAC industry.
5. Install and troubleshoot domestic air conditioning and refrigeration systems.
6. Demonstrate knowledge of how to design, troubleshoot, and install residential air conditioning, gas heat, electric heat, heat pumps systems according to industry standards and practices.
7. Demonstrate an understanding of industry safety procedures.

CIP CODE: 470201

AIR CONDITIONING AND REFRIGERATION *COURSE REQUIREMENTS*

DEGREE: CTC-Helper I **HOURS REQUIRED 12**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
HACR 1150	HVAC Introduction	3	Fall
HACR 1160	Principles of Refrigeration I	3	Fall
HACR 1170	Principles of Refrigeration II	3	Fall
HACR 1180	Principles of Refrigeration III	3	Fall

*See course description for pre-requisite(s) requirement

AIR CONDITIONING AND REFRIGERATION *COURSE REQUIREMENTS*

DEGREE: CTC- Helper II **HOURS REQUIRED:** 25

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
HACR 1150	HVAC Introduction	3	Fall
HACR 1160	Principles of Refrigeration I	3	Fall
HACR 1170	Principles of Refrigeration II	3	Fall
HACR 1180	Principles of Refrigeration III	3	Fall
HACR 1410	Domestic Refrigeration	2	Fall
HACR 1420	Room Air Conditioners	2	Fall
HACR 1210	Electrical Fundamentals	3	Spring
HACR 1220	Electrical Components	3	Spring
HACR 1230	Electrical Motors	3	Spring

*See course description for pre-requisite(s) requirement

AIR CONDITIONING AND REFRIGERATION *COURSE REQUIREMENTS*

DEGREE: CTS-Domestic A/C & Refrigeration **HOURS REQUIRED:** 28

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
HACR 1150	HVAC Introduction	3	Fall
HACR 1160	Principles of Refrigeration I	3	Fall
HACR 1170	Principles of Refrigeration II	3	Fall
HACR 1180	Principles of Refrigeration III	3	Fall
HACR 1410	Domestic Refrigeration	2	Fall
HACR 1420	Room Air Conditioners	2	Fall
HACR 1210	Electrical Fundamentals	3	Spring
HACR 1220	Electrical Components	3	Spring
HACR 1230	Electrical Motors	3	Spring
HACR 1240	Applied Electricity & Troubleshooting	3	Spring

AIR CONDITIONING AND REFRIGERATION *COURSE REQUIREMENTS*

DEGREE: TD- A/C & Refrigeration Technology **HOURS REQUIRED:** 45

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
HACR 1150	HVAC Introduction	3	Fall
HACR 1160	Principles of Refrigeration I	3	Fall
HACR 1170	Principles of Refrigeration II	3	Fall
HACR 1180	Principles of Refrigeration III	3	Fall
HACR 1410	Domestic Refrigeration	2	Fall
HACR 1420	Room Air Conditioners	2	Fall
HACR 1210	Electrical Fundamentals	3	Spring
HACR 1220	Electrical Components	3	Spring
HACR 1230	Electrical Motors	3	Spring
HACR 1240	Applied Electricity & Troubleshooting	3	Spring
HACR 2510	Residential Central Air Conditioning I	3	Spring
HACR 2520	Residential Central Air Conditioning II	2	Spring
HACR 2530	Residential System Design	2	Fall
HACR 2540	Residential Heating I	3	Fall
HACR 2550	Residential Heating II	3	Fall
HACR 2560	Residential Heat Pumps	2	Fall
ELECTIVE/OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CLCR	Career Preparation	2	Fall, Spring, Summer

*See course description for pre-requisite(s) requirement

AIR CONDITIONING AND REFRIGERATION

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME with NO summer classes
YEAR 1	
Session 1 (in Fall)	HACR 1150 HACR 1160 HACR 1170
Session 2 (in Fall)	HACR 1180 **CTC COMPLETED** HACR 1410 HACR 1420
Session 3 (in Spring)	HACR 1410 HACR 1220 HACR 1230 **CTS COMPLETED**
Session 4 (in Spring)	HACR 1240 HACR 2510 HACR 2520
Session 5 (in Summer)	
YEAR 2	
Session 1 (in Fall)	HACR 2530 HACR 2540 HACR 2550
Session 2 (in Fall)	HACR 2560 CLCR 2000 **TD COMPLETED**

AUTOMOTIVE TECHNOLOGY

DEGREE OPTION(S):
CTC-Engine Repair Technician (6)
CTC- Transmission Technician (8)
CTC-Steering and Brakes (9)
CTC- Electrical Technician (8)
CTC- Heating and Air Conditioning (6)
CTC- Engine Performance Technician (10)
CTS- Power Train Technician (19)
CTS-Electrical Technician (18)
CTS- Engine Performance Technician (20)
TD-A/C & Refrigeration Technology (47hrs)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study provides specialized classroom instruction and practical shop experience to prepare students to engage in the servicing and maintenance of all types of automobiles. The program prepares individuals to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction is provided in the diagnosis of malfunctions and the repair of the following: engines; fuel, electrical, cooling and brake systems; drive train; and suspension systems. This program is aligned with the knowledge required to pass the certification tests given by the National Institute for Automotive Service Excellence. Courses of instruction specify occupational competencies individuals must attain according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF). The instructor of this program is NATEF master certified.

PROGRAM ACCREDITATION: National Automotive Technicians Education Foundation (NATEF)

PROGRAM COORDINATOR: Jason Altham

PROGRAM INSTRUCTOR(S): Jason Altham

SPECIAL COMMENTS: All Automotive Technology courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete an Automotive Technology program will be able to:

1. Demonstrate the use of tools and equipment used in the automotive service industry.
2. Describe the theory of operation of automotive systems.
3. Diagnose and document component failures.
4. Inspect, adjust, repair or replace automotive components.
5. Work safely and in compliance with regulation and industry standards.
6. Locate manufacturer specific information.

CIP CODE: 470604

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Engine Repair Technician **HOURS REQUIRED 6**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1010	Intro to Automotive Technology	2	Fall
AUTO 1011	Engine Repair	4	Fall

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Transmission Technician **HOURS REQUIRED 8**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1020	Automatic Transmission & Transaxle	4	Summer
AUTO 1030	Manual Drive Trains	4	Spring

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Steering and Brakes **HOURS REQUIRED 9**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1040	Steering and Suspension	5	Fall
AUTO 1050	Brakes	4	Fall

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Electrical Technician **HOURS REQUIRED 8**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1060	Electrical/Electronic I	4	Fall
AUTO 1061	Electrical/Electronic II	4	Spring

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Heating & Air Conditioning **HOURS REQUIRED 6**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1010	Introduction to Automotive Technology	2	Fall
AUTO 1070	Heating & Air Conditioning	4	Spring

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Engine Performance Technician **HOURS REQUIRED 10**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1080	Engine Performance I	5	Fall
AUTO 1081	Engine Performance II	5	Spring

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS-Power Train Technician **HOURS REQUIRED 19**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1010	Introduction to Automotive Technology	2	Fall
AUTO 1011	Engine Repair	4	Fall
AUTO 1020	Automatic Transmission & Transaxle	4	Summer
AUTO 1030	Manual Drive Trains	4	Spring
AUTO 1040	Steering and Suspension	5	Fall

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS-Electrical Technician **HOURS REQUIRED 18**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1010	Introduction to Automotive Technology	2	Fall
AUTO 1050	Brakes	4	Fall
AUTO 1060	Electrical/Electronic I	4	Fall
AUTO 1061	Electrical/Electronic II	4	Spring
AUTO 1070	Heating & Air Conditioning	4	Spring

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS- Engine Performance Technician **HOURS REQUIRED:** 20

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1010	Introduction to Automotive Technology	2	Fall
AUTO 1060	Electrical/Electronic I	4	Fall
AUTO 1061	Electrical/Electronic II	4	Spring
AUTO 1080	Engine Performance I	5	Fall
AUTO 1081	Engine Performance II	5	Spring

*See course description for pre-requisite(s) requirement

AUTOMOTIVE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: TD- Automotive Technology **HOURS REQUIRED:** 47

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
AUTO 1010	Introduction to Automotive Technology	2	Fall
AUTO 1011	Engine Repair	4	Fall
AUTO 1040	Steering and Suspension	5	Fall
AUTO 1060	Electrical/Electronic I	4	Fall
AUTO 1080	Engine Performance I	5	Fall
AUTO 1050	Brakes	4	Spring
AUTO 1030	Manual Drive Trains	4	Spring
AUTO 1070	Heating & Air Conditioning	4	Spring
AUTO 1061	Electrical/Electronic II	4	Spring
AUTO 1081	Engine Performance II	5	Spring
AUTO 1020	Automatic Transmission & Transaxle	4	Summer
ELECTIVE/OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CLCR	Career Preparation	2	Fall, Spring, Summer

*See course description for pre-requisite(s) requirements

AUTOMOTIVE TECHNOLOGY

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME with summer classes
YEAR 1	
Session 1 (in Fall)	AUTO 1010 AUTO 1011 AUTO 1040
Session 2 (in Fall)	AUTO 1060 AUTO 1080
Session 3 (in Spring)	AUTO 1050 AUTO 1030 AUTO 1070
Session 4 (in Spring)	AUTO 1061 AUTO 1081
Session 5 (in Summer)	AUTO 1020 CLCR 2000 ***TD COMPLETED***

BUSINESS ADMINISTRATION – GENERAL BUSINESS CONCENTRATION

CERTIFICATE/DEGREE OPTIONS:
CTS-General Business
AAS -Business Administration

DIVISION: LABC

DEPARTMENT: BUSINESS

PROGRAM DESCRIPTION: This program is designed to provide a selection of courses for orientation to business and industry. The student will obtain the basic skills necessary for entry-level positions in the management, marketing, or accounting fields.

PROGRAM ACCREDITATION: Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Susan Guerrero

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin

SPECIAL COMMENTS: All business courses in this program of study must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit.

COURSE GRADE REQUIREMENTS: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Business Administration program with a General Business Concentration will be able to:

1. Comprehend terms and arithmetic/problem solving skills in personal, financial, and managerial accounting
2. Apply economic theories to real world and hypothetical situations.
3. Communicate effectively using oral and written communication within the business environment using technology.
4. Comprehend business management, marketing, and legal principles.

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
Fletcher has Transfer Agreements in Business Administration with the following schools:

- Louisiana State University-Alexandria
- University of Holy Cross
- Herzing University
- Purdue Global University

CIP Code: 520101

BUSINESS ADMINISTRATION-GENERAL BUSINESS CONCENTRATION

COURSE REQUIREMENTS

DEGREE: CTS-General Business **HOURS REQUIRED: 33**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communication	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2120*	Human Resource Management	3	Sessions 1, 2, 3, 4
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
CPTR 1100*	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ECON 2020*	Microeconomics (GER)	3	Sessions 1, 2, 3, 4, 5
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Humanities Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

BUSINESS ADMINISTRATION-GENERAL BUSINESS CONCENTRATION

COURSE REQUIREMENTS

DEGREE: AAS-Business Administration **HOURS REQUIRED: 60**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
ACCT 2110*	Managerial Accounting	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communication	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2120*	Human Resource Management	3	Sessions 1, 2, 3, 4
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
BUSN 2140*	Intro to Entrepreneurship	3	Sessions 1, 2, 3, 4
BUSN 2200*	Legal Environment of Business	3	Sessions 1, 3
BUSN 2230*	Principles of Marketing	3	Sessions 1, 3
BUSN 2451* or BUSN 2980*	Integrated Career Skills or Approved Internship	3	Sessions 1, 2, 3, 4, 5 Sessions 2, 4
CPTR 1100*	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
SPCH 1200	Intro to Public Speaking	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Natural Science (GER)	Choose from BIOL, CHEM, GEOL, PHSC	3	Sessions 1, 2, 3, 4, 5
ECON 2020*	Microeconomics (GER)	3	Sessions 1, 2, 3, 4, 5
ECON 2010*	Macroeconomics (GER)	3	
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Business Elective	Choose from ACCT, BUSN, CINS, Math 2010, MCSI 1300, OSYS 2530, PALG 1010	3	Sessions 1, 2, 3, 4, 5
Humanities Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

BUSINESS ADMINISTRATION-GENERAL BUSINESS CONCENTRATION

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITIES IN MATH AND ENGLISH		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	Math (6 hours) BUSN 1100		Math English BUSN 1100		Math BUSN 1100
Session 2 (in Fall)	English (6 hours) CPTR 1100		BUSN 2100 ACCT 2100 CPTR 1100		English CPTR 1100
Session 3 (in Spring)	ACCT 2100 BUSN 2100		ECON 2020 BUSN 2120 BUSN 1050		ACCT 2100 BUSN 2100
Session 4 (in Spring)	ECON 2020 BUSN 2130		Humanities Elective (ENGL, HIST, PHIL) ECON 2010 BUSN 2130 **CTS-General Business Completed**		ECON 2020 BUSN 2130
Session 5 (in Summer)			BUSN 2230 BUSN 2200		
YEAR 2					
Session 1 (in Fall)	BUSN 1050 BUSN 2120		SPCH 1200 Business Elective (ACCT, BUSN, CINS, Math 2010, MCSI 1300, OSYS 2530, PALG 1010) ACCT 2110		BUSN 1050 BUSN 2120
Session 2 (in Fall)	Humanities Elective (ENGL, HIST, PHIL) **CTS-General Business Completed** ECON 2010		Natural Science Elective BIOL, CHEM, GEOL, PHSC) BUSN 2140 BUSN 2451 or BUSN 2980 ***AAS- COMPLETED***		Humanities Elective (ENGL, HIST, PHIL) **CTS-General Business Completed** ECON 2010
Session 3 (in Spring)	BUSN 2230 BUSN 2200				BUSN 2230 BUSN 2200
Session 4 (in Spring)	Business Elective SPCH 1200				Business Elective (ACCT, BUSN, CINS, Math 2010, MCSI 1300, OSYS 2530, PALG 1010) SPCH 1200
YEAR 3					
Session 1 (in Fall)	BUSN 2140 ACCT 2110				BUSN 2140 ACCT 2110
Session 2 (in Fall)	Natural Science Elective (BIOL, CHEM, GEOL, PHSC) BUSN 2451 or BUSN 2980 ***AAS- COMPLETED***				Natural Science Elective (BIOL, CHEM, GEOL, PHSC) BUSN 2451 or BUSN 2980 ***AAS- COMPLETED***

BUSINESS ADMINISTRATION – ENTREPRENEURSHIP CONCENTRATION

CERTIFICATE/DEGREE OPTIONS:
CTS-General Business;
AAS -Business Administration

DIVISION: LABC

DEPARTMENT: BUSINESS

PROGRAM DESCRIPTION: This program is designed to provide a selection of courses for orientation to business and industry. The student will obtain the basic skills necessary for entry-level positions in the management, marketing, or accounting fields with specific emphasis given to the unique skills needed of entrepreneurs.

PROGRAM ACCREDITATION: Accreditation for Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Susan Guerrero

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin

SPECIAL COMMENTS: All business courses in this program of study must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Business Administration program with an Entrepreneurship Concentration will be able to:

1. Comprehend terms and arithmetic/problem solving skills in personal and entrepreneurial finance, and financial accounting.
2. Apply economic theories to real world and hypothetical situations.
3. Communicate effectively using oral and written communication within the business environment using technology.
4. Comprehend business management, marketing, and legal principles. 5. Understand and apply the basic concepts of entrepreneurship

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
Fletcher has Transfer Agreements in Business Administration with the following schools:

- Louisiana State University-Alexandria
- University of Holy Cross
- Herzing University
- Purdue Global University

CIP Code: 520101

BUSINESS ADMINISTRATION-ENTREPRENEURSHIP CONCENTRATION

COURSE REQUIREMENTS

DEGREE: CTS-General Business **HOURS REQUIRED: 33**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communication	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2120*	Human Resource Management	3	Sessions 1, 2, 3, 4
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
CPTR 1100*	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ECON 2020*	Microeconomics (GER)	3	Sessions 1, 2, 3, 4, 5
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Humanities Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

BUSINESS ADMINISTRATION-ENTREPRENEURSHIP CONCENTRATION

COURSE REQUIREMENTS

DEGREE: AAS-Business Administration **HOURS REQUIRED: 60**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
ACCT 2500*	Computerized Accounting	3	
BUSN 1050*	Business Communication	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2120*	Human Resource Management	3	Sessions 1, 2, 3, 4
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
BUSN 2140*	Intro to Entrepreneurship	3	Sessions 1, 2, 3, 4
BUSN 2200*	Legal Environment of Business	3	Sessions 1, 3
BUSN 2230*	Principles of Marketing	3	Sessions 1, 3
BUSN 2240*	Entrepreneurial Finance		Sessions 2, 4
BUSN 2451* or BUSN 2980*	Integrated Career Skills or Approved Internship	3	Sessions 1, 2, 3, 4, 5 Sessions 2, 4
CPTR 1100*	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
SPCH 1200	Intro to Public Speaking	3	Sessions 1, 2, 3, 4, 5

BUSINESS ADMINISTRATION-ENTREPRENEURSHIP CONCENTRATION *COURSE REQUIREMENTS (cont.)*

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Natural Science (GER)	Choose from BIOL, CHEM, GEOL, PHSC	3	Sessions 1, 2, 3, 4, 5
ECON 2020*	Microeconomics (GER)	3	Sessions 1, 2, 3, 4, 5
ECON 2010*	Macroeconomics (GER)	3	
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Humanities Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

BUSINESS ADMINISTRATION-ENTREPRENEURSHIP CONCENTRATION

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITIES IN MATH AND ENGLISH		FAST TRACK		FULL TIME *with NO summer classes*
YEAR 1					
Session 1 (in Fall)	Math (6 hours) BUSN 1100		Math English BUSN 1100		Math BUSN 1100
Session 2 (in Fall)	English (6 hours) CPTR 1100		CPTR 1100 ACCT 2100 BUSN 2100		English CPTR 1100
Session 3 (in Spring)	ACCT 2100 BUSN 2100		ECON 2020 BUSN 1050 BUSN 2130		ACCT 2100 BUSN 2100
Session 4 (in Spring)	ECON 2020 BUSN 2130		BUSN 2120 Humanities Elective (ENGL, HIST, PHIL) **CTS-General Business Completed** ECON 2010		ECON 2020 BUSN 2130
Session 5 (in Summer)			SPCH 1200 BUSN 2230		
YEAR 2					
Session 1 (in Fall)	BUSN 1050 BUSN 2120		BUSN 2200 ACCT 2500 BUSN 2140		BUSN 1050 BUSN 2120
Session 2 (in Fall)	Humanities Elective (ENGL, HIST, PHIL) **CTS-General Business Completed** ACCT 2500		BUSN 2240 BUSN 2451 or BUSN 2980 Natural Science Elective (BIOL, CHEM, GEOL, PHSC)		Humanities Elective (ENGL, HIST, PHIL) **CTS-General Business Completed** ACCT 2500
Session 3 (in Spring)	BUSN 2200 BUSN 2230				BUSN 2200 BUSN 2230
Session 4 (in Spring)	BUSN 2140 BUSN 2240				BUSN 2140 BUSN 2240
Session 5 (in Summer)					
YEAR 3					
Session 1 (in Fall)	SPCH 1200 ECON 2010				SPCH 1200 ECON 2010
Session 2 (in Fall)	BUSN 2451 or BUSN 2980 Natural Science Elective (BIOL, CHEM, GEOL, PHSC)				BUSN 2451 or BUSN 2980 Natural Science Elective (BIOL, CHEM, GEOL, PHSC)

BUSINESS ADMINISTRATION-PARALEGAL CONCENTRATION

CERTIFICATE/DEGREE OPTIONS:
CTS-General Business
AAS -Business Administration

DIVISION: LABC

DEPARTMENT: BUSINESS

PROGRAM DESCRIPTION: This program is designed to provide a selection of courses for orientation to business and legal industries. The student will obtain the basic skills necessary for entry-level positions in the office management and legal fields with specific emphasis given to the unique skills needed in paralegal studies.

PROGRAM ACCREDITATION: Accreditation for Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Susan Guerrero

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin

SPECIAL COMMENTS: All business courses in this program of study must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit.

COURSE GRADE REQUIREMENTS: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Business Administration program with a Paralegal Concentration will be able to 1. Comprehend terms and arithmetic/problem solving skills in personal finance and financial accounting. 2. Apply economic theories to real world and hypothetical situations. 3. Communicate effectively using oral and written communication within the business environment using technology. 4. Comprehend business management and legal principles. 5. Demonstrate basic knowledge needed to provide paralegal services.

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
Fletcher has Transfer Agreements in Business Administration with the following schools:

- Louisiana State University-Alexandria
- University of Holy Cross
- Herzing University
- Purdue Global University

CIP Code: 520101

BUSINESS ADMINISTRATION-PARALEGAL CONCENTRATION

COURSE REQUIREMENTS

DEGREE: CTS-General Business **HOURS REQUIRED: 33**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communication	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2120*	Human Resource Management	3	Sessions 1, 2, 3, 4
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
PALG 1010*	Intro to Paralegal Studies	3	Sessions 1, 3, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ECON 2020* or ECON 2010*	Microeconomics (GER) Macroeconomics (GER)	3	Sessions 1, 2, 3, 4, 5
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Humanities Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

BUSINESS ADMINISTRATION-PARALEGAL CONCENTRATION

COURSE REQUIREMENTS

DEGREE: AAS-Business Administration **HOURS REQUIRED: 60**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communication	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2120*	Human Resource Management	3	Sessions 1, 2, 3, 4
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
BUSN 2200*	Legal Environment of Business	3	Sessions 1, 3
BUSN 2451* or BUSN 2980*	Integrated Career Skills or Approved Internship	3	Sessions 1, 2, 3, 4, 5 Sessions 2, 4
CRJU 2030	Criminal Law		Sessions 1 or 2, 3 or 4
PALG 1010*	Intro to Paralegal Studies	3	Sessions 1, 3, 5
PALG 2010	Computers in the Law Office	3	Sessions 2, 4
PALG 2150*	Legal Research	3	Sessions 2, 4
PALG 2250*	Civil Litigation	3	Sessions 1, 3
PALG 2300*	Legal Analysis & Writing	3	Sessions 1, 3
SPCH 1200	Intro to Public Speaking	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Natural Science (GER)	Choose from BIOL, CHEM, GEOL, PHSC	3	Sessions 1, 2, 3, 4, 5
ECON 2020* or ECON 2010*	Microeconomics (GER) Macroeconomics (GER)	3	Sessions 1, 2, 3, 4, 5
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary Mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
Humanities Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

BUSINESS ADMINISTRATION-PARALEGAL CONCENTRATION

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITIES IN MATH AND ENGLISH		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	Math (6 hours) PALG 1010		Math English PALG 1010		Math PALG 1010
Session 2 (in Fall)	English BUSN 1100		BUSN 1100 ACCT 2100 BUSN 1050		BUSN 1100 English
Session 3 (in Spring)	ACCT 2100 BUSN 2100		ECON 2020 or ECON 2010 BUSN 2100 BUSN 2120		ACCT 2100 BUSN 2100
Session 4 (in Spring)	ECON 2020 or ECON 2010 BUSN 1050		Humanities Elective (ENGL, HIST, PHIL) BUSN 2130 **CTS-General Business Completed** BUSN 2200		ECON 2020 or ECON 2010 BUSN 1050
Session 5 (in Summer)			SPCH 1200 CRJU 2030		
Session 1 (in Fall)	BUSN 2130 Humanities Elective (ENGL, HIST, PHIL)		Natural Science Elective (BIOL, CHEM, GEOL, PHSC) PALG 2250 PALG 2300		BUSN 2130 Humanities Elective (ENGL, HIST, PHIL)
Session 2 (in Fall)	BUSN 2120 PALG 2010 **CTS-General Business Completed**		PALG 2010 PALG 2150 BUSN 2451 or BUSN 2980 ***AAS- COMPLETED***		PALG 2010 BUSN 2120 **CTS-General Business Completed**
Session 3 (in Spring)	PALG 2300 PALG 2250				PALG 2250 PALG 2300
Session 4 (in Spring)	PALG 2150 CRJU 2030				PALG 2150 BUSN 2200
YEAR 3					
Session 1 (in Fall)	SPCH 1200 BUSN 2200				SPCH 1200 CRJU 2030
Session 2 (in Fall)	BUSN 2451 or BUSN 2980 Natural Science Elective (BIOL, CHEM, GEOL, PHSC) ***AAS- COMPLETED***				BUSN 2451 or BUSN 2980 Natural Science Elective (BIOL, CHEM, GEOL, PHSC) ***AAS- COMPLETED***

CARDIOPULMONARY CARE SCIENCE

DEGREE OPTION(S):
Certificate of General Studies (CGS)
Associate of Science (AS Cardiopulmonary Care Science)

DIVISION: NAH

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: Cardiopulmonary Care Science prepares individuals to treat patients ranging from premature infants to the elderly with acute and chronic cardiopulmonary illnesses. Graduates of the program work with patients on mechanical ventilation to maintain life support such as oxygenation, ventilation, and airway management. They treat patients with pulmonary disease who have under-developed lungs and patients with chronic lung disease. They play a vital role in many areas of health care.

PROGRAM ACCREDITATION: The Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road Bedford, TX 76021-4244 Phone Number: 817-283-2835

PROGRAM COORDINATOR: Errol Champagne, MEd, RRT-NPS, LRT-R

PROGRAM INSTRUCTOR(S): Errol Champagne, MEd, RRT-NPS, LRT-R; Alisha Aucoin, MA, RRT; Brian Parker, MD Melissa Carter, AS, RRT; Naomi Henry, AS, RRT; Cherie Guidry, AS, CRT

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher. Admission to the professional/clinical phase is based on selective admission requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher to receive an associate degree.

COURSE GRADE REQUIREMENTS: All courses in this program of study must be completed with a grade of C or higher

STUDENT LEARNING OUTCOMES: Students who successfully complete the Cardiopulmonary Care Science program will be able to:

1. Review patient records, including test results.
2. Recommend procedures to obtain additional data.
3. Select and use equipment needed to deliver respiratory care and ensure infection control.
4. Maintain records and communicate patient's clinical status to appropriate members of a health care team.
5. Maintain a patient's airway, including care of artificial airways.
6. Remove bronchial secretions.
7. Modify or recommend modifications to therapeutic procedures.
8. Conduct respiratory care techniques in an emergency setting.
9. Assist physicians in performing special procedures.
10. Perform pulmonary rehabilitation and home care.

CIP CODE: 510908

CARDIOPULMONARY CARE SCIENCE *COURSE REQUIREMENTS*

DEGREE: AS **HOURS REQUIRED:** 72

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
BIOL 1140	Human Anatomy & Physiology 1	3	Full semester 1
BIOL 1150	Human Anatomy & Physiology 1 Lab	1	Full semester 1
BIOL 1160	Human Anatomy & Physiology 2	3	Full semester 2
BIOL 1170	Human Anatomy & Physiology 2 Lab	1	Full semester 2
CHEM 1010	Chemistry 1	3	Full semester 1
ENGL 1010	English Composition 1	3	Semester 1
ENGL 1020	English Composition 2	3	Semester 2
MATH 1213/ 1214, OR MATH 1103/1104	College Algebra OR Contemporary Mathematics	3	Semester 1
MATH 2100	Introductory Statistics	3	Semester 2
PHSC 1000	Physical Science 1	3	Full semester 2
PSYC 2010	Introduction to Psychology	3	Semester 1
BIOL 2030	Microbiology for Nursing & Allied Health	3	Full semester 3
HUMANITIES	Approved (HIST 1010 or 2010)	3	Semester 1
FINE ARTS	Approved (MUSC 1010 or ARTS 1200)	3	Semester 2
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CPCS 1010	Orientation to Cardiopulmonary Profession	2	Full semester 2
CPCS 1500	General Patient Care & Therapeutics	1	Full semester 3
CPCS 2000	Clinical Applications & Procedures 1	5	Full semester 4
CPCS 2040	Cardiopulmonary Pathophysiology	3	Full semester 4
CPCS 2140	Life Support & Airway Mechanics	3	Full semester 4
CPCS 2220	Cardiopulmonary Pharmacology	3	Full semester 4
CPCS 2250	Cardiopulmonary Diagnostics	4	Full semester 5
CPCS 2280	Perinatology & Pediatrics Diagnostics	3	Full semester 5
CPCS 2500	Clinical Applications & Procedures 2	5	Full semester 5
CPCS 2700	Comprehensive Cardiopulmonary Therapeutics	2	Full semester 6
CPCS 2800	Clinical Applications & Procedures 3	3	Full semester 6

*See course description for pre-requisite(s) requirement

CARDIOPULMONARY CARE SCIENCE

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME with summer classes WITH CO-REQUISITIES IN MATH AND ENGLISH
YEAR 1	
Session 1 (in Fall)	Math (6 hours) MATH 1213/ 1214, OR MATH 1103/1104
Session 2 (in Fall)	English (6 hours) ENGL 1010 & ENGL 1020
Session 3 (in Spring)	BIOL 1140&1150 (4 hours)
Session 4 (in Spring)	BIOL 1160&1170 (4 hours)
Session 5 (in Summer)	HIST 1010 OR 2010 (3 hours) MUSC 1010 OR ARTS 1200 (3 hours)
YEAR 2	
Session 1 (in Fall)	PHSC 1000 (3 hours) BIOL 2030 (3 hours)
Session 2 (in Fall)	PSYC 1010 (3 hours) CHEM 1010 (3 hours)
Session 3 (in Spring)	FULL TIME with Summer classes
Session 4 (in Spring)	CPCS 1010 (2 hours)
Session 5 (in Summer)	CPCS 1500 (1 hour)
YEAR 3	
Fall Semester	CPCS 2000, 2040, 2140, 2220 (14 hrs)
Spring Semester	CPCS 2250, 2280, 2500 (12 hrs)
Session 5 (in Summer)	CPCS 2700, 2800 (5 hrs)

CARE AND DEVELOPMENT OF YOUNG CHILDREN

DEGREE OPTION(S):
CTS-Certificate of Technical Studies
TD-Technical Diploma
AAS-Associate Applied Science

DIVISION: LABC

DEPARTMENT: Social Science

PROGRAM DESCRIPTION: The Associate of Applied Science Degree in the Care and Development of Young Children is designed to prepare students for the workforce in occupations related to the direct care, education, curriculum development, and/or administration of programs for young children. The goal is to prepare students that are professional, knowledgeable, and competent and understand appropriate teaching and learning of young children, curriculum development, implementation, and assessment, along with the role the family and community. This degree includes core courses, a sequence of professional courses, and a supervised practicum.

PROGRAM COORDINATOR: Beth Bonvillain

PROGRAM INSTRUCTOR(S): Beth Bonvillain, Loni Simoneaux

SPECIAL COMMENTS: In order to interact with children in area childcare centers, Louisiana law stipulates that students complete an FBI criminal background check and fingerprints. Lab hours in a child-care facility will be required.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an Associate of Applied Science degree in the Care and Development of Young Children.

COURSE GRADE REQUIREMENTS: All CDYC courses must be completed with a C or higher. Students should check with the department head or program coordinator for specific general education course grade requirements.

STUDENT LEARNING OUTCOMES: Students who successfully complete the CDYC program will be able to:

1. Promote child development and learning.
2. Build family and community relationship.
3. Observe, document, and assess to support young children and families.
4. Use developmentally appropriate effective approaches.
5. Apply content knowledge to build meaningful curriculum.
6. Display professionalism in the field of early childhood.

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
Fletcher has Transfer Agreements in Care and Development of Young Children with:

- Nicholls State University

CIP CODE: 190706

CDYC *COURSE REQUIREMENTS*

DEGREE: Associate of Applied Science **HOURS REQUIRED:** 60

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1010/1000*	English Composition I / English Composition I (COREQ)	3/6	1,2,3,4,5
Math Elective 1103/1104 1223 2010 2100	Choose from: Contemporary Math or Contemporary Math (COREQ) Trigonometry Applied Calculus Introductory Statistics	3	1,2,3,4,5
Humanities	Humanities Choose from: ENGL/HIST/PHIL	3	1,2,3,4,5
Natural Science	Natural Science Choose from: BIOL/CHEM/GEOL/PHSC	3	1,2,3,4,5
Psychology	Child Psychology 2060	3	1,2,3,4,5
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CDYC 1110	Working with Young Children	3	1,3
CDYC 1210	Development of Young Children	3	1,3
CDYC 1220	Infant and Toddler Curriculum	3	2,4
CDYC 1320	Preschool Curriculum	3	1,3
CDYC 1120	Health, Safety, and Nutrition	3	1,3
CDYC 1151	Observation and Participation Lab	2	2,4
CDYC 1130	Child Guidance and Behavior	3	1,3,5
CDYC 1241	Infant and Toddler Lab	2	1,2,3,4,5
CDYC 1341	Preschool Lab	2	2,4
CDYC 1410	Children with Special Needs	3	1,3
CDYC 1230	Family Relationships and Issues	3	1,3,5
CDYC 1330	Literature and Language Development	3	2,4,5
CDYC 1332	Preschool Methods	3	1,3
CDYC 1420	Organization and Administration	3	2,4
CDYC 2210	Practicum 1	3	1,3
CDYC 2220	Practicum 2	3	2,4

*See course description for pre-requisite(s) requirement

CDYC

SUGGESTED SCHEDULES FOR COMPLETION WITH COLLEGE PLACEMENT

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITIES IN MATH AND ENGLISH		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	Math 1104 (6 hours)		CDYC 1110 CDYC 1210 ENGL 1010		CDYC 1110 CDYC 1210
Session 2 (in Fall)	English 1000 (6 hours)		CDYC 1220 Math Elective CDYC 1320		ENGL 1010 1220
Session 3 (in Spring)	CDYC 1110 CDYC 1210		CDYC 1120 CDYC 1151		CDYC 1320 CDYC 1120
Session 4 (in Spring)	ENGL 1010 CDYC 1220		CDYC 1341 PSYC 2060 Humanities		CDYC 1151 Math Elective
Session 5 (in Summer)			CDYC 1241 CDYC 1330 CDYC 1230		
YEAR 2					
Session 1 (in Fall)	CDYC 1320 CDYC 1120		CDYC 1410 CDYC 1332 Natural Science		CDYC 1241 PSYC 2060 CDYC 1130
Session 2 (in Fall)	CDYC 1151		Practicum 1 CDYC 1420		CDYC 1341 CDYC 1410
Session 3 (in Spring)	CDYC 1241 PSYC 2060		Practicum 2 CDYC 1130 **AAS Completed**		CDYC 1230 **Exit Point: CTS Completed** CDYC 1330
Session 4 (in Spring)	CDYC 1341 CDYC 1410 Natural Science				1332 Natural Science
YEAR 3					
Session 1 (in Fall)	CDYC 1230 **Exit Point: TD completed** CDYC 1330 CDYC 1332				1420 Practicum 1
Session 2 (in Fall)	Practicum 1 CDYC 1420				Practicum 2 Humanities **AAS Completed**
Session 3 (in Spring)	Practicum 2 Humanities **AAS Completed**				

CRIMINAL JUSTICE

DEGREE OPTION(S):
Associate of Science

DIVISION: LBAC

DEPARTMENT: Social Science

PROGRAM DESCRIPTION: This program of study provides students with the education and skills needed to pursue career opportunities in the criminal justice system in parish, local and municipal police departments, such as the state police, corrections agencies, court systems, and other public and private agencies. The program also provides a course of study and degree for students intending to transfer to four-year colleges and universities as criminal justice majors as well as enhance the workforce capabilities in the field of criminal justice. The program focuses on the interrelationship between crime, the criminal justice system, and society as a whole.

PROGRAM COORDINATOR: Kelly Clement

PROGRAM INSTRUCTOR(S): Kelly Clement

SPECIAL COMMENTS: Individuals who have completed the Peace Officer Standards AND Training (POST) and/or Corrections Academy may qualify for credit by prior learning.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

COURSE GRADE REQUIREMENTS: All criminal justice courses in this program of study must be completed with a grade of C or higher.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Criminal Justice program will be able to:

1. Apply critical thinking abilities to modern criminal justice processes and policies.
2. Articulate the role, function, and mission of police in the criminal justice system.
3. Blend ethical concepts into modern criminal justice practices.
4. Exhibit an understanding of the impact of policing, courts and corrections on the individual, society, and the community.
5. Identify proper patrol, investigative and case preparation techniques.
6. Explain the purpose and function of the criminal court system to include the pre-trial and post-trial process.
7. Discuss the principles of organization, administration, and functions of criminal justice agencies

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
Fletcher has Transfer Agreements in Criminal Justice with the following schools:

- Nicholls State University
- Herzing University
- Purdue Global University
- University of Holy Cross

CIP CODE: 430107

CRIMINAL JUSTICE *COURSE REQUIREMENTS*

DEGREE: Associate **HOURS REQUIRED:** 60

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MATH 1213/1214*	College Algebra	3/6	1,2,3,4,5
MATH 1103/1104* OR 1223* OR 2010* OR 2100*	Contemporary Math OR Contemporary Math (COREQ) Trigonometry Applied Calculus Introductory Statistics	3/6 3 3 3	1,2,3,4,5 1,4,5 2,4,5 1,2,3,4,5
ENGL 1010/1000*	English Composition I OR English Composition I (COREQ)	3/6	1,2,3,4,5
ENGL 1020*	English Composition II	3	1,2,3,4,5
SPCH 1200	Public Speaking	3	1,2,3,4,5
CPTR1100 (transferable) OR CPTR 1000 OR CPLT 1000 or 1010	Introduction to Computer Applications Introduction to Computers Computer Literacy	3	1,2,3,4,5
Fine Arts	Choose from: Arts/Music	3	1,2,3,4,5
Natural Science	Choose from: BIOL/CHEM/GEOL/PHSC	3	1,2,3,4,5
Natural Science	Choose from: BIOL/CHEM/GEOL/PHSC	3	1,2,3,4,5
Humanities	Choose from: ENGL/HIST/PHIL/SPAN	3	1,2,3,4,5
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CRJU 1010	Introduction to Criminal Justice	3	1,2,3,4,5
CRJU 2020	Public and Community Relations	3	1,3
CRJU 2030	Criminal Law	3	2,4
CRJU 2040*	Police Administration	3	1,3
CRJU 2610	Criminal Justice Ethics	3	2,4
CRJU 2630	Introduction to Corrections	3	2.4
POLI 1100 OR POLI 2520	Introduction to American Government Introduction to State and Local Government	3	1,2,3,4
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CRJU 2010	Criminal Investigations	3	1,3
CRJU 2150	Criminal Procedure	3	2,4
CRJU 2200	Adjudication Process	3	1.3
CRJU 2600	Introduction to Forensic Science	3	2.4
CRJU 2640	Juvenile Justice	3	1.3
CRJU 2650	Introduction to Criminology	3	2,4

*See course description for pre-requisite(s) requirement

CRIMINAL JUSTICE

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITIES IN MATH AND ENGLISH		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	ENGL 1000 (6 hours)		CRJU 1010 ENGL 1010 CRJU ELECTIVE		CRJU 1010 ENGL 1010
Session 2 (in Fall)	MATH 1104 (6 hours)		CRJU 2630 CRJU ELECTIVE MATH 1103 ***OR*** MATH 1223 ***OR*** MATH 2010 ***OR*** MATH 2100		CRJU 2630 MATH 1103 ***OR*** MATH 1223 ***OR*** MATH 2010 ***OR*** MATH 2100
Session 3 (in Spring)	CRJU 1010 CRJU 2030		ENGL 1020 CRJU 2020 CRJU 2040		CRJU ELECTIVE MATH 1213/1214
Session 4 (in Spring)	ENGL 1020 CRJU 2630		CRJU 2030 CRJU ELECTIVE MATH 1213/1214		CRJU 2030 ENGL 1020
Session 5 (in Summer)			SPCH 1200 HUMANITIES CPTR 1100 (TRNASFERABLE) ***OR*** CPTR ELECTIVE ***OR*** CPLT ELECTIVE		
YEAR 2					
Session 1 (in Fall)	MATH 1213/1214 CRJU 2040		NATURAL SCIENCE CRJU ELECTIVE FINE ARTS		CRJU 2020 CRJU 2040
Session 2 (in Fall)	CRJU ELECTIVE POLI 1100 OR POLI 2520		CRJU 2610 NATURAL SCIENCE POLI 1100 ***OR*** POLI 2520		CRJU ELECTIVE POLI 1100 ***OR*** POLI2520
Session 3 (in Spring)	CRJU ELECTIVE FINE ARTS				CRJU ELECTIVE FINE ARTS
Session 4 (in Spring)	CRJU 2610 NATURAL SCIENCE				CRJU 2610 NATURAL SCIENCE
YEAR 3					
Session 1 (in Fall)	CRJU ELECTIVE CPTR 1100 (TRNASFERABLE) ***OR*** CPTR ELECTIVE ***OR*** CPLT ELECTIVE				SPCH 1200 CPTR 1100 (TRNASFERABLE) ***OR*** CPTR ELECTIVE ***OR*** CPLT ELECTIVE
Session 2 (in Fall)	SPCH 1200 CRJU 2020				HUMANITIES NATURAL SCIENCE
Session 3 (in Spring)	HUMANITIES NATURAL SCIENCE				

CUSTOMER SERVICE REPRESENTATIVE

DEGREE OPTIONS: CTS-Customer Service Representative

DIVISION: LABC

DEPARTMENT: BUSINESS

PROGRAM DESCRIPTION: The Customer Service Representative program prepares students to provide professional and effective customer service skills essential in making a positive impression on current and future customers. Students will be proficient in communication skills, interpersonal skills, and basic business and computer applications skills.

PROGRAM ACCREDITATION: Accreditation for Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Susan Guerrero

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer courses (CPTR 1000 & 1100) have a five-year time limit.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Customer Service Representative program will be able to:

1. Comprehend how to build customer relationships.
2. Demonstrate how to handle customer inquiries.
3. Demonstrate how to assist with customer needs.
4. Comprehend how to implement service recovery.

CIP Code: 5204011

CUSTOMER SERVICE REPRESENTATIVE *COURSE REQUIREMENTS*

DEGREE: CTS-Customer Service Representative **HOURS REQUIRED: 17**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CPTR 1100 or 1000	Intro to Computer Applications or Intro to Computers	3	Sessions 1, 2, 3, 4, 5
KYBD 1100	Keyboarding I	3	Sessions 1, 3, 5
BUSN 1010*	Service Communications	3	Sessions 1, 3
BUSN 1100*	Intro to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2010*	Human Relations	3	Sessions 2, 4
CLCR 2000	Career Preparation	2	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

CUSTOMER SERVICE REPRESENTATIVE *COURSE REQUIREMENTS*

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSIONS	FULL TIME with Summer classes		FAST TRACK		FULL TIME with no summer classes
YEAR 1					
Session 1 (in Fall)	CPTR 1000 or 1100 KYBD 1100		CPTR 1000 or 1100 KYBD 1100 BUSN 1010		CPTR 1000 or 1100 KYBD 1100
Session 2 (in Fall)	BUSN 2010 BUSN 1100		BUSN 2010 BUSN 1100 CLCR 2000		BUSN 2010 BUSN 1100
Session 3 (in Spring)	BUSN 1010 CLCR 2000				BUSN 1010 CLCR 2000

DRAFTING AND DESIGN TECHNOLOGY

CERTIFICATE/DIPLOMA/DEGREE OPTIONS:
CTS-Engineering Aide
CTS-Entry Level Drafter
TD-Drafting & Design Technician
AAS-Drafting and Design Technology

DIVISION: STEM

DEPARTMENT: DRAFTING AND DESIGN TECHNOLOGY

PROGRAM DESCRIPTION: The program of study provides students with the necessary fundamentals to develop design and production drawings in the various disciplines of the drafting profession. This curriculum provides instruction in all traditional drafting techniques and also includes training in the latest technology of Computer Aided Drafting and Design (CADD). The program provides students with instruction in fundamental drafting skills as well as training in several drafting disciplines using CADD.

PROGRAM ACCREDITATION: Association of Technology, Management, and Applied Engineering (ATMAE)

PROGRAM COORDINATOR: Dean Pitre

PROGRAM INSTRUCTOR(S): Dean Pitre

SPECIAL COMMENTS: All drafting and computer-aided design courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate, diploma, or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Drafting and Design Technology program will be able to:

1. Demonstrate knowledge of nationally recognized drafting practices and standards.
2. Understand and apply visualization skills.
3. Understand and apply dimensioning standards.
4. Produce accurate technical drawing using computer-aided drafting software.
5. Produce hard copies of technical drawing using reproduction tools such as printers, plotters, and e-transmission.
6. Demonstrate skills and abilities in various drafting fields such as structural steel, piping, architectural, civil, and manufacturing.
7. Consult and utilize reference materials to produce accurate technical drawings.
8. Communicate effectively using written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to drafting and design technology.
9. Perform basic mathematical functions used to solve drafting and design-related problems.

CIP CODE: 1513001

DRAFTING AND DESIGN TECHNOLOGY *COURSE REQUIREMENTS*

CERTIFCATE: CTS-Engineering Aide **HOURS REQUIRED:** 24

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CADD 1150	Introduction to CADD	3	Sessions 1, 3
CADD 1250	Advanced CADD	3	Sessions 2, 4
CPTR 1000	Introduction to Computers	3	Sessions 1, 2, 3, 4, 5
DRFT 1110	Drafting Fundamentals	6	Sessions 2, 4
DRFT 1210	Advanced Drafting	6	Sessions 1, 3
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MATH 1214/1213	College Algebra	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

DRAFTING AND DESIGN TECHNOLOGY *COURSE REQUIREMENTS*

CERTIFCATE: CTS-Entry Level Drafter **HOURS REQUIRED:** 35

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CADD 1150	Introduction to CADD	3	Sessions 1, 3
CADD 1250	Advanced CADD	3	Sessions 2, 4
CADD 2150	Parametric Solid Modeling	6	Sessions 1, 3
CLCR 2000	Career Preparation	2	Sessions 1, 2, 3, 4, 5
CPTR 1000	Introduction to Computers	3	Sessions 1, 2, 3, 4, 5
DRFT 1110	Drafting Fundamentals	6	Sessions 2, 4
DRFT 1210	Advanced Drafting	6	Sessions 1, 3
DRFT 21XX	Advanced Disciplines Choose from: DRFT 2110 Architectural, DRFT 2120 Structural/Civil, DRFT 2130 Piping, DRFT 2140 Manufacturing	3	 Sessions 1, 3 Sessions 1, 3 Sessions 2, 4 Sessions 2, 4
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MATH 1214/1213	College Algebra	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

DRAFTING AND DESIGN TECHNOLOGY *COURSE REQUIREMENTS*

DIPLOMA: TD-Drafting & Design Technician **HOURS REQUIRED:** 47

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CADD 1150	Introduction to CADD	3	Sessions 1, 3
CADD 1250	Advanced CADD	3	Sessions 2, 4
CADD 2150	Parametric Solid Modeling	6	Sessions 1, 3
CLCR 2000	Career Preparation	2	Sessions 1, 2, 3, 4, 5
CPTR 1000	Introduction to Computers	3	Sessions 1, 2, 3, 4, 5
DRFT 1110	Drafting Fundamentals	6	Sessions 2, 4
DRFT 1210	Advanced Drafting	6	Sessions 1, 3
DRFT 21XX	Advanced Disciplines Choose from: DRFT 2110 Architectural, DRFT 2120 Structural/Civil, DRFT 2130 Piping, DRFT 2140 Manufacturing	3	 Sessions 1, 3 Sessions 1, 3 Sessions 2, 4 Sessions 2, 4
DRFT 21XX	Advanced Disciplines Choose from DRFT 2110, DRFT 2120, DRFT 2130, DRFT 2140	3	See above
DRFT 21XX	Advanced Disciplines Choose from DRFT 2110, DRFT 2120, DRFT 2130, DRFT 2140	3	See above
DRFT 21XX	Advanced Disciplines Choose from DRFT 2110, DRFT 2120, DRFT 2130, DRFT 2140	3	See above
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MATH 1214/1213	College Algebra	3	Sessions 1, 2, 3, 4, 5
Natural Science	Choose from BIOL, CHEM, GEOL, PHSC	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

DRAFTING AND DESIGN TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: AAS-Drafting and Design Technology **HOURS REQUIRED:** 62

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CADD 1150	Introduction to CADD	3	Sessions 1, 3
CADD 1250	Advanced CADD	3	Sessions 2, 4
CADD 2150	Parametric Solid Modeling	6	Sessions 1, 3
CLCR 2000	Career Preparation	2	Sessions 1, 2, 3, 4, 5
CPTR 1000	Introduction to Computers	3	Sessions 1, 2, 3, 4, 5
DRFT 1110	Drafting Fundamentals	6	Sessions 2, 4
DRFT 1210	Advanced Drafting	6	Sessions 1, 3
DRFT 21XX	Advanced Disciplines Choose from: DRFT 2110 Architectural, DRFT 2120 Structural/Civil, DRFT 2130 Piping, DRFT 2140 Manufacturing	3	 Sessions 1, 3 Sessions 1, 3 Sessions 2, 4 Sessions 2, 4
DRFT 21XX	Advanced Disciplines Choose from DRFT 2110, DRFT 2120, DRFT 2130, DRFT 2140	3	See above
DRFT 21XX	Advanced Disciplines Choose from DRFT 2110, DRFT 2120, DRFT 2130, DRFT 2140	3	See above
DRFT 21XX	Advanced Disciplines Choose from DRFT 2110, DRFT 2120, DRFT 2130, DRFT 2140	3	See above
SPCH 1200	Introduction to Public Speaking	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1110	English Composition I	3	Sessions 1, 2, 3, 4, 5
Humanities	Choose from ENGL, HIST, PHIL		Sessions 1, 2, 3, 4, 5
MATH 1214/1213	College Algebra	3	Sessions 1, 2, 3, 4, 5
Natural Science	Choose from BIOL, CHEM, GEOL, PHSC	3	Sessions 1, 2, 3, 4, 5
PHSC 1000	Introduction to Physical Science I	3	Sessions 1, 2, 3, 4, 5
Social Science	Choose from CRJU, ECON, GEOG, POLI, PSYC, SOCI	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

PROGRAM: DRAFTING AND DESIGN TECHNOLOGY

***DEGREE**: CTS-Engineering Aide & Entry Level Drafter*

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with summer classes		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	CADD 1150 MATH 1214/1213				CADD 1150 MATH 1214/1213
Session 2 (in Fall)	DRFT 1110				DRFT 1110
Session 3 (in Spring)	DRFT 1210				DRFT 1210
Session 4 (in Spring)	CADD 1250 CPTR 1000 **CTS-Engineering Aide Completed**				CADD 1250 CPTR 1000 **CTS-Engineering Aide Completed**
Session 5 (in Summer)	CLCR 2000				
YEAR 2					
Session 1 (in Fall)	CADD 2150				CADD 2150
Session 2 (in Fall)	DRFT 21XX (2110, 2120, 2130, 2140) **CTS-Entry Level Drafter Completed**				DRFT 21XX (2110, 2120, 2130, 2140)
Session 3 (in Spring)					CLCR 2000 **CTS-Entry Level Drafter Completed**

PROGRAM: DRAFTING AND DESIGN TECHNOLOGY

DEGREE: *TD-Drafting & Design Technician*

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with summer classes		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	CADD 1150 MATH 1214/1213		CADD 1150 MATH 1214/1213		CADD 1150 MATH 1214/1213
Session 2 (in Fall)	DRFT 1110		CPTR 1000 DRFT 1110		DRFT 1110
Session 3 (in Spring)	DRFT 1210		DRFT 1210 Natural Science (BIOL, CHEM, GEOL, PHSC)		DRFT 1210
Session 4 (in Spring)	CADD 1250 CPTR 1000		CADD 1250		CADD 1250 CPTR 1000
Session 5 (in Summer)	CLCR 2000 Natural Science (BIOL, CHEM, GEOL, PHSC)		CLCR 2000		
YEAR 2					
Session 1 (in Fall)	CADD 2150		CADD 2150		CADD 2150
Session 2 (in Fall)	DRFT 21XX (2110, 2120, 2130, 2140) DRFT 21XX		DRFT 21XX (2110, 2120, 2130, 2140) DRFT 21XX		DRFT 21XX (2110, 2120, 2130, 2140) Natural Science (BIOL, CHEM, GEOL, PHSC)
Session 3 (in Spring)	DRFT 21XX DRFT 21XX		DRFT 21XX DRFT 21XX		DRFT 21XX DRFT 21XX
Session 4 (in Spring)					DRFT 21XX CLCR 2000

PROGRAM: DRAFTING AND DESIGN TECHNOLOGY

DEGREE: AAS-Drafting and Design Technology

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with summer classes	FAST TRACK	FULL TIME with NO summer classes
YEAR 1			
Session 1 (in Fall)	CADD 1150 MATH 1214/1213	CADD 1150 MATH 1214/1213	CPTR 1000 MATH 1214/1213
Session 2 (in Fall)	DRFT 1110	CPTR 1000 DRFT 1110	ENGL 1000/1110 Natural Science (BIOL, CHEM, GEOL, PHSC)
Session 3 (in Spring)	DRFT 1210	DRFT 1210 Natural Science (BIOL, CHEM, GEOL, PHSC)	CADD 1150 Humanities (ENGL, HIST, PHIL)
Session 4 (in Spring)	CADD 1250 CPTR 1000	CADD 1250 ENGL 1000/1110	DRFT 1110
Session 5 (in Summer)	ENGL 1000/1110 Natural Science (BIOL, CHEM, GEOL, PHSC)	Humanities (ENGL, HIST, PHIL) PHSC 1000	
YEAR 2			
Session 1 (in Fall)	CADD 2150	CADD 2150 SPCH 1200	DRFT 1210
Session 2 (in Fall)	DRFT 21XX (2110, 2120, 2130, 2140) Humanities (ENGL, HIST, PHIL)	DRFT 21XX (2110, 2120, 2130, 2140) Social Science (CRJU, ECON, GEOG, POLI, PSYC, SOCI)	CADD 1250 PHSC 1000
Session 3 (in Spring)	DRFT 21XX DRFT 21XX	DRFT 21XX DRFT 21XX	CADD 2150
Session 4 (in Spring)	DRFT 21XX PHSC 1000	DRFT 21XX CLCR 2000	DRFT 21XX (2110, 2120, 2130, 2140) SPCH 1200
Session 5 (in Summer)	Social Science (CRJU, ECON, GEOG, POLI, PSYC, SOCI) SPCH 1200		
YEAR 3			
Session 1 (in Fall)	CLCR 2000		DRFT 21XX Social Science (CRJU, ECON, GEOG, POLI, PSYC, SOCI)
Session 2 (in Fall)			DRFT 21XX DRFT 21XX
Session 3 (in Spring)			CLCR 2000

ELECTRICIAN

DEGREE OPTION(S):
CTC-Apprentice Electrician (12hrs);
CTS- Residential Electrician (28hrs)
TD-Industrial/Commercial Electrician (46hrs)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study provides basic to advanced specialized instruction and practical shop experience to prepare students for employment within the various electrical trades. This program consists of technical courses designed to develop skills in installation, testing, and troubleshooting of electrical equipment, fixtures, and wiring. The program emphasizes safe and efficient work practices by including a study of applicable electrical codes, standards, blueprint/wiring diagram interpretation, electrical theory, and various installation/construction processes appropriate to each area of expertise. The program provides both lecture and hands-on learning methods. Prospective students should be in good physical health, able to lift 75-100 pounds, able to distinguish colors, able to work from ladders, and able to enjoy doing a variety of multiple tasks.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Keith Prejean

PROGRAM INSTRUCTOR(S): Keith Prejean, Jonathan Greer

SPECIAL COMMENTS: All Electrician courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or diploma.

COURSE GRADE REQUIREMENTS: N/A

STUDENT LEARNING OUTCOMES: Students who successfully complete an Electrician program will be able to:

1. Demonstrate fundamental knowledge of electrical safety, calculations, DC and AC electrical circuitry, resistance, current, voltage, wattage, tools, test equipment, devices, raceways, motors, transformers, and the National Electrical Code.
2. Analyze and apply direct current theory, alternating current, single-phase theory, and alternating current polyphase theory.
3. Use computer technology and electronic resources to access information related to continued study and current state-of-the-art knowledge of the electrical industry.
4. Demonstrate modern techniques and skills to design, install, maintain, and repair electrical systems according to all current codes and standards.
5. Understand and demonstrate professionalism in the field of electrical design, installation, maintenance, and repair

CIP CODE: 460302

ELECTRICIAN *COURSE REQUIREMENTS*

DEGREE: CTC-Apprentice Electrician **HOURS REQUIRED 12**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ELEC 1010	Intro Craft Skills I	3	All sessions
ELEC 1020	Intro Craft Skills II	3	
ELEC 1101	Basic Electrical Skills I	3	
ELEC 1102	Basic Electrical Skills II	3	

*See course description for pre-requisite(s) requirement

ELECTRICIAN *COURSE REQUIREMENTS*

DEGREE: CTS- Residential Electrician **HOURS REQUIRED:** 28

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ELEC 1010	Intro Craft Skills I	3	All sessions
ELEC 1020	Intro Craft Skills II	3	
ELEC 1101	Basic Electrical Skills I	3	
ELEC 1102	Basic Electrical Skills II	3	
ELEC 1201	Residential Electrician I	5	
ELEC 1202*	Residential Electrician II	4	
ELEC 1203*	Electrical Raceways and Fittings	3	
ELEC 1204	Conduit Bending	4	

*See course description for pre-requisite(s) requirement

ELECTRICIAN *COURSE REQUIREMENTS*

DEGREE: TD Industrial/Commercial Electrician **HOURS REQUIRED:** 46

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ELEC 1010	Intro Craft Skills I	3	All sessions
ELEC 1020	Intro Craft Skills II	3	
ELEC 1101	Basic Electrical Skills I	3	
ELEC 1102	Basic Electrical Skills II	3	
ELEC 1201	Residential Electrician I	5	
ELEC 1202*	Residential Electrician II	4	
ELEC 1203*	Electrical Raceways and Fittings	3	
ELEC 1204	Conduit Bending	4	
ELEC 2301*	Industrial/Commercial Electrician I	3	
ELEC 2302*	Industrial/Commercial Electrician II	3	
ELEC 2303*	Electrical Calculations	3	
ELEC 2304	Motors and Transformers	4	
ELEC 2305*	Control Systems	3	
ELECTIVE/OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CLCR	Career Preparation	2	

*See course description for pre-requisite(s) requirement

ELECTRICIAN

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME *with summer classes*		FAST TRACK		FULL TIME with CO-REQUISITIES IN MATH AND ENGLISH
YEAR 1					
Session 1 (in Fall)	ELEC 1010 ELEC 1101				Math (6 hours)
Session 2 (in Fall)	ELEC 1020 ELEC 1102 ***CTC COMPLETED***				English (6 hours)
Session 3 (in Spring)	ELEC 1201 ELEC 1203				
Session 4 (in Spring)	ELEC 1202 ELEC 1204 ***CTS COMPLETED***				
Session 5 (in Summer)	ELEC 2301 ELEC 2303				
YEAR 2					
Session 1 (in Fall)	ELEC 2302 ELEC 2304				
Session 2 (in Fall)	ELEC 2305 CLCR 2000 ***TD COMPLETED***				

ENVIRONMENTAL SCIENCE

DEGREE OPTION(S):
A.S. Environmental Science-Biology
A.S. Environmental Science-Chemistry

DIVISION: STEM (Science, Technology, Engineering, Manufacturing)

DEPARTMENT: SCIENCE

PROGRAM DESCRIPTION: This program is intended for students either interested in pursuing a baccalaureate degree in environmental science or who want to obtain an entry level technician position. An Associate of Science in Environmental Science degree is a great starting point for students to learn basic fundamental principles, practices, and field techniques in preparation for careers in research, government, and academia where there is a growing demand for environmental scientists. There are 2 concentrations for the A.S. in Environmental Science: Biology or Chemistry.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATIOR(S): Mary C. Briscoe- Chemistry; Holly Kilvitis- Biology

PROGRAM INSTRUCTOR(S): Mary C. Briscoe and Holly Kilvitis

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive this degree.

COURSE GRADE REQUIREMENTS: All courses in this program of study must be completed with a grade of C or better in order to earn the degree and qualify for block transfer guarantees.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Environmental Science, Associate of Science Degree will be able to:

1. Understand the basic principles of environmental science, including the basis of scientific laws and theories.
2. Effectively communicate and critically evaluate scientific observations through collecting, analyzing, and interpreting environmental data.
3. Pursue meaningful careers are environmental scientists who maintain continuing educational growth during their careers.
4. Engage in effective partnerships with academic institutions and industrial organizations in coastal restoration, as well as environmental investigations.

Biology Concentration Outcomes:

1. Understand the importance of the biological levels of organization (i.e. individual/organismal, population, community, ecosystem) in the study of environmental science
2. Understand the role of evolutionary processes in the study of environmental science
3. Understand how human activity can influence the health and wellness of ecosystems

Chemistry Concentration Outcomes:

1. Apply analytical and scientific concepts in identifying and solving environmental concerns.
2. Summarize professional and ethical responsibility in environmental issues.
3. Demonstrate knowledge and skills required to perform environmental testing.

CIP CODE: 030104

ENVIRONMENTAL SCIENCE-BIOLOGY *COURSE REQUIREMENTS*

DEGREE: ASSOCIATE OF SCIENCE HOURS REQUIRED: 62

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1010	English Composition I	3	
ENGL 1020	English Composition II	3	
MATH 1213 or 1214	College Algebra	3	
MATH 1223	Trigonometry	3	
MATH 2100	Introductory Statistics	3	
BIOL 1030	Biology I (Majors)	3	
BIOL 1031	Biology I Lab (Majors)	1	
BIOL 1040	Biology II (Majors)	3	
BIOL 1041	Biology II Lab (Majors)	1	
CHEM 1123	Chemistry I (Majors)	3	
CHEM 1121	Chemistry I Lab (Majors)	1	
CHEM 1133	Chemistry II (Majors)	3	
CHEM 1131	Chemistry II Lab (Majors)	1	
PHYS 2113	Physics I	3	
PHYS 2111	Physics I Lab	1	
	Humanities	3	
	Social Science	3	
	Fine Arts	3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENSC 1103	Introductory to Environmental Science	3	
ENSC 1010	Introduction to Ecology	3	
ENSC 2020	Environmental Science: Field and Research Methods	3	
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENSC 1020	Introduction to Conservation Biology	3	
ENSC 1030	Environmental Sustainability	3	
ENSC 2010j	Wetlands Ecology	3	
BIOL 2121	Microbiology Lecture (Majors)	4	
BIOL 2131	Microbiology Lab (Majors)	1	
GEOL 1400	GIS/GPS	3	

*See course description for pre-requisite(s) requirement

ENVIRONMENTAL SCIENCE-CHEMISTRY *COURSE REQUIREMENTS*

DEGREE: ASSOCIATE OF SCIENCE HOURS REQUIRED: 62

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1010	English Composition I	3	
ENGL 1020	English Composition II	3	
MATH 1213 or 1214	College Algebra	3	
MATH 1223	Trigonometry	3	
MATH 2100`	Introductory Statistics	3	
BIOL 1030	Biology I (Majors)	3	
BIOL 1031	Biology I Lab (Majors)	1	
BIOL 1040	Biology II (Majors)	3	
BIOL 1041	Biology II Lab (Majors)	1	
CHEM 1123	Chemistry I (Majors)	3	
CHEM 1121	Chemistry I Lab (Majors)	1	
CHEM 1133	Chemistry II (Majors)	3	
CHEM 1131	Chemistry II Lab (Majors)	1	
PHYS 2113	Physics I	3	
PHYS 2111	Physics I Lab	1	
	Humanities	3	
	Social Science	3	
	Fine Arts	3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENSC 1103	Introductory to Environmental Science	3	
ENSC 1010	Introduction to Ecology	3	
ENSC 2020	Environmental Science: Field and Research Methods	3	
ELECTIVE COURSES (choose 3)			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENSC 2030	Introduction to Environmental Toxicology	3	
ENSC 2040	Environmental Chemistry	3	
CHEM 1140	Introduction to Atmospheric Chemistry	3	
CHEM 2213	Organic Chemistry I	3	
CHEM 2211	Organic Chemistry I Lab		
GEOL 1310	Natural Disasters	3	

*See course description for pre-requisite(s) requirement

ENVIRONMENTAL SCIENCE-BIOLOGY

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME *with NO summer classes*
YEAR 1	
Session 1 **(in Fall)**	ENGL 1010 MATH 1213/1214 Humanities
Session 2 **(in Fall)**	BIOL 1030 and 1031 Social Science
Session 3 **(in Spring)**	ENGL 1020 MATH 1223 ENSC 1103
Session 4 **(in Spring)**	CHEM 1123 and 1121 ENSC 1010
Session 5 **(in Summer)**	
YEAR 2	
Session 1 **(in Fall)**	Fine Arts CHEM 1133 and 1131 MATH 2100
Session 2 **(in Fall)**	BIOL 1040 and 1041 ENSC 1020
Session 3 **(in Spring)**	PHYS 2113 and 2111 ENSC 1030
Session 4 **(in Spring)**	ENSC 2010 ENSC 2020

ENVIRONMENTAL SCIENCE-CHEMISTRY

PROGRAM: ENVIRONMENTAL SCIENCE

SESSION	FULL TIME *with NO summer classes*
YEAR 1	
Session 1 (in Fall)	ENGL 1010 MATH 1213/1214 Humanities
Session 2 (in Fall)	BIOL 1030 and 1031 Social Science
Session 3 (in Spring)	ENGL 1020 MATH 1223 ENSC 1103
Session 4 (in Spring)	CHEM 1123 and 1121 ENSC 1010
Session 5 (in Summer)	
YEAR 2	
Session 1 (in Fall)	Fine Arts CHEM 1133 and 1131 MATH 2100
Session 2 (in Fall)	BIOL 1040 and 1041 ENSC 2030
Session 3 (in Spring)	PHYS 2113 and 2111 ENSC 2040
Session 4 (in Spring)	CHEM 1140 ENSC 2020

GENERAL STUDIES AND/OR LOUISIANA TRANSFER

DEGREE OPTION(S):
AGS- ASSOCIATE OF GENERAL STUDIES
AALT – LOUISIANA TRANSFER ASSOCIATE OF ARTS
ASLT – LOUISIANA TRANSFER ASSOCIATE OF SCIENCE

DIVISION: LABC, STEM, TECH, NAH

DEPARTMENT: INTERDISCIPLINARY

PROGRAM DESCRIPTION: This program of study is designed to provide the flexibility needed to meet the needs of students who have a variety of backgrounds and interests. This program appeals to students who have identified distinct careers but find no matching curricula available and to those who need to explore interests and test their potential for satisfactory performance in selected areas of a curriculum. Students, in conjunction with an advisor, can design a unique program by selecting courses from among several different disciplines while fulfilling the basic degree requirements of the College.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR:

PROGRAM INSTRUCTOR(S): INTERDISCIPLINARY

SPECIAL COMMENTS:
In addition to earning as Associates Degree in General Studies, many opportunities exist for General Education graduates who wish to transfer their 2-year degree to a 4-year institution. Students MUST plan for these transfers BEFORE selecting courses to take in order to most benefit from these transfer opportunities.

1. Transfer to any Louisiana Institution: The **Louisiana Transfer Degree** guarantees that all AGS courses will transfer to another Louisiana institution; however students must choose courses based on the degree program into which they plan to transfer to guarantee all courses will apply to a specified degree.
2. Transfer to **Nicholls State University without Cross Enrollment**: Students may transfer seamlessly to Nicholls State University in specific programs by tailoring their General Studies electives to meet degree requirements as outlined in the Transfer Degree Program Handbook FTCC-Associate-of-General-Studies-Transfer-Degree-Program-Handbook-2019-20.pdf (fletcher.edu):
3. Transfer to **Nicholls State University with Cross Enrollment**: Students may transfer seamlessly to Nicholls in specific programs by CROSS ENROLLING with Nicholls for specified courses that meet both Nicholls and Fletcher requirements as stipulated in the Transfer Degree Program Handbook FTCC-Associate-of-General-Studies-Transfer-Degree-Program-Handbook-2019-20.pdf (fletcher.edu)
4. Other **University Transfer** opportunities: To enhance transfer to any other 4-year institutions, follow the recommended coursework for "University Transfer". Although a seamless transfer cannot be guaranteed, this recommended curriculum is more likely to be transferable. Students can check transferable courses to Louisiana institutions by consulting the Board of Regents' Articulation Matrix: https://regents.la.gov/articulationandtransfer/

Students wishing to earn the Associate of General Studies Degree must:

- Complete the 30-hour General Education requirement
- Complete twelve hours of specific Enrichment Electives
- Complete an 18-credit hour Concentration Area selected in consultation with an advisor
- Earn a grade point average of 2.5 for coursework taken in the area of concentration
- Students will select a concentration area in consultation with an advisor. **SEE GENERAL STUDIES TRANSFER**

GUIDE BELOW. Fletcher offers the following concentrations:

1. Accounting Technology
2. Business Administration
3. Cardiopulmonary Care Science
4. Care and Development of Young Children
5. Criminal Justice
6. Drafting and Design Technology
7. Environmental Sciences
8. Geology
9. Integrated Production Technologies
10. Medical Coding / Insurance Billing Specialist
11. Medical Laboratory Technician
12. Nursing
13. Office Systems Technology
14. Patient Care Technician
15. Phlebotomy (Maximum 16 hours)
16. Practical Nursing
17. Surgical Technology
18. Technical Studies

To earn the Associate of General Studies Degree **and** Louisiana Transfer Degree students must

- Complete 39 general education credits and 21 hours of courses students choose **based on the requirements of the 4-year degree program into which they plan to transfer**. The following Louisiana Transfer concentrations are possible at Fletcher:
    - **Biological Sciences - ASLT**
    - **Humanities - AALT**
    - **Social/Behavioral Sciences - AALT**
    - **Criminal Justice - AALT**
    - **General Business – AALT**

  HOWEVER – it is emphasized that the student **MUST** consult with the Louisiana institution to which they plan to transfer to determine if Fletcher courses meet the institution's specific program requirements for a seamless 2+2 transfer.

  SEE LOUISIANA TRANSFER GUIDE BELOW
- Complete the degree with a grade of "C" or better in each course.
- Completion of the **Associate of Arts Louisiana Transfer Degree** or **Associate of Science Louisiana Transfer Degree** guarantees that the student has met, in full, all lower-division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an **Associate of Arts Louisiana Transfer Degree** or **Associate of Science Louisiana Transfer Degree**.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or degree.

COURSE GRADE REQUIREMENTS:

STUDENT LEARNING OUTCOMES: Students who successfully complete a General Studies program will be able to:

1. Demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. Use information technology in their professional and personal lives.
3. Grasp the knowledge and skills delivered through the content of concentration area courses.
4. Acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
General Studies/Louisiana Transfer/Associate Degree programs (Pathways to Bachelor's Degree completion):
Utilizing the Master Course Articulation Matrix published by the Louisiana Board or Regents
https://regents.la.gov/articulationandtransfer/course transfer equivalencies are published for the Louisiana State University system, University of Louisiana System and the Southern University system of colleges and universities.

- Purdue Global University
- Herzing University
- Grand Canyon University
- University of Phoenix

CIP CODE: 240102

GENERAL STUDIES *COURSE REQUIREMENTS*

DEGREE: CGS- CERTIFICATE OF GENERAL STUDIES HOURS REQUIRED: 30

CORE/GENERAL EDUCATION COURSES		
COURSE	**COURSE NAME**	**CREDIT HOURS**
ENGL 1000/1010*	English Composition	3
MATH*	Test placement or Choose from MATH (1214, 1213, 1104, 1103)	3
HUMANITIES	Choose from ENGL 2XXX, HIST, PHIL	3
FINE ARTS	Choose from ARTS, MUSC, THEA	3
NATURAL SCIENCE	Choose from BIOL, CHEM, GEOL, PHSC	3
SOCIAL SCIENCE	Choose from CRJU (1010, 2030, 2040, 2630), ECON, GEOG, POLI, PSYC, SOCL	3
ELECTIVE COURSES		
COURSE	**COURSE NAME**	**CREDIT HOURS**
COMPUTER LITERACY	Choose from CPLT or CPTR *University Transfer choose CPTR 1100*	3
GEN ED ELECTIVE	Choose from ENGL 1020, MATH, HUMANITES, NATURAL SCIENCE, OR SOCIAL SCIENCE	3
CONCENTRATION AREA ELECTIVE	See Concentrations Guide	6

*See course description for pre-requisite(s) requirement

GENERAL STUDIES/LOUISIANA TRANSFER *COURSE REQUIREMENTS*

DEGREE: AGS- ASSOCIATE OF GENERAL STUDIES; LOUISIANA TRANSFER HOURS REQUIRED: 60

CORE/GENERAL EDUCATION COURSES		
COURSE	**COURSE NAME**	**CREDIT HOURS**
ENGL 1000/1010*	English Composition	3
ENGL 1020*	English Composition II	3
MATH*	Test placement or Choose from MATH (1214, 1213, 1104, 1103)	3
HUMANITIES	Choose from ENGL 2XXX, HIST, PHIL	3
FINE ARTS	Choose from ARTS, MUSC, THEA	3
NATURAL SCIENCE	Choose from BIOL*, CHEM, GEOL, PHSC **Select Sequence in BIOL for University or LA Transfer*	6
SOCIAL SCIENCE	Choose from CRJU (1010, 2030, 2040, 2630), ECON, GEOG, POLI, PSYC, SOCL	3
COMPUTER	Choose from CPLT (1000, 1010) or CPTR (1000, 1100*) **Select CPTR 1100 for University or LA Transfer*	3
ENRICHMENT ELECTIVES (4 ENRICHMENT COURSES NEEDED FOR LA TRANSFER)		
COURSE	**COURSE NAME**	**CREDIT HOURS**
MATH	Choose from MATH (1223, 2010, 2100)	3
NATURAL SCIENCE	Choose from BIOL, CHEM, GEOL, PHSC *Select Science from area other than sequence required for LA Transfer; recommended for University Transfer*	3
FINE ARTS OR HUMANITIES	Choose from ENGL 2XXX*, HIST, PHIL, ARTS, MUSC, THEA, SPCH* **Select ENGL 2XXX AND SPCH 1200 for University or LA Transfer*	6
SOCIAL SCIENCE	Choose from CRJU (1010, 2030, 2040, 2630), ECON, GEOG, POLI, PSYC, SOCL	3 (0 if LA Transfer)
CONCENTRATION COURSES (7 CONCENTRATION COURSES NEEDED FOR LA TRANSFER)		
COURSE	**COURSE NAME**	**CREDIT HOURS**
	See Concentration Guide for AGS	18
	See Concentration Guide For AALT or ASLT	21

*See course description for pre-requisite(s) requireme

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

DEGREE: AGS- ASSOCIATE OF GENERAL STUDIES, LOUISIANA TRANSFER

SESSION	FULL TIME with Summer classes	FAST TRACK	FULL TIME With NO summer classes
YEAR 1			
Session 1 (in Fall)	ENGL 1010 FINE ARTS Elective	ENGL 1010 FINE ARTS Elective SOC SCI Elective	ENGL 1010 FINE ARTS Elective
Session 2 (in Fall)	MATH SOC SCI Elective	MATH HUMA Elective COMPUTER	MATH SOC SCI Elective
Session 3 (in Spring)	MATH HUMA Elective	MATH FINE ARTS or HUMA Elective BIOL – Sequence (1)	MATH HUMA Elective
Session 4 (in Spring)	ENGL 1020 COMPUTER	ENGL 1020 BIOL – Sequence (2) FINE ARTS or HUMA Elective	ENGL 1020 COMPUTER
Session 5 (in Summer)	BIOL–Sequence (1) FINE ARTS or HUMA Elective	NAT SCI Elective Concentration Course (1)	SUMMER BREAK
YEAR 2			
Session 1 (in Fall)	BIOL–Sequence (2) FINE ARTS or HUMA Elective	Concentration Course (2) Concentration Course (3) Concentration Course (4)	BIOL – Sequence(1) FINE ARTS or HUMA Elective
Session 2 (in Fall)	NAT SCI Elective Concentration Course (1)	Concentration Course (5) Concentration Course (6) Concentration Course (7) or SOC SCI Elective	BIOL – Sequence (2) FINE ARTS or HUMA Elective
Session 3 (in Spring)	Concentration Course (2) Concentration Course (3)		NAT SCI Elective Concentration Course (1)
Session 4 (in Spring)	Concentration Course (4) Concentration Course (5)		Concentration Course (2) Concentration Course (3)
Session 5 (in Summer)	Concentration Course (6) Concentration Course (7) or SOC SCI Elective		
YEAR 3			
Session 1 (in Fall)			Concentration Course (4) Concentration Course (5)
Session 2 (in Fall)			Concentration Course (6) Concentration Course (7) or SOC SCI elective

SUGGESTED SCHEDULES FOR COMPLETION
with Co-Requisites for Math and English

DEGREE: AGS- ASSOCIATE OF GENERAL STUDIES; LOUISIANA TRANSFER

SESSION	FULL TIME with Summer classes	FAST TRACK	FULL TIME With NO summer classes
YEAR 1			
Session 1 (in Fall)	Math 1214 (6 hours)	Math 1214 (6 hours)	Math 1214 (6 hours)
Session 2 (in Fall)	English 1000 (6 hours)	English 1000 (6 hours)	English 1000 (6 hours)
Session 3 (in Spring)	FINE ARTS Elective SOC SCI Elective	FINE ARTS Elective SOC SCI Elective MATH	FINE ARTS Elective SOC SCI Elective
Session 4 (in Spring)	MATH HUMA Elective	HUMA Elective ENGL 1020 COMPUTER	MATH HUMA Elective
Session 5 (in Summer)	Math 1214 (6 hours)	BIOL- Sequence (1) FINE ARTS or HUMA Elective Concentration Course (1)	
YEAR 2			
Session 1 (in Fall)	BIOL–Sequence (1) FINE ARTS or HUMA Elective	BIOL–Sequence (2) FINE ARTS or HUMA Elective Concentration Course (2)	ENGL 1020 COMPUTER
Session 2 (in Fall)	BIOL–Sequence (2) FINE ARTS or HUMA Elective	NAT SCI Elective Concentration Course (3) Concentration Course (4)	BIOL–Sequence (1) FINE ARTS or HUMA Elective
Session 3 (in Spring)	NAT SCI Elective Concentration Course (1)	Concentration Course (5) Concentration Course (6) Concentration Course (7) or SOC SCI Elective	BIOL–Sequence (2) FINE ARTS or HUMA Elective
Session 4 (in Spring)	Concentration Course (2) Concentration Course (3)		NAT SCI Elective Concentration Course (1)
Summer 5 (in Summer)	Concentration Course (4) Concentration Course (5)		
YEAR 3			
Session 1 (in Fall)			Concentration Course (2) Concentration Course (3)
Session 2 (in Fall)			Concentration Course (4) Concentration Course (5)
Session 3 (in Spring)			Concentration Course (6) Concentration Course (7) or SOC SCI Elective

GENERAL STUDIES CONCENTRATIONS GUIDE – The concentration requirements for the AGS degree will vary depending upon the Concentration selected. Students must consult with an advisor in the chosen area to determine what courses to take. The table below lists the Divisions and/or departments in which you will secure an advisor.

CONCENTRATION	DIVISION	DEPARTMENT
Accounting Technology	Liberal Arts, Business, and Child Development (LABC)	Business and Information Systems (BSIS)
Business Administration*	LABC	Business and Information Systems (BSIS)
Cardiopulmonary Care Science	Nursing and Allied Health (NAH)	Cardiopulmonary Care Science (CPC)
Care and Development of Young Children	LABC	Social Sciences
Criminal Justice*	LABC	Social Sciences
Drafting and Design Technology	Science, Technology, Engineering and Math (STEM)	Drafting
Environmental Science	STEM	
Geology	STEM	
Integrated Production Technologies	STEM	Integrated Production Technologies (IPT)
Medical Coding / Insurance Billing Specialist	LABC	Business and Information Systems (BSIS)
Medical Laboratory Technician	NAH	Surgical Technology
Nursing	NAH	
Office Systems Technology	LABC	Business and Information Systems (BSIS)
Patient Care Technician	NAH	
Phlebotomy (Maximum 16 hours)	NAH	Surgical Technology
Practical Nursing	NAH	Surgical Technology
Surgical Technology	NAH	Surgical Technology
Technical Studies	TECH (Technical Education)	Technical Programs

NICHOLLS STATE UNIVERSITY TRANSFER/CROSS ENROLLMENT

This program gives students the opportunity to take courses that simultaneously satisfy requirements for Fletcher's Associate of General Studies degree and a baccalaureate program at Nicholls State University. Many programs require Fletcher students to cross enroll at Nicholls. Students may be required to take from 0 to 24 hours through cross enrollment depending upon the program. Visit FTCC-Associate-of-General-Studies-Transfer-Degree-Program-Handbook-2019-20.pdf (fletcher.edu) for a list of degree programs offered through Cross Enrollment.

LOUISIANA TRANSFER GUIDE- 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 program. Each program consists of a 39-hour General Education (GenEd) block and 21-hours of additional course work related to the prospective major.
Louisiana Transfer Degree (LT) – Louisiana Board of Regents (la.gov)

LOUISIANA TRANSFER CONCENTRATIONS	COURSE REQUIREMENTS						
	ENGLISH	**MATH**	**NATURAL SCIENCE**	**HUMA**	**SO/BEHAV SCIENCE**	**FINE ARTS**	**OTHER**
Biological Sciences - ASLT	ENGL 1000/1010 ENGL 1020 6 hours	MATH 1214/1213 MATH 1223 MATH 2020 9 hours	BIOL 1010 BIOL 1010L BIOL 1020 BIOL 1020L CHEM 1010 CHEM 1010L 12 hours natural science Elective 24 hours	HIST XXXX ENGL LIT SPCH 1200 9 hours	Social science elective 6 hours	Fine Arts Elective 3 hours	CPTR 1100 3 hours
Humanities - AALT	ENGL 1000/1010 ENGL 1020 6 hours	MATH 1214/1213 Math elective 6 hours	BIOL 1010 BIOL 1020 Science elective (from opposite area) 9 hours	ENGL LIT SPCH 1200 18 hours Humanities electives related to expected major 24 hours	Social science elective 6 hours	Fine Arts elective 3 hours	CPTR 1100 3 hours from Humanities Soc Sci or Natural science lab 6 hours
Social/Behavioral Sciences - AALT	ENGL 1000/1010 ENGL 1020 6 hours	MATH 1214/1213 Math elective 6 hours	BIOL 1010 BIOL 1020 Science elective (from opposite area) 9 hours	ENGL LIT SPCH 1200 3 hours Humanities electives related to expected major 9 hours	24 hours social science electives related to expected major 15 hours	Fine Arts elective 3 hours	CPTR 1100 9 hours from Humanities or Soc Sci 12 hours
Criminal Justice - AALT	ENGL 1000/1010 ENGL 1020 6 hours	MATH 1214/1213 Math elective 6 hours	BIOL 1010 BIOL 1020 Science elective (from opposite area) 9 hours	ENGL LIT SPCH 1200 HIST XXXX 9 hours	PSYCH XXXX or SOCL XXXX CRJU 1010 CRJU 2040 CRJU 2630 POLI 1100 15 hours	Fine Arts elective 3 hours	CPTR 1100 9 hours from Humanities or Soc Sci 12 hours
General Business – AALT	ENGL 1000/1010 ENGL 1020 6 hours	MATH 1214/1213 MATH 2010 6 hours	BIOL 1010 BIOL 1020 Science elective (from opposite area) 9 hours	ENGL LIT SPCH 1200 HUMA elective 9 hours	ECON 2010 ECON 2020 PSYCH XXXX or SOCL XXXX MATH 2100 CPTR 1100 ACCT 2100 ACCT 2110 21 hours	Fine Arts elective 3 hours	6 hours from Soc Sci or Humanities 6 hours

ENGLISH LITERATURE – CHOOSE from: ENGL 2110, ENGL 2120, ENGL 2150, ENGL 2200, ENGL 2210, ENGL 2996

HUMANITIES ELECTIVE – CHOOSE from: ENGL 2110, ENGL 2120, ENGL 2150, ENGL 2200, ENGL 2210, ENGL 2510, ENGL 2996, HIST 1010, HIST 1020, HIST 1500, HIST 1510, HIST 2010, HIST 2020, PHIL 2030, FREN 1010, SPAN 1010, SPAN 1020, SPAN 2010, SPAN 2020

FINE ARTS ELECTIVE – CHOOSE from: ARTS 1200, ARTS 2XXX any 2000-level ARTS Class, MUSC 1010, MUSC 2010, MUSC 2020, THEA 1010

MATH ELECTIVE – CHOOSE from: MATH 1214/1213, MATH 1104/1103, MATH 1223, MATH 2010, MATH 2100

NATURAL SCIENCE ELECTIVE – CHOOSE from: BIOL 1010, BIOL 1020, BIOL 1140, BIOL 1160, BIOL 2030, CHEM 1010, GEOL 1010, GEOL 1020, PHSC 1000/1010, PHSC 1200, PHSC 1400

SOCIAL SCIENCE ELECTIVE – CHOOSE from: CRJU 1010, CRJU 2030, CRJU 2040, CRJU 2630, ECON 2010, ECON 2020, GEOG 2010, GEOG 2020, POLI 1100, POLI 2500, POLI 2520, PSYC 2010, PSYC 2040, PSYC 2060, PSYC 2110, PSYC 2120, PSYC 2200, PSYC 2230, PSYC 2610, SOCL 2010, SOCL 2020

GEOLOGY

DEGREE OPTION: Associate of Science

DIVISION: STEM (Science, Technology, Engineering, and Manufacturing)

DEPARTMENT: SCIENCE

PROGRAM DESCRIPTION: This program is intended for students either interested in pursuing a baccalaureate degree in geology or who want to obtain an entry level technician position. An Associates of Science in Geology degree is a great starting point for students to learn basic fundamental principles, practices, and field techniques in preparation for careers in research, government, and academia where there is a growing demand for geoscience integration.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATIOR(S): Jacqueline Richard

PROGRAM INSTRUCTOR(S): Jacqueline Richard and John Myers

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive this degree.

COURSE GRADE REQUIREMENTS: All courses in this program of study must be completed with a grade of C or better in order to earn the degree and qualify for block transfer guarantees.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Geology, Associate of Science Degree will be able to:

1. Interpret the rock cycle as it relates to mineral and rock formation and identification.
2. Synthesize basic geologic principles with Plate Tectonic theory.
3. Interpret how plate movement has affected the evolution of structural and biological aspects of the planet.
4. Apply appropriate techniques for accurate collection of geologic data to be utilized to solve geologic inquiries.
5. Illustrate effective communication skills through scientific writing, scientific presentations, and visual representations of ideas.
6. Synthesize and evaluate data collected through field methods and through research.
7. Evaluate evolving environmental issues and how that relates to geologic impact.

CIP Code: 400601

GEOLOGY *COURSE REQUIREMENTS*

DEGREE: ASSOCIATE OF SCIENCE **HOURS REQUIRED: 62**

DEGREE: Associate of Applied Science (AAS) HOURS REQUIRED: 60

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
GEOL 1010	Physical Geology	3	
GEOL 1011	Physical Geology Lab	1	
GEOL 1020	Historical Geology	3	
GEOL 1021	Historical Geology Lab	1	
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1010	English Composition I	3	
ENGL 1020	English Composition II	3	
MATH 1213 or 1214	College Algebra	3	
MATH 1223	Trigonometry	3	
MATH 2115	Calculus I	5	
BIOL 1030	Biology I (Majors)	3	
BIOL 1031	Biology I Lab (Majors)	1	
CHEM 1123	Chemistry I (Majors)	3	
CHEM 1121	Chemistry I Lab (Majors)	1	
ENSC 1103	Environmental Science	3	
PHYS 2113	Physics I	3	
PHYS 2111	Physics I Lab	1	
	Humanities	3	
	Social Science	3	
	Fine Arts	3	
ELECTIVE COURSE (CHOOSE 4)			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
GEOL 1310	Natural Disasters	3	
GEOL 1320	Dinosaurs	3	
GEOL 1330	Introduction to Oceanography	3	
GEOL 1400	GIS/GPS	3	
GEOL 1500	Geophysics	3	
GEOL 2010	Mineralogy	3	
GEOL 2110	Sedimentary and Stratigraphy	3	
GEOL 2310	Coastal Geomorphology	3	
GEOL 2410	Coastal Restoration	3	

*See course description for pre-requisite(s) requirement

GEOLOGY

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes
YEAR 1	
Session 1 (in Fall)	ENGL 1010 MATH 1213/1214 GEOL 1010 and 1011
Session 2 (in Fall)	BIOL 1030 and 1031 Social Science
Session 3 (in Spring)	ENGL 1020 MATH 1223 GEOL 1020 and 1021
Session 4 (in Spring)	CHEM 1123 and 1121 ENSC 1103
Session 5 (in Summer)	
YEAR 2	
Session 1 (in Fall)	Fine Arts GEOL 1310 MATH 2115
Session 2 (in Fall)	GEOL 1330 GEOL 2010
Session 3 (in Spring)	PHYS 2113 and 2111 GEOL 2410
Session 4 (in Spring)	GEOL 1400 Humanities

INTEGRATED PRODUCTION TECHNOLOGIES

DEGREE OPTION(S):
CTC – Intro to Production Technologies (12 hrs)
CTS – Production Helper (21 hrs)
AAS – Integrated Production Technologies (63 hrs)

DIVISION: STEM

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study provides specialized academic and technical skills to prepare students for a career as a production operator in the oil and gas production or related industries.

PROGRAM ACCREDITATION: Association of Technology Management and Applied Engineering (ATMAE)

PROGRAM COORDINATOR: Noel George

PROGRAM INSTRUCTOR(S): Noel George, Edward Zeringue

SPECIAL COMMENTS: All integrated production technology courses in this program of study must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or degree.

COURSE GRADE REQUIREMENTS:

STUDENT LEARNING OUTCOMES: Students who successfully complete an Integrated Production Technologies program of study will be able to:

1. Apply fundamental concepts of DC/AC electricity, electronics, power distribution systems, uninterrupted power supply, and grounding systems.
2. Identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. Demonstrate the ability to function, maintain, and trouble shoot pneumatic, electronic, digital, and mechanical controls and systems.
4. Understand the operation of electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.
5. Demonstrate understanding of computational methods and software used for vibration analysis, unit alignment, maintenance, troubleshooting, and repair of equipment and controls used in production and pipeline operations, as well as a foundational knowledge of oil and gas sales related to theories such as shrink, flash temperature, and gravity effects.

6. Demonstrate understanding of offshore safety and compliance standards and regulations applicable to offshore and deep-water production and facilities, as required by the Bureau of Safety and Environmental Enforcement (BSEE), Environmental Protection Agency, United States Coast Guard, or other governmental regulatory agency. Standards and Regulations include, but are not limited to, Safety and Environmental Management Systems (SEMS), 30 CFR 250 and API RP 14 C.
7. Demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas, such as oil and gas dehydration, walk-down process flow lines, chemical injections, basic marine concepts for Deepwater assets, pigging operations, wellhead inspections and testing, and water cut sampling (shake-out).
8. Demonstrate and apply transferrable skills necessary to gain employment in the oil and gas, petrochemical, or related industry.
9. Enhance soft skills such as communication, teamwork, and critical thinking skills necessary to be a successful, effective employee who can perform various tasks safely

CIP CODE: 150903

INTRO TO PRODUCTION TECHNOLOGIES *COURSE REQUIREMENTS*

DEGREE: CTC **HOURS REQUIRED:12**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
IPTN 1030*	Process Diagrams	3	
IPTN 1310*	IPT Equipment I	3	
IPTN 1600	Oil and Gas Production I	3	
IPTN 1500	Offshore Safety and Compliance	3	

*See course description for pre-requisite(s) requirement

PRODUCTION HELPER *COURSE REQUIREMENTS*

DEGREE: CTS **HOURS REQUIRED: 21**

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MATH 1214/1213	College Algebra	3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
IPTN 1030*	Process Diagrams	3	
IPTN 1310*	IPT Equipment I	3	
IPTN 1600	Oil and Gas Production I	3	
IPTN 1500	Offshore Safety and Compliance	3	
IPTN 1050*	**Petroleum Computational Methods**	**3**	
IPTN 1300*	Applied Electricity & Instrumentation	3	

*See course description for pre-requisite(s) requirement

INTEGRATED PRDUCTION TECHNOLOGIES *COURSE REQUIREMENTS*

DEGREE: AAS **HOURS REQUIRED: 66**

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010*	English Composition	3	
MATH 1214/1213	College Algebra	3	
HUMANITIES	Choose from	3	
NATURAL SCIENCE	Choose from	3	
SOCIAL SCIENCE	Choose from	3	
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
IPTN 1030*	Process Diagrams	3	
IPTN 1310*	IPT Equipment I	3	
IPTN 1600	Oil and Gas Production I	3	
IPTN 1500	Offshore Safety and Compliance	3	
IPTN 1050*	**Petroleum Computational Methods**	**3**	
IPTN 1300*	Applied Electricity & Instrumentation	3	
IPTN 1610	Oil and Gas Production II	3	
IPTN 1320	IPT Equipment II	3	
IPTN 1400*	Fluid Mechanics	3	
IPTN 2300	Applied Electricity & Instrumentation II	3	
IPTN 1200	Intro to Public Speaking	3	
IPTN 2500/2600	Careers in Petroleum Industry	2	
IPTN 2000	Planning & Management	4	
IPTN 2100/2700	Deepwater Systems & Technology	3	
IPTN 2200	Production Safety Systems	3	
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CPXX	Approved Computer Elective	3	

*See course description for pre-requisite(s) requirement

INTEGRATED PRDUCTION TECHNOLOGIES

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME WITH CO-REQUISITIES IN MATH AND ENGLISH		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	Math (6 hours)				IPTN 1030 IPTN 1310 IPTN 1600
Session 2 (in Fall)	English (6 hours)				MATH 1214/1213 IPTN 1500
Session 3 (in Spring)					IPTN 1050 IPTN 1300
Session 4 (in Spring)					CPXX 1XXX ENGL 1000/1010 IPTN 1610
Session 5 (in Summer)					
YEAR 2					
Session 1 (in Fall)					IPTN 1320 IPTN 1400
Session 2 (in Fall)					IPTN 2300 SPCH 1200 HUMANITIES
Session 3 (in Spring)					IPTN 2500/2600 NATURAL SCIENCE IPTN 2000
Session 4 (in Spring)					IPTN 2100/2700 IPTN 2200 SOCIAL SCIENCE
YEAR 3					
Session 1 (in Fall)					
Session 2 (in Fall)					
Session 3 (in Spring)					

MACHINE TOOL TECHNOLOGY

DEGREE OPTION(S):
CTC-Machine Shop Helper (12)
CTS- Machine Operator (22)
TD-Machine Tool Technology (48)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study provides specialized classroom instruction and practical shop experience to prepare students for employment in the field of Machine Tool or to provide supplemental training for individuals previously or currently employed in the field of Machine Tool. Students participating in the program operate industrial equipment and tools used by machinists including the setup and operation of Computer Numerical Controlled (CNC) lathes and mills. Students will learn the operation of manual lathes, mills, drill presses, and grinders. The program is designed to offer a broad background in metalworking experiences including making computations, cutting speeds and feeds, using precision measuring instruments, laying out parts, CNC machine basic programming, and heat treatment of metals.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Clint Domangue

PROGRAM INSTRUCTOR(S): Clint Domangue

SPECIAL COMMENTS: All Machine Tool Technology courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate of technical studies, or diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete a Machine Tool Technology program will be able to:

1. Interpret machine tool working drawings, sketches, and part prints.
2. Identify and use precision measuring instruments and hand tools.
3. Perform mathematical functions to solve numerical problems related to machine tool technology.
4. Identify and use manual machine shop equipment.
5. Identify and use computer numerical control equipment.
6. Identify and use handheld precision measuring instruments.
7. Demonstrate fundamental machine shop safety practices.

CIP CODE: 480501

MACHINE TOOL TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Machine Shop Helper **HOURS REQUIRED 12**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MTTC 1000	Material Measurement and Safety	2	All Semesters
MTTC 1002	Intro to Lathe Lecture	2	All Semesters
MTTC 1003	Intro to Lathe Lab	3	All Semesters
MTTC 1004	Intro to Mill Lecture	2	All Semesters
MTTC 1005	Intro to Mill Lab	3	All Semesters

*See course description for pre-requisite(s) requirement

MACHINE TOOL TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS- Machine Operator **HOURS REQUIRED 22**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MTTC 1000	Material Measurement and Safety	2	All Semesters
MTTC 1002	Intro to Lathe Lecture	2	All Semesters
MTTC 1003	Intro to Lathe Lab	3	All Semesters
MTTC 1004	Intro to Mill Lecture	2	All Semesters
MTTC 1005	Intro to Mill Lab	3	All Semesters
MTTC 2002	Advanced Lathe Lecture	2	All Semesters
MTTC 2003	Advanced Lathe Lab	3	All Semesters
MTTC 2004	Advanced Mill Lecture	2	All Semesters
MTTC 2005	Advanced Mill Lab	3	All Semesters

*See course description for pre-requisite(s) requirement

MACHINE TOOL TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: TD-Machine Tool Technology **HOURS REQUIRED 48**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MTTC 1000	Material Measurement and Safety	2	All Semesters
MTTC 1002	Intro to Lathe Lecture	2	All Semesters
MTTC 1003	Intro to Lathe Lab	3	All Semesters
MTTC 1004	Intro to Mill Lecture	2	All Semesters
MTTC 1005	Intro to Mill Lab	3	All Semesters
MTTC 2002	Advanced Lathe Lecture	2	All Semesters
MTTC 2003	Advanced Lathe Lab	3	All Semesters
MTTC 2004	Advanced Mill Lecture	2	All Semesters
MTTC 2005	Advanced Mill Lab	3	All Semesters
MTTC 2811	Intro to CNC Lab	4	All Semesters
MTTC 2800	Intro to MasterCam	4	All Semesters
MTTC 2812	Advanced CNC Lecture	2	All Semesters
MTTC 2813	Advanced CNC Lab	4	All Semesters
MTTC 2814	CNC 5-Axis Lecture	2	All Semesters
MTTC 2815	CNC 5-Axis Lab	4	All Semesters
ELECTIVE/OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CLCR	Career Preparation	2	Fall, Spring, Summer

*See course description for pre-requisite(s) requirement

MACHINE TOOL TECHNOLOGY

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME with NO Summer classes
YEAR 1	
Session 1 (in Fall)	MTTC 1000 MTTC 1002 MTTC 1003
Session 2 (in Fall)	MTTC 1004 MTTC 1005 ***CTC COMPLETED***
Session 1 (in Spring)	MTTC 2002 MTTC 2003
Session 2 (in Spring)	MTTC 2004 MTTC 2005 CLCR 2000 ***CTS COMPLETED***
YEAR 2	
Fall Session (full-term)	MTTC 2810 MTTC 2811 MTTC 2800
Session 1 (in Spring)	MTTC 2812 MTTC 2813
Session 2 (in Spring)	MTTC 2814 MTTC 2815 ***TD COMPLETED***

MARINE DIESEL ENGINE TECHNOLOGY

DEGREE OPTION(S):
CTC-Diesel Engine Mechanic Apprentice (15)
CTS- Diesel Engine Mechanic (30)
TD-Marine Diesel Engine Technician (45)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study provides specialized classroom instruction and practical shop experience to prepare students for employment as job entry-level marine diesel engine technicians. The program prepares individuals to safely use hand and power tools and lifting and rigging equipment in a marine environment. The content of the course includes, but is not limited to, diesel engine theory of operation, marine transmission repair, hydraulics, electronics, and welding. This includes all engine systems such as fuel, air, coolant, lubrication, etc. Shop training includes overhaul of complete engines and their component systems, marine transmission repair, hydraulic system repair, and welding. Marine engine integration into the vessel and systems operation is included in the training. The instruction also includes the use of technical manuals, preventive maintenance procedures, communication, employability skills, and safe and efficient work practices.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Ronnie Hayes

PROGRAM INSTRUCTOR(S): Ronnie Hayes, Corey Bourg

SPECIAL COMMENTS: All Marine Diesel Engine Technician courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a diploma or a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete a Marine Diesel Engine Technician program will be able to:

1. Safely use hand and power tools as well as lifting and rigging equipment in a marine environment.
2. Describe the theory of operation of a diesel engine and marine transmission.
3. Describe the various engine systems such as fuel, air, coolant, and lubrication.
4. Disassemble and assemble diesel engines, marine transmissions, and components.
5. Disassemble and repair basic hydraulic system components.
6. Perform basic welding and cutting skills.
7. Read and utilize technical manuals and computers to access information and explain repair procedures.

CIP CODE: 470605

MARINE DIESEL ENGINE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTC-Diesel Mechanic Apprentice **HOURS REQUIRED 15**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
DESL 1120	Safety Skills & Intro to Diesel Engines	3	Fall
DESL 1130	Diesel Engine Identification and Operating Principles	3	Fall
DESL 1140	Engines	4	Fall
DESL 1240	Diesel Engine Fuel Systems	3	Fall
MDET 2310	Marine Air Intake and Exhaust Systems	1	Fall
MDET 2320	Marine Cooling Systems	1	Fall

*See course description for pre-requisite(s) requirement

MARINE DIESEL ENGINE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS-Diesel Engine Mechanic **HOURS REQUIRED 30**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
DESL 1120	Safety Skills & Intro to Diesel Engines	3	Fall
DESL 1130	Diesel Engine Identification and Operating Principles	3	Fall
DESL 1140	Engines	4	Fall
DESL 1240	Diesel Engine Fuel Systems	3	Fall
MDET 2310	Marine Air Intake and Exhaust Systems	1	Fall
MDET 2320	Marine Cooling Systems	1	Fall
DESL 1210	Diesel Electrical Systems	5	Spring
DESL 1231	Diesel Engine Control Systems	3	Spring
DESL 1150	Engine Diagnostics	4	Spring
MDET 2210	Engine Mounting and Alignment	3	Spring

*See course description for pre-requisite(s) requirement

MARINE DIESEL ENGINE TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: TD-Marine Diesel Engine Technician **HOURS REQUIRED 45**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
DESL 1120	Safety Skills & Intro to Diesel Engines	3	Fall
DESL 1130	Diesel Engine Identification and Operating Principles	3	Fall
DESL 1140	Engines	4	Fall
DESL 1240	Diesel Engine Fuel Systems	3	Fall
MDET 2310	Marine Air Intake and Exhaust Systems	1	Fall
MDET 2320	Marine Cooling Systems	1	Fall
DESL 1210	Diesel Electrical Systems	5	Spring
DESL 1231	Diesel Engine Control Systems	3	Spring
DESL 1150	Engine Diagnostics	4	Spring
MDET 2210	Engine Mounting and Alignment	3	Spring
DESL 1500	Hydraulics	3	Spring
MDET 2230	Gears and Engine Couplings	4	Fall
MDET 2700	Diesel Engines and the Vessel	4	Fall
MWLD 2230	Basic Welding for Mechanics	2	Fall
ELECTIVE/OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CLCR	Career Preparation	2	Fall, Spring, Summer

*See course description for pre-requisite(s) requirement

MARINE DIESEL ENGINE TECHNOLOGY

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME with NO summer classes
YEAR 1	
Session 1 **(in Fall)**	DESL 1120 DESL 1130 DESL 1140
Session 2 **(in Fall)**	DESL 1240 MDET 2310 MDET 2320 ***CTC COMPLETED***
Session 3 **(in Spring)**	DESL 1210 DESL 1231
Session 4 **(in Spring)**	DESL 1150 MDET 2210 ***CTS COMPLETED*** ***DESL 1500***
Session 5 **(in Summer)**	
YEAR 2	
Session 1 **(in Fall)**	MDET 2230 MDET 2700
Session 2 **(in Fall)**	MWLD 2230 CLCR 2000

MEDICAL CLINICAL ASSISTANT

DEGREE OPTION(S):
Career and Technical Certificate – (CTC)

DIVISION: NAH

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: This program of study provides students with the knowledge and skills to prepare them to perform noninvasive and peripheral examinations of the cardiovascular system at the request of physicians to aid in diagnosis and therapeutic treatments. The program includes instruction in reviewing and recording patient histories and clinical data, patient care, investigative and examination procedures, diagnostic procedures, data analysis and documentation, physician consultation, equipment operation and monitoring, and professional standards and ethics

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Allison Adams, RN, MSN, CNE

PROGRAM INSTRUCTOR(S): Melissa Frentz, RN, MSN, CNE; Allison Adams, RN, MSN, CNE

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher. Students are required to complete the clinical portion in the spring semester to receive the CTC.

OVERALL GRADE POINT AVERAGE: Must be completed with an overall grade point average of 2.0 or higher

COURSE GRADE REQUIREMENTS: Program requirements must be completed with an overall grade point average of 2.0 or higher

STUDENT LEARNING OUTCOMES: Students who successfully complete the Medical Clinical Assistant program will be able to:

1. Demonstrate quality patient care while maintaining safety.
2. Perform venipunctures and electrocardiograms appropriately
3. Communicate with patients and the health care provider while maintaining confidentiality.
4. Perform duties of the office administrator including medical coding, opening and closing procedures.
5. Identify medical laws and ethics that apply to practice
6. Assist in processing laboratory specimens while maintaining infection control practices.
7. Obtain a basic understanding in electrocardiogram monitoring.

CIP CODE: 510801

MEDICAL CLINICAL ASSISTANT *COURSE REQUIREMENTS*

DEGREE: CTC **HOURS REQUIRED:** 6

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CMCA 1010	Medical/Clinical Assistant I	3	Fall, Spring
CMCA 1020	Medical/Clinical Assistant II	3	Fall, Spring

*See course description for pre-requisite(s) requirement

MEDICAL CODING/INSURANCE BILLING SPECIALIST

DEGREE OPTIONS:
CTC Medical Office Assistant
CTS-Medical Coding/Insurance Specialist

DIVISION: LABC

DEPARTMENT: BUSINESS

PROGRAM DESCRIPTION: This program of study provides students with the knowledge and skills necessary to prepare them for diagnostic and procedural coding positions in hospitals, physicians' offices and clinics, long-term care facilities, insurance companies, home care agencies, managed care organizations and outpatient surgical hospitals. The program will also prepare students for national certification as Certified Coding Associate (CCA) through American Health Information Management Association (AHIMA) and Certified Professional Coder at the Apprentice Level (CPC-A) through American Association of Professional Coders (AAPC).

PROGRAM ACCREDITATION: None

PROGRAM COORDINATOR: Brandy Sevin

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Medical Coding Specialist program will be able to:

1. Create medical and office documents and spreadsheets.
2. Code provider diagnoses and procedures using medical terminology and anatomy/physiology knowledge.
3. Understand the insurance and billing processes by coding then billing insurance companies for prompt reimbursement for health care services.
4. Demonstrate professionalism in the classroom and work environment.

CIP Code: 510713

MEDICAL CODING/INSURANCE BILLING SPECIALIST *COURSE REQUIREMENTS*

DEGREE: CTC Medical Office Assistant HOURS REQUIRED: 15

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CPTR 1000	Introduction to Computers	3	Sessions 1, 2, 3, 4, 5
KYBD 1050	Keyboarding for Medical Coding	3	Sessions 1, 2, 3, 4, 5
MCSI 1300	Medical Terminology	3	Sessions 1, 2, 3, 4, 5
MCSI 1120	General Body Structure	3	Sessions 1, 2, 3, 4, 5
MCSI 1101	Medical Coding ICD-10 CM	3	Sessions 2, 4

*See course description for pre-requisite(s) requirement

MEDICAL CODING/INSURANCE BILLING SPECIALIST *COURSE REQUIREMENTS*

DEGREE: CTS-Medical Coding/Insurance Specialist HOURS REQUIRED: 27

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CPTR 1000	Introduction to Computers	3	Sessions 1, 2, 3, 4, 5
KYBD 1050	Keyboarding for Medical Coding	3	Sessions 1, 2, 3, 4, 5
MCSI 1300	Medical Terminology	3	Sessions 1, 2, 3, 4, 5
MCSI 1120	General Body Structure	3	Sessions 1, 2, 3, 4, 5
MCSI 1101	Medical Coding ICD-10 CM	3	Sessions 2, 4
CINS 1350*	Spreadsheet Applications	3	Sessions 1, 2, 3, 4, 5
MCSI 1102*	Medical Coding CPT-HCPCS	3	Sessions 1, 3
MCSI 1105*	Medical Insurance/Billing	3	Sessions 1, 3, 4
BUSN 2451* or BUSN 2980*	Integrated Career Skills or Approved Internship	3	Sessions 1, 2, 3, 4, 5 Sessions 2, 4

*See course description for pre-requisite(s) requirement

MEDICAL CODING/INSURANCE BILLING SPECIALIST

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME With Summer Classes		FAST TRACK		FULL TIME with NO summer classes
YEAR 1					
Session 1 (in Fall)	MCSI 1120 MCSI 1300		CPTR 1000 MCSI 1120 MCSI 1300		MCSI 1120 MCSI 1300
Session 2 (in Fall)	MCSI 1101 CPTR 1000		MCSI 1101 KYBD 1050 **CTC Medical Office Assistant-Completed** CINS 1350		MCSI 1101 CPTR 1000
Session 3 (in Spring)	KYBD 1050 **CTC Medical Office Assistant-Completed** MCSI 1102		MCSI 1102 MCSI 1105 BUSN 2451 **CTS-Medical Coding/Insurance Specialist-Completed**		KYBD 1050 **CTC Medical Office Assistant-Completed** MCSI 1102
Session 4 (in Spring)	CINS 1350 MCSI 1105				CINS 1350 MCSI 1105 BUSN 2451 **CTS-Medical Coding/Insurance Specialist-Completed**
Session 5 (in Summer)	BUSN 2451 **CTS-Medical Coding/Insurance Specialist-Completed**				

MEDICAL LABORATORY TECHNICIAN

DEGREE OPTION(S):
Associates of Applied Science Degree

DIVISION: NAH

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: The Medical Laboratory Technician program will provide students with the knowledge and skills necessary to work in the medical laboratory performing diagnostic tests to help physicians detect, diagnose, and treat disease. Students must have a strong background in chemistry, biology and math. Technicians must learn to work with microscopes, computers, and instruments on body fluids, tissues and cells. Technicians are employed in hospital laboratories, clinics, doctors' offices, blood banks and research and commercial laboratories.

PROGRAM ACCREDITATION: The MLT program achieved Accredited Status in the spring 2021 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (773)714-8880, fax (773) 714-8886, www.naacls.org

PROGRAM COORDINATOR: Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.

PROGRAM INSTRUCTOR(S): Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.; Kerry Toups, BS, MT (ASCP)

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher on a seven point grading scale.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher.

COURSE GRADE REQUIREMENTS: All courses must be completed with a grade of C or higher.

CLINICAL SITES: Cardiovascular Institute of the South, Children's Hospital, Leonard J. Chabert Medical Center (Ochsner-Chabert), Ochsner Clinic Foundation, Ochsner Foundation, Omega Diagnostics, Ochsner-St. Mary (Formerly Teche Regional), Terrebonne General Health System, Thibodaux Regional Health Systems, University Medical Center

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements.

Program Outcomes

1. **Certification Rates**: Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.
2. **Graduation Rates**: Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years
3. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.
4. **Attrition Rate**: Maintain attrition rates demonstrating an average of at or below 30% of students are loss during the program as calculated by the most recent three years.

Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will demonstrate this by achieving a minimum 80% competency rating in the following:

1. Perform the routine analysis of blood/body fluids with minimal supervision;
2. Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations;
3. Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
4. Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
5. Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
6. Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
7. Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
8. Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;
9. Respond appropriately to stress, time constraints and changes in the workplace;
10. Accurately report test results using lab information systems and other means for communicating test results;
11. Demonstrate a commitment to patients, to the profession and to professional development.

ADMISSION CRITERIA/SELECTION PROCESS:

- **Pre-Petition Phase:** Students must be eligible to take English 1010, Biology, 1030 and 1031, and Math 1213.
- **Active Phase**: Students must have successfully completed MLTS 1012 and 1011, English 1010, Biology 1030 and 1031 and Math 1214/1213 (or Math 1104/1103).
- **Clinical Phase**: Eligible student may apply for the clinical phase each spring. Students who are accepted into the clinical phase of the program will attend clinical in the summer and fall, or fall and spring depending on availability of clinical sites and progress of students in the program. Additional information for the MLT clinical application and selection process is included in the current MLT Admission Guide found on the Fletcher website.

CIP CODE: 511004

MEDICAL LABORATORY TECHNICIAN *COURSE REQUIREMENTS*

DEGREE: AAS-Associates of Applied Science **HOURS REQUIRED:** 65

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1010	English Composition I[1]	3	1,2,3,4,5
MATH 1213	College Algebra[2]	3	1,2,3,4,5
CHEM 1010	Fundamentals of Chemistry	3	1,2,3,4,5
PSYC 2010	Introduction to Psychology	3	1,2,3,4,5
BIOL 1030	General Biology I (Majors)[4]	3	1,2,3,4,5
BIOL 1031	General Biology I – Lab (Majors)[4]	1	1,2,3,4,5
BIOL 2121	General Micro for Science Majors[4]	3	2,4
BIOL 2123	General Micro for Science Majors-Lab[4]	1	2,4
BIOL 1140	Anatomy and Physiology I	3	1,2,3,4,5
BIOL 1150	Anatomy and Physiology I-Lab	1	1,2,3,4,5
BIOL 1160	Anatomy and Physiology II	3	1,2,3,4,5
BIOL 1170	Anatomy and Physiology II-Lab	1	1,2,3,4,5
PROGRAM COURSES*			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
MLTS 1011	Introduction to Clinical Lab Science-Lab	1	Summer, Fall
MLTS 1012	Introduction to Clinical Lab Science	1	Summer, Fall
MLTS 1020	Hematology	3	Fall
MLTS 1022	Hematology – Lab	1	Fall
MLTS 1021	Hemostasis	1	Fall
MLTS 1030	Clinical Microbiology/Mycology	3	Spring
MLTS 1032	Clinical Microbiology/Mycology-Lab	1	Spring
MLTS 1031	Virology/Parasitology	1	Spring
MLTS 1033	Virology/Parasitology-Lab	1	Spring
MLTS 1040	Clinical Chemistry	3	Fall
MLTS 1042	Clinical Chemistry-Lab	1	Fall
MLTS 1041	Urinalysis/Body Fluids	1	Spring
MLTS 1043	Urinalysis/Body Fluids-Lab	1	Spring
MLTS 1050	Immunohematology/Blood Bank	2	Fall
MLTS 1052	Immunohematology/Blood Bank-Lab	1	Fall
MLTS 1051	Immunology	2	Spring
MLTS 2100	Clinical Practice I[3]	5	Summer, Fall
MLTS 2200	Clinical Practice II[3]	5	Fall, Spring
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
XXXX	Humanities Elective	3	1,2,3,4,5

*See course description for pre-requisite(s) requirement

[1]ENGL 1000/1010

[2]Math 1103 or 1104 or 1214

[3]All prerequisite course work must be completed prior to completion of the spring semester.

[4]Courses must be completed within 5 years of entry into the program.

NOTE: Students may petition for course substitution with higher level courses as long as the course(s) fulfill content descriptions of required courses. Petitioning does not guarantee substitution will be granted.

MEDICAL LABORATORY TECHNICIAN

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with Summer classes	FAST TRACK For students who have completed all gen-ed courses or will have them completed prior to the first spring semester.	FULL TIME with no summer classes (last two semesters will be part time)
YEAR 1			
Session 5 (in Summer)	**PRE-PETITION PHASE** MLTS 1011 MLTS 1012 ENGL 1010 BIOL 1030 BIOL 1031 MATH 1213	**PRE-PETITION PHASE** MLTS 1011 MLTS 1012	
Sessions 1 and 2 (in Fall)	**ACTIVE PHASE** MLTS 1020 MLTS 1022 MLTS 1050 MLTS 1052 MLTS 1021	**ACTIVE PHASE** MLTS 1020 MLTS 1022 MLTS 1050 MLTS 1052 MLTS 1021	**PRE-PETITION PHASE** MLTS 1011 MLTS 1012
Session 1 (in Fall)			ENGL 1010 MATH 1213
Session 2 (in Fall)	BIOL 2121 BIOL 2123		BIOL 1030 BIOL 1031
Sessions 3 and 4 (in Spring)	**APPLY FOR CLINICAL** MLTS 1030 MLTS 1032 MLTS 1041 MLTS 1043	**APPLY FOR CLINICAL** MLTS 1030 MLTS 1032 MLTS 1041 MLTS 1043 MLTS 1031 MLTS 1033 MLTS 1051	**ACTIVE PHASE** MLTS 1041 MLTS 1043
Session 3 (in Spring)	BIOL 1140 BIOL 1150		BIOL 2121 BIOL 2123 CHEM 1010
Session 4 (in Spring)	CHEM 1010		BIOL 1140 BIOL 1150

Continues on next page

YEAR 2					
Session 5 (in Summer)			**CLINICAL PHASE** MLTS 2100		
Sessions 1 and 2 (in Fall)	**CLINICAL PHASE** MLTS 1040 MLTS 1042 MLTS 2100		MLTS 1040 MLTS 1042 MLTS 2200		MLTS 1020 MLTS 1022 MLTS 1050 MLTS 1052 MLTS 1021
Session 1 (in Fall)	BIOL 1160 BIOL 1170				BIOL 1160 BIOL 1170
Session 2 (in Fall)	PSYC 2010				
Sessions 3 and 4 (in Spring)	MLTS 1031 MLTS 1033 MLTS 1051 MLTS 2200				**APPLY FOR CLINICAL** MLTS 1030 MLTS 1032 MLTS 1031 MLTS 1033 MLTS 1051
Session 3 (in Spring)					PSYC 2010
Session 4 (in Spring)	Humanities Elective				Humanities Elective
YEAR 3					
Sessions 1 and 2 (in Fall)					**CLINICAL PHASE** MLTS 1040 MLTS 1042 MLTS 2100
Sessions 3 and 4 (in Spring)					MLTS 2200

NURSING

DEGREE OPTION(S):
CTS General Studies (30 hours);
CTC Nurse Aid (8 hours);
AS Nursing (Traditional or LPN to ASN Bridge Track) (69 hours)

DIVISION: NAH (Nursing and Allied Health)

DEPARTMENT: Nursing

PROGRAM DESCRIPTION: This program provides both classroom instruction and supervised clinical activities to prepare the student to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN) given by the National Council of State Boards of Nursing. The program incorporates course work identified as essential to the practice of the registered nurse. Classroom instruction includes the integration of the following material: human anatomy and physiology, microbiology, nutrition, nursing concepts, nursing care, pharmacology and clinical activities in accredited hospitals and health care facilities. The program is approved by the Louisiana State Board of Nursing. Upon graduation, the student is eligible to take the licensure examination administered by the National Council of State Boards of Nursing. The student must pass the national exam to become a Registered Nurse (RN).

PROGRAM ACCREDITATION: The Associate of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404-975-5000.

PROGRAM COORDINATOR: Olivia Walker, MSN, RN, FNP; Melissa Frentz, MSN, RN, CNE

PROGRAM INSTRUCTOR(S): Allison Adams MSN, RN, CNE; Melissa Frentz, MSN, RN, CNE; Celeste George, APRN, FNP-C; Magan Kovac, APRN, WHNP-BC; Rebecca Naquin, MSN, RN; Trudy Thompson, MSN, RN; Latoya Turner, MSN, RNC-OB; Olivia Walker, APRN, FNP-C; Dr. Bridget Robichaux, DNP, RN; Kristi Chancellor, BSN, RN; Kristie Hartman, MSN, RN

SPECIAL COMMENTS: Students are accepted into the clinical phase of the program each year in the fall. Additional information for the ASN clinical application and selection process is included in the current ASN Admission Guide found on the Fletcher website. All senior nursing students will be expected to pass a comprehensive exit exam to receive approval to sit for the NCLEX State Board Exam. A variety of transfer agreements exists for student to continue to the BSN degree. Please contact the department for specific requirements. If a student is unsuccessful the first attempt the student must remediate and successfully retest to be allowed to sit for the NCLEX State Board Exam. If the student is unsuccessful on the second attempt, additional remediation will be required. Students are encouraged to take a computer literacy course.

OVERALL GRADE POINT AVERAGE: 2.0

COURSE GRADE REQUIREMENTS: Program requirements must be completed with an 80% or better in each course. All nursing courses must be completed with a grade of C or higher on a 7-point grading scale.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Nursing program will be able to:

1. Provide patient-centered care by recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs.
2. Participate in teamwork and collaboration by functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Provide evidence-based practice by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
4. Provide quality improvement by using data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Provide safety by minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. Use information technology to communicate, manage knowledge, and mitigate error and support decision making.

TRANSFER AGREEMENTS: Please contact an advisor for more information regarding transfer agreements.
Fletcher has Transfer Agreements in Nursing and Allied Health with the following schools:

- Nicholls State University
- Louisiana State University
- University of Holy Cross
- Herzing University
- Purdue Global University
- Loyola University
- Aspen University
- Grand Canyon University
- The Chicago School

CIP CODE: 513801

CERTIFICATE OF GENERAL STUDIES *COURSE REQUIREMENTS*

DEGREE: CTC General Studies **HOURS REQUIRED:** 30

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010	English Composition I	3	TBD
ENGL 1020	English Composition II	3	TBD
MATH 1104/1214	Contemporary Math or College Algebra	3	TBD
MATH 2100	Introductory Statistics	3	TBD
BIOL 1140*	Anatomy and Physiology I	3	TBD
BIOL 1160*	Anatomy and Physiology II	3	TBD
BIOL 2030	Microbiology*	3	TBD
PSYC 2120	Developmental Psychology	3	TBD
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
	Humanities Elective	3	TBD
	Fine Arts Elective	3	TBD

*See course description for pre-requisite(s) requirement

NURSE AID EXIT POINT *COURSE REQUIREMENTS*

DEGREE: AS Nursing **HOURS REQUIRED:** 8

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS***	**COURSE OFFERED**
NURS 1000*	Basic Nursing	4	Fall
NURS 1080*	Health Assessment for Nurses	4	Fall

*See course description for pre-requisite(s) requirement and lecture, lab, and clinical hours

ASSOCIATES OF SCIENCE IN NURSING TRADITIONAL TRACK *COURSE REQUIREMENTS*

DEGREE: AS Nursing **HOURS REQUIRED:** 69

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010	English Composition I	3	TBD
ENGL 1020	English Composition II	3	TBD
MATH 1104/1214	Contemporary Math or College Algebra	3	TBD
MATH 2100	Introductory Statistics	3	TBD
BIOL 1140*	Anatomy and Physiology I	3	TBD
BIOL 1150	Anatomy and Physiology I Lab	1	TBD
BIOL 1160	Anatomy and Physiology II	3	TBD
BIOL 1170	Anatomy and Physiology II Lab	1	TBD
BIOL 2030	Microbiology	3	TBD
PSYC 2120	Developmental Psychology	3	TBD

ASSOCIATES OF SCIENCE IN NURSING TRADITIONAL TRACK *COURSE REQUIREMENTS* cont.

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS***	**COURSE OFFERED**
NURS 1000	Basic Nursing	4	Fall
NURS 1080	Health Assessment for Nurses	4	Fall
NURS 1090	Pharmacology	4	Fall
NURs 1310	Nursing Care of the Adult with Health Alterations I	3	Fall
NURS 2300	Nursing Care of the Adult with Health Alterations II	7	Spring
NURS 2750	Maternal Child Nursing	5	Spring
NURS 2800	Issues in Nursing and Healthcare	3	Spring
NURS 2740	Nursing Care of the client with Alterations in Mental Health	4	Summer
NURS 2760	Capstone Course	3	Summer
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
	Humanities Elective	3	TBD
	Fine Arts Elective	3	TBD

*See course description for pre-requisite(s) requirement and lecture, lab, and clinical hours

ASSOCIATES OF SCIENCE IN NURSING LPN TO ASN TRACK
COURSE REQUIREMENTS

DEGREE: AS Nursing **HOURS REQUIRED:** 69

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010	English Composition I	3	TBD
ENGL 1020	English Composition II	3	TBD
MATH 1104/1214	Contemporary Math or College Algebra	3	TBD
MATH 2100	Introductory Statistics	3	TBD
BIOL 1140*	Anatomy and Physiology I	3	TBD
BIOL 1150	Anatomy and Physiology I Lab	1	TBD
BIOL 1160	Anatomy and Physiology II	3	TBD
BIOL 1170	Anatomy and Physiology II Lab	1	TBD
BIOL 2030	Microbiology	3	TBD
PSYC 2120	Developmental Psychology	3	TBD
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS***	**COURSE OFFERED**
NURS 1090	Pharmacology	4	Fall
NURs 1320	Transitions in Nursing	6	Fall
NURS 2300	Nursing Care of the Adult with Health Alterations II	7	Spring
NURS 2750	Maternal Child Nursing	5	Spring
NURS 2760	Capstone Course	3	Summer
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
	Humanities Elective	3	TBD
	Fine Arts Elective	3	TBD

*See course description for pre-requisite(s) requirement and lecture, lab, and clinical hours

ASSOCIATES OF SCIENCE IN NURSING LPN TO ASN TRACK

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME With Summer Classes		FULL TIME with NO summer classes
YEAR 1			
Session 1 (in Fall)	ENGL 1000/1010 MATH 1104/1214		ENGL 1000/1010 MATH 1104/1214
Session 2 (in Fall)	ENGL 1020 BIOL 1140* BIOL 1150		ENGL 1020 PSYC 2120 BIOL 1140* BIOL 1150
Session 3 (in Spring)	MATH 2100 BIOL 1160 BIOL 1170		MATH 2100 BIOL 1160 BIOL 1170
Session 4 (in Spring)	BIOL 2030 Fine Arts Elec		BIOL 2030 HUMA Elec Fine Arts Elec
Session 5 (in Summer)	PSYC 2120 HUMA Elec		
YEAR 2			
Session 1 (in Fall) Session 2 (in Fall)	NURS 1000 NURS 1080 NURS 1090 NURS 1310 or 1320		NURS 1090 NURS 1310 or 1320 NURS 1090 NURS 1310 or 1320
Session 3 (in Spring) Session 4 (in Spring)	NURS 2300 NURS 2750 NURS 2800		NURS 2300 NURS 2750 NURS 2800
Session 5 (in Summer)	NURS 2760 NURS 2740		
YEAR 3			
Session 1 (in Fall)			NURS 2760 NURS 2740

NURSING ASSISTANT

DEGREE OPTION(S): Career and Technical Certificate

DIVISION: NAH

DEPARTMENT: ALLIED HEALTH

PROGRAM DESCRIPTION: The credit Nurse Assistant Program is available as an 8 week program to Adult Ed 5 for 6 students only. All other students interested in Nursing Assistant, please see Workforce programs. This program prepares students to perform basic care services to patients including checking vital signs, grooming, and nutrition. The program includes an introduction to health care, basic nursing skills, body structure and function, and infection control.

PROGRAM ACCREDITATION: Louisiana Department of Health (LDH)

PROGRAM COORDINATOR: Crystal Hatch, BSN, RN

PROGRAM INSTRUCTOR(S): Megan LeBoeuf, LPN

SPECIAL COMMENTS: This program requires a clinical component that will take place at one or more of the following locations: Chateau Terrebonne, Heritage Manor of Houma, Thibodaux Regional Health System, The Oaks of Houma, Terrebonne General Health System. All courses in this program of study must be completed with a grade of C or higher

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Nursing Assistant program will be able to:

1. Demonstrate knowledge and skill in the following criteria identified by the Louisiana Department of Health (LDH), Louisiana Register and the Omnibus Budget Reconciliation Act (OBRA) as guidelines for Nurse Aide Training:
    a. Appropriate communication and interpersonal skills.
    b. Basic concepts of infection control.
    c. Safety and emergency procedures, including identifying residents at risk for falls.
    d. Basic nursing skills, including but not limited to bed-making, taking vital signs, measuring height and weight, caring for the resident environment, measuring fluid and nutrient intake and output, assisting in the provision of proper nutritional care, ambulating, using body mechanics, maintaining infection control and safety standards, attaining/maintaining proficiency in CPR, caring for residents when death is imminent, and recognizing abnormal sign and symptoms of common diseases and conditions.
    e. Basic personal care skills including, but not limited to bathing, mouth care, grooming, toileting, assisting with eating and hydration, and skin care.
    f. Basic skills by modifying his/her own behavior in response to residents' behavior, identifying developmental tasks associated with the aging process and use task analysis, segmenting of those tasks to increase independence, providing training in and the opportunity for self-care according to the residents' capabilities, demonstrating principles of behavior modification by

reinforcing appropriate behavior and causing inappropriate behavior to be reduced or eliminated, demonstrating skills supporting age-appropriate behaviors by allowing the resident to make personal choices, providing and reinforcing other behavior consistent with the residents' dignity, and utilizing the residents' family as a source of emotional support.

g. Skills which incorporate principles of restorative nursing, including the use of assistive devices in ambulation, eating, and dressing, maintenance of range of motion, proper turning and positioning both in bed and chair, transferring, bowel and bladder training, enema administration, and care and uses of prosthetic devices, such as hearing aides, artificial eyes, artificial limbs, etc.

h. Behavior which maintains residents' rights, including but not limited to: assisting a resident to vote,
providing privacy and maintenance of confidentiality, allowing the resident to make personal choices to accommodate individual needs, giving assistance in resolving grievances, providing needed assistance in getting to and participating in resident and family groups and other activities, maintaining reasonable care of residents personal possessions, providing care which maintains the resident free from abuse, mistreatment or neglect, and reporting any instances of such poor care to appropriate facility staff, and maintaining the residents' environment and care, so as to minimize the need for physical or chemical restraints.

2. Discuss the responsibilities related to admission, transfer, and discharge of residents receiving care in various healthcare facilities.
3. Demonstrate the application of basic principles of Standard and Transmission Based Precautions in the lab and clinical settings.
4. Explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in long term care.
5. Demonstrate an understanding of the concepts of biological, psychosocial, socio-cultural, spiritual needs, and /or developmental factors that influence health attainment.

CIP CODE: 513902

NURSING ASSISTANT *COURSE REQUIREMENTS*

DEGREE: CTC NURSING ASSISTANT **HOURS REQUIRED: 6**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
NRSA 1211	Nursing Fundamentals	3	4-5 times/year
NRSA 1222	Skills Application	1	4-5 times/year
1xxx	Elective	2	4-5 times/year

*See course description for pre-requisite(s) requirements

OFFICE SYSTEMS TECHNOLOGY

DEGREE OPTIONS:
AAS Office Information Systems;
CTS Office Assistant;
CTS Word Processor Operator

DIVISION: LABC

DEPARTMENT: BUSINESS

PROGRAM DESCRIPTION: This program provides specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed. This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements

PROGRAM ACCREDITATION: Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Brandy Sevin

PROGRAM INSTRUCTOR(S): Lynette Callahan, Tracy Carmichael, Susan Guerrero, Paula Rome, and Brandy Sevin

SPECIAL COMMENTS: All business courses in the office systems curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit. CPTR 1100, CINS 1350, CINS 1250, CINS 1750, CINS 1650 - 5 year term limit or demonstrated competency test.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or associate degree

COURSE GRADE REQUIREMENTS:

STUDENT LEARNING OUTCOMES: Students who successfully complete an Office Systems Technology program will be able to:

1. Apply basic accounting procedures.
2. Create files to communicate effectively using a variety of computer applications.
3. Demonstrate professionalism in the classroom and workplace.
4. Apply techniques to effectively manage an office environment

CIP Code: 520401

OFFICE SYSTEMS TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS Office Assistant (CTS-OA) HOURS REQUIRED: 21

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
CPTR 1100	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
KYBD 1100	Keyboarding I	3	Sessions 1, 3
CINS 1350*	Spreadsheet Applications	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communications	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary Mathematics	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

OFFICE SYSTEMS TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: CTS Word Processor Operator (CTS-WPO) HOURS REQUIRED: 39

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
CPTR 1100*	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
KYBD 1100	Keyboarding I	3	Sessions 1, 3
CINS 1350*	Spreadsheet Applications	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communications	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Introduction to Business	3	Sessions 1, 2, 3, 4, 5
KYBD 1200*	Keyboarding II	3	Session 3
CINS 1250*	Word Processing	3	Sessions 2, 4
CINS 1750*	Database Applications	3	Session 2
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary Mathematics	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT Elective*	ACCT 2110, 2150, 2250, 2300	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirement

OFFICE SYSTEMS TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: Associate of Applied Science (AAS) HOURS REQUIRED: 60

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT 2100*	Financial Accounting	3	Sessions 1, 2, 3, 4, 5
BUSN 1050*	Business Communications	3	Sessions 1, 2, 3, 4, 5
BUSN 1100*	Introduction to Business	3	Sessions 1, 2, 3, 4, 5
BUSN 2100*	Introduction to Management	3	Sessions 1, 2, 3, 4, 5
BUSN 2130*	Personal Finance	3	Sessions 1, 2, 3, 4, 5
BUSN 2451* Or BUSN 2980*	Integrated Career Skills Or Approved Internship	3	Sessions 1, 2, 3, 4, 5 Sessions 2, 4
CINS 1250*	Word Processing	3	Sessions 2, 4
CINS 1350*	Spreadsheet Applications	3	Sessions 1, 2, 3, 4, 5
CINS 1650*	Desktop Publishing	3	Session 4
CINS 1750*	Database Applications	3	Session 2
CPTR 1100*	Intro to Computer Applications	3	Sessions 1, 2, 3, 4, 5
KYBD 1100	Keyboarding I	3	Sessions 1, 3
KYBD 1200*	Keyboarding II	3	Session 3
OSYS 2530*	Office Procedures	3	Session 2
GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010*	English Composition	3	Sessions 1, 2, 3, 4, 5
MATH* 1214, 1213, 1104 or 1103	College Algebra Contemporary mathematics	3	Sessions 1, 2, 3, 4, 5
HUMANITIES Elective	Choose from ENGL, HIST, PHIL	3	Sessions 1, 2, 3, 4, 5
NATURAL SCIENCE Elective	Choose from BIOL, CHEM, GEOL, PHSC	3	Sessions 1, 2, 3, 4, 5
SOCIAL SCIENCE Elective	Choose from CRJU, ECON, GEOG, POLI, PSYC, SOCL	3	Sessions 1, 2, 3, 4, 5
ELECTIVE COURSE			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ACCT Elective*	ACCT 2110, 2150, 2250, 2300	3	Sessions 1, 2, 3, 4, 5

*See course description for pre-requisite(s) requirements

OFFICE SYSTEMS TECHNOLOGY

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes WITH CO-REQUISITES	FAST TRACK	FULL TIME with NO summer classes
YEAR 1			
Session 1 (in Fall)	KYBD 1100 Math (6 hours)	Math KYBD 1100 CPTR 1100	KYBD 1100 Math
Session 2 (in Fall)	CPTR 1100 English (6 hours)	English ACCT 2100 CPTR 1350	CPTR 1100 English
Session 3 (in Spring)	ACCT 2100 CPTR 1350	BUSN 1050 ***CTS-OA COMPLETED*** CINS 1250 BUSN 1100	ACCT 2100 CPTR 1350
Session 4 (in Spring)	BUSN 1050 ***CTS-OA COMPLETED*** CINS 1250	KYBD 1200 BUSN 2100 CINS 1650	BUSN 1050 ***CTS-OA COMPLETED*** CINS 1250
Session 5 (in Summer)		BUSN 2130 Humanities Elective (ENGL, HIST, PHIL)	
YEAR 2			
Session 1 (in Fall)	BUSN 1100 BUSN 2130	Natural Science Elective (BIOL, CHEM, GEOL, PHSC) Social Science Elective (CRJU, ECON, GEOG, POLI, PSYC, SOCL) Acct Elective (Acct 2110, 2150, 2250, 2300) ***CTS-WPO COMPLETED***	BUSN 1100 BUSN 2130
Session 2 (in Fall)	CINS 1750 OSYS 2530	CINS 1750 OSYS 2530 BUSN 2451 OR 2908 ***AAS- COMPLETED***	CINS 1750 OSYS 2530
Session 3 (in Spring)	Acct Elective (Acct 2110, 2150, 2250, 2300) BUSN 2100		Acct Elective Acct Elective (Acct 2110, 2150, 2250, 2300) BUSN 2100
Session 4 (in Spring)	KYBD 1200 ***CTS-WPO COMPLETED*** CINS 1650		KYBD 1200 ***CTS-WPO COMPLETED*** CINS 1650
YEAR 3			
Session 1 (in Fall)	Humanities Elective (ENGL, HIST, PHIL) Natural Science Elective (BIOL, CHEM, GEOL, PHSC)		Humanities Elective (ENGL, HIST, PHIL) Natural Science Elective (BIOL, CHEM, GEOL, PHSC)
Session 2 (in Fall)	Social Science Elective (CRJU, ECON, GEOG, POLI, PSYC, SOCL) BUSN 2451 or 2980 ***AAS- COMPLETED***		Social Science Elective (CRJU, ECON, GEOG, POLI, PSYC, SOCL) BUSN 2451 or 2980 ***AAS- COMPLETED***

PHLEBOTOMY

DEGREE OPTION(S):
Certificate of Technical Studies – (CTS)

DIVISION: NAH

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: Phlebotomy is the drawing and collecting of blood samples for testing in hospitals, medical facilities, or clinical laboratories. The Phlebotomy program at Fletcher provides instruction on venipuncture (drawing of blood from veins), basic anatomy, physiology, and infection control. Students participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

PROGRAM ACCREDITATION: The Phlebotomy Program achieved Approval Status in the fall 2005 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (773)714-8880, fax (773) 714-8886, www.naacls.org

CLINICAL SITES: Terrebonne General Health System, Ochsner Chabert, Lady of the Sea Hospital, Thibodaux Regional Health System, Cardiovascular Institute of the South, St. James Parish Hospital.

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements.

PROGRAM COORDINATOR: Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.

PROGRAM INSTRUCTOR(S): Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.; Penny LeBoeuf, PBT (ASCP) CM; Kerry Toups, BS, MT (ASCP)

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate of technical studies.

COURSE GRADE REQUIREMENTS: All courses must be completed with a grade of C or higher.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Phlebotomy Program will be able to:

1. Demonstrate knowledge of the healthcare delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
6. Follow standard operating procedures to collect specimens.
7. Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. Demonstrate understanding of quality assurance and quality control in phlebotomy.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

CIP CODE: 511009

PHLEBOTOMY *COURSE REQUIREMENTS*

DEGREE: CTS – Certificate of Technical Studies **HOURS REQUIRED:** 16

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
HPHL 1110	Introduction to Health Care	**3**	**Fall, Spring**
HESC 1110	Medical Terminology	3	**Fall, Spring**
HPHL 1010	Phlebotomy Principles	2	**Fall, Spring**
HPHL 1020	Phlebotomy Techniques	7	**Fall, Spring**
HPHL 1120	Body Structure and Function	1	**Fall, Spring**

PRACTICAL NURSING

DEGREE OPTION(S):
CTC Nurse Aid (8 hours)
TD Practical Nursing (64 credits)
AAS Technical Studies (60 credits)

DIVISION: NAH (Nursing and Allied Health)

DEPARTMENT: Nursing

PROGRAM DESCRIPTION: The Practical Nursing Diploma Program consists of five semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies including the learning community at Fletcher Technical Community College. The Louisiana State Board of Practical Nurse Examiners (LSBPNE) has approved this competency-based program. The program content utilizes the nursing process and incorporates the concepts of holistic nursing, hierarchy of needs, prioritization of care, stress and adaptation, creative problem-solving and optimal psychosocial development. Classroom instruction includes, but is not limited to, an in-depth knowledge of anatomy and physiology, pharmacology, nutrition and diet therapy, nursing care of the individual across the lifespan, safety and infection control, therapeutic communication intervention, documentation, mental health, and health promotion and wellness. The curriculum encourages the student to become self-directed, accountable, and responsible for lifelong learning.

PROGRAM ACCREDITATION: The Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404-975-5000.

PROGRAM COORDINATOR: Lindsey Henry, BSN, RN

PROGRAM INSTRUCTOR(S): Kristi Chancellor, RN, BSN; Celeste George, RN, FNP-C; Stacey Luna, BSN, RN; Lindsey Henry, BSN, RN; Olivia Walker, MSN, RN, FNP; Latoya Turner, MSN, RNC-OB; Mindy Self, BSN, RN, Magan Kovac, RN, FNP; Dr. Bridget Robichaux, DNP, RN; Crystal Hatch BSN, RN; Paula Domangue, RN, ASN; Brittany Toups, RN, BSN

SPECIAL COMMENTS: Students are accepted into the program each year in the fall. Additional information for the PN clinical application and selection process is included in the current PN Admission Guide found on the Fletchers website. All courses in this program must be completed with a grade of 80/C or higher. Students who make less than an 80/C in a course are required to repeat the course before progressing to the next semester of the curriculum.

OVERALL GRADE POINT AVERAGE: 2.0 or higher

COURSE GRADE REQUIREMENTS: Program requirements must be completed with an 80% or better in each course. All nursing courses must be completed with a grade of C or higher on a 7-point grading scale.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Practical Nursing Program will be able to:

1. Provide nursing care that contributes to the enhancement of the health care delivery setting and protects clients and health care personnel
2. Collaborate with health care team members to facilitate effective client care
3. Contribute to the protection of clients and health care personnel from health and environmental hazards
4. Provide nursing care for clients that incorporate knowledge of expected stages of growth and development and prevention and/or early detection of health problems
5. Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients

6. Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting them with the management of health alterations
7. Provide comfort to clients and assistance in the performance of their activities of daily living
8. Provides care related to the administration of medications and monitors clients who are receiving parenteral therapies
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
10. Participates in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process
11. Demonstrate competency in laboratory and clinical skills performance. 6. Use information technology to communicate, manage knowledge, and mitigate error and support decision making.

CIP CODE: 513901

NURSE AID EXIT POINT *COURSE REQUIREMENTS*

DEGREE: CTC Nurse Aid **HOURS REQUIRED:** 8

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS***	**COURSE OFFERED**
HNUR 1211*	Nursing Fundamentals I	5	Fall
HNUR 1000*	Nursing Perspectives	3	Fall

*See course description for pre-requisite(s) requirement and lecture, lab, and clinical hours

PRACTICAL NURSING *COURSE REQUIREMENTS*

DEGREE: TD Practical Nursing **HOURS REQUIRED:** 64

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS***	**COURSE OFFERED**
HNUR 1211*	Nursing Fundamentals I	5	Fall
HNUR 1000*	Nursing Perspectives	3	Fall
HBIO 1220	Anatomy and Physiology for PN	5	Fall
HNUR 1180	Basic Pharmacology	3	Fall
HNUR 1152	Basic Nutrition for PN	1	Spring
HNUR 1411	Nursing Fundamentals II	5	Spring
HNUR 2210	Medical Surgical Nursing I	9	Spring
HNUR 2505	Mental Health Nursing	5	Summer
HNUR 2611	IV Therapy	2	Summer
HNUR 2310	Medical Surgical Nursing II	9	Fall
HNUR 2605	Pediatric and Obstetrical Nursing	6	Fall
HNUR 2410	Medical Surgical Nursing III	9	Spring
HNUR 2621	Professionalism for Practical Nursing	2	Spring

*See course description for pre-requisite(s) requirement and lecture, lab, and clinical hours

PRACTICAL NURSING *COURSE REQUIREMENTS*

DEGREE: AAS Technical Studies **HOURS REQUIRED:** 69

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
ENGL 1000/1010	English Composition I	3	TBD
MATH 1104/1214	Contemporary Math or College Algebra	3	TBD
CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS***	**COURSE OFFERED**
HNUR 1211*	Nursing Fundamentals I	5	Fall
HNUR 1000*	Nursing Perspectives	3	Fall
HBIO 1220	Anatomy and Physiology for PN	5	Fall
HNUR 1180	Basic Pharmacology	3	Fall
HNUR 1152	Basic Nutrition for PN	1	Spring
HNUR 1411	Nursing Fundamentals II	5	Spring
HNUR 2210	Medical Surgical Nursing I	9	Spring
HNUR 2505	Mental Health Nursing	5	Summer
HNUR 2611	IV Therapy	2	Summer
HNUR 2310	Medical Surgical Nursing II	9	Fall
ELECTIVE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
	Humanities or Fine Arts Elective**	3	TBD
	Natural Science Elective**	3	TBD
	Social Science Elective**	3	TBD
	Computer Elective**	3	TBD

*See course description for pre-requisite(s) requirement and lecture, lab, and clinical hours

**See listings at the end of the catalog for approved electives

PRACTICAL NURSING

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with Summer classes
YEAR 1	
Session 1(in Fall) **Session 2 (in Fall)**	HNUR 1211 Nursing Fundamentals I HNUR 1000 Nursing Perspectives HBIO 1220 Anatomy and Physiology for PN HNUR 1180 Basic Pharmacology
Session 4(in Spring) **Session 3 (in Spring)**	HNUR 1152 Basic Nutrition for PN HNUR 1411 Nursing Fundamentals II HNUR 2210 Medical Surgical Nursing I
Session 5 (in Summer)	HNUR 2505 Mental Health Nursing HNUR 2611 IV Therapy
YEAR 2	
Session 1(in Fall) **Session 2 (in Fall)**	HNUR 2310 Medical Surgical Nursing II HNUR 2605 Pediatric and Obstetrical Nursing
Session 3(in Spring) **Session 4 (in Spring)**	HNUR 2410 Medical Surgical Nursing III HNUR 2621 Professionalism for Practical Nursing

STERILE PROCESSING TECHNICIAN

DEGREE OPTION(S): Certificate of Technical Studies

DIVISION: NAH

DEPARTMENT: ALLIED HEALTH

PROGRAM DESCRIPTION: Sterile Processing is a certificate program designed to train students as Sterile Processing Technicians to support the surgical team. The program is an 18 credit hour certificate of technical studies (CTS) program that prepares students for employment in the medical field as sterile processors. Upon successful completion, students will have met the requirements and can sit for the Certified Registered Central Service Technician (CRCST) national exam administered by the Healthcare Sterile Processing Association (HSPA).

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Lindsay Henderson, MA, BAS, CST

PROGRAM INSTRUCTOR(S): Clarissa Lawson, CST, CFA, RSW

SPECIAL COMMENTS: This program requires a clinical component that will take place at one or more of the following locations: Terrebonne General Health System, Ochsner Chabert, Thibodaux Regional Health System, Ochsner St. Mary. In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements. Admission requirements can be found on the Sterile Processing Technician admissions checklist located on the Fletcher website.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 (C) or higher to receive a certificate of technical studies.

COURSE GRADE REQUIREMENTS: Students must maintain a 2.0 (C) in each course in order to progress in the program

STUDENT LEARNING OUTCOMES: Students who successfully complete the Sterile Processing Program will be able to:

1. Provide knowledge of the cleaning, decontamination, and disinfection of surgical instruments
2. Demonstrate and identify proper preparation and packaging of sterile surgical instruments
3. Demonstrate knowledge of documentation and record maintenance
4. Perform the sterilization process of surgical instruments
5. Demonstrate effective customer relations
6. Provide knowledge of sterile storage and inventory management
7. Provide knowledge of patient care equipment

CIP CODE: 511012

STERILE PROCESSING TECHNICIAN *COURSE REQUIREMENTS*

DEGREE: CTS Sterile Processing Technician **HOURS REQUIRED:** 18

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
STPR 1041	Intro to Sterile Processing	1	Fall
STPR 1143	Sterile Processing Concepts I	3	Fall
STPR 1142	Sterile Processing Concepts I Application	2	Fall
STPR 1253	Sterile Processing Concepts II	3	Fall
STPR 1263	Sterile Processing Concepts II Application	3	Fall
STPR 2106	Sterile Processing Practicum	6	Spring

*See course description for pre-requisite(s) requirement

SURGICAL TECHNOLOGY

DEGREE OPTION:
AAS (Associate of Applied Science) in Surgical Technology

DIVISION: NAH (Nursing & Allied Health)

DEPARTMENT: Surgical Technology

PROGRAM DESCRIPTION: The Surgical Technology Program is an Associate of Applied Sciences Degree program. Upon successful completion of the curriculum, the student will qualify to take the National Certification Exam for Surgical Technologists. The certifying exam is written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Certified Surgical Technologists (CSTs) are integral members of the surgical team who work closely with surgeons, anesthesia providers, registered nurses, and other surgical personnel to deliver patient care before, during, and after surgery. Their primary responsibility is maintaining the sterile field. The CST handles the instruments, supplies, and equipment necessary during the surgical procedure. Certified Surgical Technologists understand the procedure being performed, anticipate the needs of the surgeon, and have the necessary knowledge and ability to ensure quality patient care during the operative procedure. The student should recognize that the clinical rotation of the Surgical Technology program demands that attitude, work habits, communication skills, and manual dexterity are developed and evaluated along with academic readiness.

PROGRAM ACCREDITATION: The Associate of Applied Science in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355-113th St. N #7709, Seminole, Florida 33775, 727-210-2350. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is a private 501(c)(3) non-profit accreditation services agency providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality credible education.

PROGRAM COORDINATOR: Lindsay Henderson, MA, BAS, CST

PROGRAM INSTRUCTOR(S): Lindsay Henderson, MA, BAS, CST; Terri Ferreira, BS, CST; Rochelle Lofton, AAS, CST (adjunct)

SPECIAL COMMENTS: Cohorts begin each summer semester with application materials submitted by the designated due date of the preceding spring semester. All applicants must successfully complete the prerequisite requirements no later than the semester of the application deadline. Please see the current admission guide for all admission requirements. Surgical technology students must pass a cumulative skills practicum prior to entering the Clinical I course. Students who do not pass on their first attempt will be allowed one retake. Senior surgical technology students will sit for the NBSTSA National CST Examination no sooner than 30 days prior to graduation and no later than 30 days after graduation. Students are encouraged to take a computer literacy course, such as CPTR 1000.

OVERALL GRADE POINT AVERAGE: Students applying to the clinical program must achieve a minimum 2.5 GPA on all required prerequisite coursework (all non-SURG courses) and each course must be successfully completed with a grade of "C" or higher. See the most current program admission guide for more details.

COURSE GRADE REQUIREMENTS: Program requirements must be completed with an 80% in each course in order to receive the degree. Students enrolled in core SURG courses must successfully complete courses in sequence to proceed to the next semester's course offerings.

PROGRAM LEARNING OUTCOMES: The ARC/STSA has established the following thresholds for each outcome:

1. Student Graduation/ Retention rate: 70% of all students enrolled in the previous academic year (8/1/20** - 7/31/20**).
2. CST Exam Participation: 100% of all seniors enrolled in the surgical technology program must sit for their National Certification Exam administered by NBSTSA no sooner than 30 days prior to graduation and no later than 30 days after graduation.
3. CST Pass Rate: 70% of all graduates who sit for the National CST exam must successfully pass the exam on the first attempt.
4. Graduate Job Placement: 80% for all graduates.
5. Employer Survey Return Rate: 50% of all graduate surveys sent to employers must be returned.
6. Employer Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.
7. Graduate Survey Return Rate: 50% of all graduate surveys sent to graduates must be returned.
8. Graduate Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Surgical Technology Program will be able to:

1. Apply an understanding of human pathophysiology, surgical anatomy, the use of appropriate medical terminology, and the concepts of pharmacology associated with the perioperative setting. *(cognitive, psychomotor, and affective domains)*
2. Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, and patient care. (*cognitive and psychomotor domains*)
3. Demonstrate the ability to function in the perioperative setting while meeting legal, ethical, and moral responsibilities in the professional scope of the surgical technologist. *(cognitive and affective domains)*
4. To work cooperatively with teammates and become an integral member of the healthcare team while demonstrating effective communication skills, respect for coworkers, and respect for the dignity of patients. (*affective domain*)
5. Meet the educational requirements necessary to sit for the national certifying exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). (cognitive and psychomotor domains)

ADMISSION CRITERIA/ SELECTION PROCESS FOR THE PROGRAM: Students are accepted into the program each year in the summer. Acceptance capacity is based on clinical site availability. Additional information for the Surgical Technology application and selection process is included in the current AAS in Surgical Technology Admission Guide found on Fletcher's website.

CIP CODE: 510906

SURGICAL TECHNOLOGY *COURSE REQUIREMENTS*

DEGREE: AAS-Surgical Technology **HOURS REQUIRED:** 65

GENERAL EDUCATION COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
ENGL * 1000/ 1010	English Composition I	3	1,2,3,4,5
MATH* 1213/1214 or 1103/1104	College Algebra OR Contemporary Math	3	1,2,3,4,5
PSYC* 2010 or 2120	Introduction to Psychology or Developmental Psychology	3	1,2,3,4
HUMANITIES	Choose from: ENGL, HIST, PHIL	3	1,2,3,4,5
BIOL 1140*	Anatomy & Physiology I	3	TBD
BIOL 1150*	Anatomy & Physiology I Lab	1	TBD
BIOL 1160*	Anatomy & Physiology II	3	TBD
BIOL 1170*	Anatomy & Physiology II Lab	1	TBD
BIOL 2030*	Microbiology for Nursing & Allied Health	3	TBD
CORE COURSES (must be officially accepted into surgical technology program to take core courses)			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SEMESTER COURSE OFFERED**
SURG 1100*	Fundamentals of Surgical Technology I	3	Full Summer semester
SURG 1101*	Fundamentals of Surgical Technology I Lab	2	Full Summer semester
SURG 1102*	Introduction to Clinical for Surgical Technology	1	Full Summer semester
SURG 2100*	Fundamentals of Surgical Technology II	3	Full Fall semester
SURG 2101*	Fundamentals of Surgical Technology II Lab	3	Full Fall semester
SURG 2200*	Surgical Procedures I	7	Full Fall semester
SURG 2300*	Surgical Procedures II	4	Full Fall semester
SURG 2310*	Clinical I	8	Full Fall semester
SURG 2410*	Clinical II	4	Full Summer semester
SURG 2402*	Surgical Case Review	2	Full Summer semester
ELECTIVE COURSES (must be taken prior to core courses)			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**SESSIONS COURSE OFFERED**
HESC 1010	Introduction to Surgical Technology	2	1,3 (2,4 as needed)
HESC 1110	Medical Terminology	3	1,2,3,4

*See course description for pre-requisite(s) requirement

PROGRAM: SURGICAL TECHNOLOGY

SUGGESTED SCHEDULES FOR COMPLETION with College Placement

SESSION	FULL TIME with NO summer classes
YEAR 1	
Session 1 (in Fall)	ENGL MATH PSYC
Session 2 (in Fall)	BIOL 1140 BIOL 1150 HUMANITIES
Session 3 (in Spring)	BIOL 1160 BIOL 1170 HESC 1010
Session 4 (in Spring)	BIOL 2030 HESC 1110 **Apply to clinical portion of program**
Session 5 (in Summer)	SURG 1100 SURG 1101 SURG 1102
YEAR 2	
Session 1 (in Fall) Session 2 (in Fall)	SURG 2100 SURG 2101 SURG 2200
Session 3 (in Spring) Session 4 (in Spring)	SURG 2300 SURG 2310
Session 5 (in Summer)	SURG 2410 SURG 2402 **AAS-Surgical Technology-Completed**

TECHNICAL STUDIES

DEGREE OPTION(S):
AAS- Technical Studies (60)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program offers students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. The program consists of two components—a general education component and a technical area coursework component. The program is not designed for transfer. It is designed to prepare the student for immediate employment. All courses are to be selected in consultation with an advisor.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Nancy Clement

PROGRAM INSTRUCTOR(S): Interdisciplinary

SPECIAL COMMENTS: All courses in the technical area component must be completed with a C or higher.

OVERALL GRADE POINT AVERAGE: Program Requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete a Technical Studies Degree program will develop in the following competencies and at least one expected student learning outcome for each:

1. Developed in Sense of Community
   a. Recognize the diversity of the local and global community.
   b. Analyze societal issues and demonstrate an understanding of those issues to foster cultural sensitivity.
   c. Formulate interpersonal relationships that expand the sense of community.
2. Developed in Critical and Creative Thinking
   a. Identify, analyze, and assess real-world situations.
   b. Employ critical thinking to make logical decisions and solve difficult problems.
   c. Illustrate creative thinking through various media.
3. Developed in Quantitative Reasoning
   a. Understand quantities and relationships between quantities and develop an understanding of arithmetic skills.
   b. Indicate an understanding of the scientific methods.
4. Developed in Communication
   a. Express ideas clearly, creatively, logically, and appropriately in Standard English.
   b. Show an understanding of texts and evaluate the effectiveness and relevancy of texts.

COMPONENT I: The student must complete one of the following:

- A technical diploma that is a minimum of 42 credit hours OR
- A certificate of technical studies plus additional hours (0-26) as needed in an approved technical area OR
- Forty-two credit hours in an approved individualized concentration that has an identifiable career objective

COMPONENT II: The student must complete 18 credit hours in general education courses.

CIP CODE: 479999

TECHNICAL STUDIES *COURSE REQUIREMENTS*

DEGREE: AAS-Technical Studies **HOURS REQUIRED 60**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CPXX 1XXX	Approved Computer Elective	3	All
ENGL 1000/1010	English Composition I (GER)	3	All
MATH 1214/1213	College Algebra (GER)	3	All
	Approved Humanities/Fine Arts (GER)	3	All Semesters
	Approved Natural Science (GER)	3	All Semesters
	Approved Social Science (GER)	3	All
OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
	Technical Area Coursework	42	Fall, Spring, Summer

*See course description for pre-requisite(s) requirement

TECHNICAL STUDIES

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	**FULL TIME** with NO summer classes
YEAR 1	
Session 1 (in Fall)	Technical Area Coursework
Session 2 (in Fall)	Technical Area Coursework
Session 3 (in Spring)	Technical Area Coursework
Session 4 (in Spring)	CPXX 1XXX ENGL 1000/1010 MATH 1214/1213 Approved Humanities/Fine Arts Approved Natural Science Approved Social Science

WELDING

DEGREE OPTION(S):
CTC-3G-4G SMAW Welder (10)
CTC-SMAW Pipe Welder (13)
CTC- 3G-4G FCAW Welder (9)
CTC-FCAW Pipe Welder (12)
CTC-TIG Pipe Welder (12)
CTS- Intermediate Welder (21)
TD-Welding (45)

DIVISION: TECH

DEPARTMENT:

PROGRAM DESCRIPTION: This program of study prepares students for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. After completion of this program, the student will have covered the skills designated by the American Welding Society (AWS) and will be prepared to take the AWS entry-level test.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Tony Callais, Associate Master Instructor, Certified Welding Inspector

PROGRAM INSTRUCTOR(S): Tony Callais, Associate Master Instructor, Certified Welding Inspector

SPECIAL COMMENTS: WELD 1110, 1111, and 1210 must be completed with a grade of 100%. All other Welding courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete a Welding program will be able to:

1. Demonstrate fundamental proficiencies in the use of hand tools and portable and power equipment.
2. Utilize the computer to access information related to continued study and job market enhancement.
3. Analyze drawings and specifications related to welding problems and jobs.
4. Demonstrate modern welding techniques and skills to enhance employability.

CIP CODE: 480508

WELDING *COURSE REQUIREMENTS*

DEGREE: CTC-3G-4G SMAW Welder **HOURS REQUIRED 10**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1110	Shop Orientation and Safety	2	All Semesters
WELD 1210	Oxyfuel Systems	2	All Semester
WELD 1411	SMAW Fillet Weld	3	All Semesters
WELD 1412	SMAW V-Groove	3	All Semesters

*See course description for pre-requisite(s) requirement

WELDING *COURSE REQUIREMENTS*

DEGREE: CTC-SMAW Pipe Welder **HOURS REQUIRED 13**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1111	Occupational Safety	2	All
WELD 1210	Oxyfuel Systems	2	All
WELD 2995	Special Projects III (2G Pipe)	3	All
WELD 1511	SMAW Pipe 5G	3	All
WELD 1512	SMAW Pipe 6G	3	All

*See course description for pre-requisite(s) requirement

WELDING *COURSE REQUIREMENTS*

DEGREE: CTC-3G-4G FCAW Welder **HOURS REQUIRED 9**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1111	Occupational Safety	2	All
WELD 1210	Oxyfuel Systems	2	All
WELD 2110	FCAW Basic Fillet	2	All
WELD 2111	FCAW Groove Weld	4	All

*See course description for pre-requisite(s) requirement

WELDING *COURSE REQUIREMENTS*

DEGREE: CTC-FCAW Pipe Welder **HOURS REQUIRED 13**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1111	Occupational Safety	2	All
WELD 1210	Oxyfuel Systems	2	All
WELD 2111	FCAW Groove Weld	4	All
WELD 2114	FCAW Pipe 6GR	5	All

*See course description for pre-requisite(s) requirement

WELDING *COURSE REQUIREMENTS*

DEGREE: CTC-TIG Pipe Welder **HOURS REQUIRED 12**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1111	Occupational Safety	2	All
WELD 1210	Oxyfuel Systems	2	All
WELD 1512	SMAW Pipe 6G	3	All
WELD 2220	GTAW Pipe 5G	3	All
WELD 2222	GTAW Pipe 6G	3	All

*See course description for pre-requisite(s) requirement

WELDING *COURSE REQUIREMENTS*

DEGREE: CTS- Intermediate Welder **HOURS REQUIRED 21**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1111	Occupational Safety	2	All
WELD 1210	Oxyfuel Systems	2	All
WELD 1410	SMAW Basic Beads	2	All
WELD 1411	SMAW Fillet Weld	3	All Semesters
WELD 1412	SMAW V-Groove	3	All Semesters
WELD 2110	FCAW Basic Fillet Weld	2	All
WELD 2111	FCAW Groove Weld	4	All
	Approved Welding Electives	3	All

*See course description for pre-requisite(s) requirement

WELDING *COURSE REQUIREMENTS*

DEGREE: TD-Welding **HOURS REQUIRED 45**

CORE COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
WELD 1111	Occupational Safety	2	All
WELD 1210	Oxyfuel Systems	2	All
WELD 1410	SMAW Basic Beads	2	All
WELD 1411	SMAW Fillet Weld	3	All Semesters
WELD 1412	SMAW V-Groove	3	All Semesters
WELD 2110	FCAW Basic Fillet Weld	2	All
WELD 2111	FCAW Groove Weld	4	All
	Approved Welding Electives	3	All
WELD 1310	Cutting Process CAC/PAC	1	All
WELD 2114	FCAW Pipe 6G(R)	5	All
WELD 2210	GTAW Multi-Joint	4	All
WELD 2310	GMAW Basic Fillet Weld	3	All
WELD 2311	GMAW Groove Weld	3	All
WELD 2230	GTAW Aluminum Multi-Joint	3	All
	Approved Welding Electives	3	All
ELECTIVE/OTHER COURSES			
COURSE	**COURSE NAME**	**CREDIT HOURS**	**COURSE OFFERED**
CLCR	Career Preparation	2	Fall, Spring, Summer

*See course description for pre-requisite(s) requirement

WELDING

SUGGESTED SCHEDULES FOR COMPLETION

SESSION	FULL TIME
YEAR 1	
Session 1 (in Fall) Session 2 (in Fall)	*WELD 2110* *WELD 2111* *ELECTIVE* ***CTS COMPLETED*** *WELD 1310* *WELD 2114*
Session 3 (in Spring) Session 4 (in Spring)	CLCR 2000 WELD 2210 WELD 2310 WELD 2311 WELD 2230 **TD COMPLETED**

COURSE DESCRIPTIONS

The following is a listing of all courses of instruction offered by departments at Fletcher Technical Community College. This listing is as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some courses may have been added, others may have been deleted, and/or changes in content may have been made.
The course numbering system implies the following: Courses numbered below 1000 are developmental courses. Courses in the 1000 series are designed for freshmen. Courses in the 2000 series are designed for sophomores.
Courses numbered below 1000 are developmental and are not acceptable for credit toward a diploma or an associate degree. Some other courses numbered 1000 and above may not carry credit toward some associate degrees.
The numerical listing after the course titles gives the following information (ex. 3-3-0-0):

- first number, semester credit hours
- second number, lecture contact/clock hours per week
- third number, laboratory contact/clock hours per week
- fourth number, other contact/clock hours per week

EXAMPLE: EXAM 2015 - Example Course I (3-1-2-3)
3 credit hours
1 clock hour of lecture per week for 1 credit hour
2 clock hours of laboratory per week for 1 credit hour
3 clock hours of other (clinical/studio/internship) for 1 credit hour

A credit hour is a measurement of course work completed satisfactorily. Numerical listings, as noted in the example above, are based on a 15-week semester. For summer terms and abbreviated course offerings, such as those offered during minimesters, contact hours are converted to ensure compliance with the credit hours awarded policy. For lecture, one semester hour of credit is given for one hour of class attendance/contact per week for a period of one semester or 15 weeks. In laboratory courses, a minimum of two clock hours of attendance/contact per week are required to earn one semester hour of credit. For clinicals, internships, practicum work, studio work, or other work-based activities, one credit hour is given for a minimum of three clock hours of attendance/contact per week in a standard 15-week semester.
Listing of a course does not necessarily mean that it will be offered every year or every term during a given year. Some departments indicate in the course description the semester in which a course is normally offered. If no information is given in the course description, students should contact the department to determine when the course is to be offered.
All courses used as prerequisites to other courses must be completed with a C or higher in order to satisfy the prerequisite requirement for the subsequent course.

ACCOUNTING

ACCT 2100 –FINANCIAL ACCOUNTING (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1103
This course introduces basic financial accounting concepts and principles as they relate to corporate entities. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. ACCT 2100 has a 5 year term limit on transfer credit. Louisiana Common Course Number: CACC 2113 (520302)

ACCT 2110 – MANAGERIAL ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100 and eligibility for MATH 1213
An introduction to managerial accounting including a study of costs and cost behavior within business entities, the use of cost information for planning and control decisions, and product costing for purposes of inventory valuation and income determination. Louisiana Common Course Number: CACC 2213 (520302)

ACCT 2150 – FEDERAL TAXATION – CORPORATE AND PARTNERSHIP (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
Introduction to the tax laws as currently implemented by Congress and the Internal Revenue Service to provide a working knowledge of preparing taxes for partnerships, Subchapter S Corporations, and C Corporations. Emphasis is placed on the determination of Taxable Income for Partnerships, S Corporations, and C Corporations, as well tax research and tax planning. (520302)

ACCT 2250 – PAYROLL ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100. Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports: computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions. Fall only. Louisiana Common Course Number: CACC 2513 (520302)

ACCT 2300 – INTERMEDIATE ACCOUNTING I (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
Theory and application of generally accepted accounting principles with an emphasis on the accounting cycle and the preparation of the financial statements. Additional topics related to asset classification and reporting are also covered. Spring only. (520302)

ACCT 2350 – FINANCIAL ACCOUNTING PROJECTS (3-3-0-0)
Prerequisite(s): C or better in or concurrent enrollment in ACCT 2300
Maintenance of a complete set of accounting books and related financial statements both manually and electronically. Entire accounting cycle is completed. Includes work with audited financial statements to perform analysis and review, make informed judgements, solve problems, and effectively communicate information. (520302)

ACCT 2400 – ADVANCED ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2300
Theory and application of generally accepted accounting principles with an emphasis on the accounting cycle and the preparation and analysis of the financial statements. Additional topics related to liability classification and stockholders equity reporting are also covered. Spring only. (520302)

ACCT 2500 – COMPUTERIZED ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
Basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Fall only. Louisiana Common Course Number: CACC 2413 (520302)

ACCT 2700 – FEDERAL TAXATION – INDIVIDUAL (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
A study of tax laws currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual. Emphasis is placed on the determination of income, statutory deductions and federal income tax liability for individuals and sole proprietorships. Louisiana Common Course Number: CACC 2613 (520302)

AGRICULTURE TECHNOLOGY

AGRI 1001-INTRODUCTION TO DIESEL POWER SYSTEMS (3-1-2-0)
Operation of diesel, gasoline and LPG engines with an emphasis on multi cylinder design; disassembling, measuring evaluating and reassembling engines. (010205)

AGRI 1002-INTRODUCTION TO DIESEL ELECTRICAL SYSTEMS (3-1-2-0)
This course will cover the fundamentals of direct current electricity as they pertain to engine control systems and vehicular applications, safety, and the use and storage of batteries and testing equipment. (010205)

AGRI 1003-INTRODUCTION TO AGRICULTURAL POWER UNITS (3-1-2-0)
This course will cover the principles of hydraulics, various hydraulic components and systems, the applications of hydraulics systems in agricultural equipment. (010205)

AGRI 1004-INTRODUCTION TO DEALERSHIP OPERATIONS AND PROCEDURES (3-3-0-0)
This course will cover the basic operations and procedures that most employees must adhere to in the field of precision agriculture. The course will provide insight to various departments of agriculture equipment dealerships and their important to the dealer and the customers. This course will establish the role that various departments and personnel have within the dealership. (010205)

AGRI 1005-INTRODUCTION TO INNOVATION IN AGRICULTURE (3-3-0-0)
An introduction to the history of agriculture, the rise of the tractor and the advanced capabilities of modern agricultural equipment. (010205)

AGRI 1006-AGRICULTURE SMALL ENGINE SERVICE AND REPAIR (3-1-2-0)
Theory of operation, maintenance and overhualing of small engines, two and four cycle. (010205)

AGRI 1007- AIR CONDITIONING PRINCIPLE AND LAB (3-1-2-0)
This course will cover basic phase conversion principle along with inspections, adjusting, troubleshooting and servicing mobile air conditioning units. (010205)

AGRI 1008-ADVANCED GIS & MAPPING SYSTEMS (3-3-0-0)
This course will provide students hands-on learning experience with advanced GIS and agriculture mapping technologies. (010205)

AGRI 1010-TECHNICAL MATHEMATICS (3-3-0-0)
This course is designed to provide students with the mathematics skills necessary to perform routine tasks as a precision Ag technician. (010205)

AGRI 2001- DIESEL POWER SYSTEMS DIAGNOSTICS (3-1-2-0)
This course will focus on the diagnosis and repair of diesel, gasoline and LPG engines with an emphasis on multi cylinder design. (010205)

AGRI 2002- AGRICULTURE ELECTRICAL SYSTEMS DIAGNOSTICS (3-1-2-0)
This course will cover diagnosis of complex hydraulic systems found in agricultural systems including open-center, variable pressure, variable flow, systems using a flow meter and pressure gauges. (010205)

AGRI 2003- AGRICULTURE HYDRAULIC SYSTEMS DIAGNOSTICS (3-1-2-0)
This course will cover diagnosis of complex hydraulic systems found in agricultural systems including open-center, variable pressure, variable flow, systems using a flow meter and pressure gauges. (010205)

AGRI 2005-ADVANCED FIELD STUDY INTERNSHIP (0-0-0-6)
This course will provide students an opportunity to apply the concepts from the Precision Ag Technology program in the field. Students will intern in an agriculture technology business or production ag facility. (010205)

AGRI 2006-TECHNICAL WRITING (3-3-0-0)
This course is designed to provide students with the skills necessary to write clear and concise maintenance logs, as per industry requirements. (010205)

AIR CONDITIONING & REFRIGERATION

HACR 1150 - HVAC INTRODUCTION (3-2-1-0)
Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

HACR 1160 - PRINCIPLES OF REFRIGERATION I (3-2-1-0)
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.

HACR 1170 - PRINCIPLES OF REFRIGERATION II (3-2-1-0)
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety.

HACR 1180 - PRINCIPLES OF REFRIGERATION III (3-2-1-0)
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: EPA Section 608 Certification, Refrigerant recovery, recycle & reclamation, System charging using superheat, subcool, weigh-in and/or manufacturer's procedures, Evacuation & dehydration procedures

HACR 1210 - ELECTRICAL FUNDAMENTALS (3-2-1-0)
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.

HACR 1220 - ELECTRICAL COMPONENTS (3-2-1-0)
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.

HACR 1230 - ELECTRICAL MOTORS (3-2-1-0)
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.

HACR 1240 - APPLIED ELECTRICITY AND TROUBLESHOOTING (3-2-1-0)
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.

HACR 1410 - DOMESTIC REFRIGERATION (2-1-1-0)
Presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

HACR 1420 - ROOM AIR CONDITIONERS (2-1-1-0)
The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

HACR 2510 - RESIDENTIAL CENTRAL AIR CONDITIONING (3-2-1-0)
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.

HACR 2520 - RESIDENTIAL CENTRAL AIR CONDITIONING II (2-1-1-0)
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.

HACR 2530 - RESIDENTIAL SYSTEM DESIGN (2-1-1-0)
Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

HACR 2540 - RESIDENTIAL HEATING I (3-2-1-0)
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.

HACR 2550 - RESIDENTIAL HEATING II (3-2-1-0)
The application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses.

HACR 2560 - RESIDENTIAL HEAT PUMPS (2-1-1-0)
Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included

HACR 2810 - COMMERCIAL AIR CONDITIONING I (6-4-2-0)
Introduces fundamental theory and techniques to identify major components and functions of commercial system. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.

HACR 2820 - COMMERCIAL AIR CONDITIONING CONTROLS (7-4-3-0)
Emphasis will be placed on service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major components parts of a commercial air conditioning system.

HACR 2830 - COMMERCIAL AIR CONDITIONING II (6-4-2-0)
Topics will include types of commercial air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles.

SOLR 1000 - SOLAR FUNDAMENTALS (3-0-3-0)
The student will gain a basic knowledge of photovoltaic systems, thermal systems, and stand-alone systems. The course will include a study of system components, electrical circuits, site assessments, as well as system design and sizing. The course is designed around the learning objectives associated with the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic (PV) Entry Level Certificate of Knowledge Exam.

SOLR 1010 - PV SOLAR APPLICATIONS (3-2-1-0)
The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a PV solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

SOLR 1020 - INDUSTRIAL SOLAR APPLICATIONS (3-2-1-0)
The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a stand-alone solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

SOLR 1030 - SOLAR THERMAL APPLICATIONS (3-2-1-0)
The student will gain sufficient skills required to install a solar water heating system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards.

SPPR 2991 - SPECIAL PROJECTS I (1-1-0-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2993 - SPECIAL PROJECTS II (2-2-0-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2995 - SPECIAL PROJECTS III (3-3-0-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2996 - SPECIAL PROJECTS IV (3-0-3-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2997 – PRACTICUM (3-3-0-0)
A Practicum provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Practicum do not receive compensation for their work.

SPPR 2998 - SPECIAL PROJECTS V (1-0-1-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.
SPPR 2999 - COOPERATIVE EDUCATION (3-3-0-0)
Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

ARTS

ARTS 1200 – INTRODUCTION TO VISUAL ARTS (3-3-0-0)
Prerequisite(s): None
Basic elements and principles of the visual arts: the vocabulary of art; appreciation and understanding of diverse styles and mediums of art, past and present; developing visual literacy. Includes opportunities to experience art (reproductions and/or live). (Louisiana Common Course Number: CART 1023) (500703)

ARTS 2010 – BEGINNING DRAWING (3-0-0-9)
Prerequisite(s): None
Introduction to elements, vocabulary and principles of drawing through various media; drawing from observation; includes composition, perspective, spatial organization, line, value and gesture. (Studio course, with at least 6 contact hours.) (Louisiana Common Course Number: CART 2203) (500705)

ARTS 2020 – INTERMEDIATE DRAWING (3-0-0-9)
Prerequisite(s): C or better in ARTS 2010
Use of a variety of media and approaches to develop representational abstract and non-objective images. Emphasis placed on using preparatory drawings to develop finished pieces. (500705)

ARTS 2030 – FIGURE DRAWING (3-0-0-9)
Prerequisite(s): C or better in ARTS 2020
Introduction to drawing the human form from observation, using various media. (Studio course, with at least 6 contact hours.). (Louisiana Common Course Number: CART 2213). (500705)

ARTS 2300 – DIGITAL PHOTOGRAPHY I (3-0-0-9)
Prerequisite(s): None
Basic digital photography and use of the digital camera. Covers camera functions and usage and software used by the modern digital photographer in manipulation of photographs. (500605)

ARTS 2310 – DIGITAL PHOTOGRAPHY II (3-0-0-9)
Prerequisite(s): C or better in ARTS 2300
Intermediate digital photography and use of photo-manipulation software. Covers advanced camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Includes introduction to digital infrared camera techniques and photo manipulation. (500605)

ARTS 2320 – DIGITAL PHOTOGRAPHY III (3-0-0-9)
Prerequisite(s): C or better in ARTS 2310
Advanced digital photography and use of photo-manipulation software. Covers advanced camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Includes creation of a portfolio of student work, via hard copy or website. (500605)

ARTS 2510 – ART STRUCTURE/2-D DESIGN (3-0-0-9)
Prerequisite(s): None
Problem-solving course covering the visual elements and principles of 2-D design. Hands-on experience (Studio course, with at least 6 contact hours.) (Louisiana Common Course Number: CART 1113) (500701)

ARTS 2520 – COLOR THEORY (3-0-0-9)
Prerequisite(s): C or better in ARTS 2510
Study of the properties and interactions of color and tis perceptual effects through the application of various design principles. (Studio course with at least 6 contact hours) (Louisiana Common Course Number: CART 2303). (500701)

ARTS 2540 – GRAPHIC DESIGN I (3-0-0-9)
Prerequisite(s): C or better in ARTS 2520 and recommended C or better in ARTS 2010 and 2300
Translating objects into various graphic styles, letterform design, and Introduction to computer graphics. (500701)

ARTS 2600 – INTRODUCTION TO GRAPHIC ARTS TECHNOLOGY (3-0-0-9)
Prerequisite(s): None
An introduction to basic photo shop techniques and tools: exposure, saturation, selection, cutting, pasting, filters, special effects, etc. Introduction to basic Illustrator techniques and tools: vector images, font and typeface manipulation, clip art manipulation, effects, filters, etc. Introduction to basic In-Design desktop publishing techniques and tools: print-ready layouts; web-ready layouts, text wrap, linked text, pagination, bleed, printer marks, save as formats (pdf, png, jpg, html), etc. (500409)

ARTS 2800 – ART HISTORY SURVEY I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010
Chronological survey of art: prehistoric, Near-Eastern, Greek, Roman, and medieval art (Louisiana Common Course Number: CART 2103). (500703)

ART 2810 – ART HISTORY SURVEY II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010
Chronological survey of Renaissance to modern art. (Louisiana Common Course Number: CART 2113) (500703)

AUTOMOTIVE TECHNOLOGY

AUTO 1010 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (LECTURE AND LAB) (2-1-1-0)
This course will introduce students to the field of automotive service technology. Students will learn of the career opportunities available in the automotive field as well as safety factors relating to the automotive service industry. Students will be introduced to responsibilities performed and the tools used in the automotive service industry. Topics include the following: careers, chemicals used in automotive service, tools and equipment used, certification requirements, and OSHA and EPA regulations. (470604)

AUTO 1011 – ENGINE REPAIR (LECTURE AND LAB) (4-2-2-0)
This course covers the theory, construction, and operation of the internal combustion engine. Topics include the following: automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, engine lubrication system, and drivability problems related to internal engine problems. (470604)

AUTO 1020 – AUTOMATIC TRANSMISSION AND TRANSAXLE (LECTURE AND LAB) (4-2-2-0)
This course will cover theory, design, and operation of automatic transmissions and transaxles. Topics include the following: transmission design and components, electric transmission controls, and automatic transmission diagnosis and service. (470604)

AUTO 1030 – MANUAL DRIVE TRAINS (LECTURE AND LAB) (4-2-2-0)
This course will cover the theory, design, and function of the manual drive train. The following topics are included: manual transmission components, operation, diagnosis, and service; clutch assembly components, operation, diagnosis, and service; driveshaft and axle components, diagnosis, and service; differential components, diagnosis, and service; and four-wheel drive operation, diagnosis, and service. (470604)

AUTO 1040 – STEERING AND SUSPENSION (LECTURE AND LAB) (5-2-3-0)
This course covers the theory, function, and operation of the automotive steering and suspension system. Topics include the following: steering and suspension system designs, inspection and service of steering and suspension system components, MacPherson Strut analysis and service, wheel bearing and spindle service, adjustable shock absorbers and electronic suspension controls, alignment procedures, and wheel and tire analysis and service. (470604)

AUTO 1050 – BRAKES (LECTURE AND LAB) (4-2-2-0)
This course will cover theory, design, and operation of the automotive brake systems. Topics include the following: disc and drum brake system components; properties of brake fluids; components of the hydraulic brake system; diagnosing, replacing, and adjusting automotive brake systems; and the design, components, operations, diagnosis, and service of the antilock brake system. (470604)

AUTO 1060 – ELECTRICAL/ELECTRONIC I (LECTURE AND LAB) (4-2-2-0)
This course will teach the fundamentals of the electrical/electronic automotive systems, charging systems, automotive lighting, and air conditioning; and using electrical trouble shooting manuals. (470604)

AUTO 1061 – ELECTRICAL/ELECTRONIC II (LECTURE AND LAB) (4-2-2-0)
This is the advanced level electrical/electronic course. Topics include the following: gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and the function, analysis, and service of the automotive computer system. (470604)

AUTO 1070 – HEATING AND AIR CONDITIONING (LECTURE AND LAB) (4-2-2-0)
This course will cover the theory and design of automotive climate control systems. The following topics will be included in this course: principles of refrigeration; air conditioning design, components, and controls. Diagnosis, and service of air conditioning systems; and automotive heating system components, diagnosis, and service. (470604)

AUTO 1080 – ENGINE PERFORMANCE I (LECTURE AND LAB) (5-2-3-0)
Students will learn the fundamentals of the ignition system. Topics will include the following: engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to the ignition system. (470604)

AUTO 1081 – ENGINE PERFORMANCE II(LECTURE AND LAB) (5-2-3-0)
This course is designed to teach the concepts of automotive fuel systems. Topics include the following: fuels and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems. (470604)

BIOLOGY

BIOL 1010 – GENERAL BIOLOGY I (NON-MAJORS) – PRINCIPLES OF BIOLOGY (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000, and MATH 1214
Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution. (Louisiana Common Course Number: CBIO 1013) (260101)

BIOL 1011 (formerly BIO 102L) – GENERAL BIOLOGY I LAB (NON-MAJORS) (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in BIOL 1010
Laboratory designed to supplement General Biology I for non-science majors. (Louisiana Common Course Number: CBIO 1011). (260101)

BIOL 1020 – GENERAL BIOLOGY II – THE DIVERSITY OF LIFE (3-3-0-0)
Prerequisite(s): C or better in BIOL 1010
Broad biological principles for non-science majors: evolution and biological diversity. Topics may vary (Louisiana Common Course Number: CBIO 1023) (260101)

BIOL 1021- GENERAL BIOLOGY II LAB (1-0-3-0)
Prerequisite(s): C or better or concurrent enrollment in BIOL 1020.
Laboratory deigned to supplement the lessons of General Biology II to give students a better understanding of the concepts of the course.

BIOL 1030 - GENERAL BIOLOGY I (MAJORS) (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000, and MATH 1214
Scientific method; general concepts and principles of biological molecules, cell structure and function, genetics. (Louisiana Common Course Number: CBIO 1033)

BIOL 1031 – GENERAL BIOLOGY LABORATORY I (MAJORS) (3-3-0-0)
Prerequisite(s): Prior completion of or concurrent enrollment in BIOL 1030
Laboratory designed to supplement General Biology I for science majors. (Louisiana Common Course Number: CBIO 1031).

BIOL 1140-HUMAN ANATOMY AND PHYSIOLOGY I (3-3-0-0)
Prerequisite(s): Option 1: Eligibility for ENGL 1000 and MATH 1000 and one of the following: 1) ACT composite score of 30 or higher, or 2) 75% or better on the Biology Placement Exam or 3) C or better in BIOL 1030/1031 General Biology for major lecture/lab. Cells, tissues, integumentary, skeletal, muscular, and nervous systems. (Louisiana Common Course Number: CBIO 2213). (260403)

BIOL 1150 – HUMAN ANATOMY AND PHYSIOLOGY I LAB (1-0-3-0)
Prerequisite(s): C or better in or concurrent enrollment in BIOL 1140
Laboratory designed to supplement Human Anatomy and Physiology I. (Louisiana Common Course Number: CBIO 2211). (260403)

BIOL 1160 – HUMAN ANATOMY AND PHYSIOLOGY II (3-3-0-0)
Prerequisite(s): C or better in BIOL 1140
Endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. (Louisiana Common Course Number: CBIO 2223). (260403)

BIOL 1170 – HUMAN ANATOMY AND PHYSIOLOGY II LAB (1-0-3-0)
Prerequisite(s): C or better in BIOL 1150, and C or better in or concurrent enrollment in BIOL 1160
Laboratory designed to supplement Human Anatomy and Physiology II. (Louisiana Common Course Number: CBIO 2221). (260403)

BIOL 2030 – MICROBIOLOGY FOR NURSING AND ALLIED HEALTH (3-3-0-0)
Prerequisite(s): C or better in BIOL 1140 or equivalent coursework
Principles of microbiology, with emphasis on health and disease. (Louisiana Common Course Number: CBIO 2113). (260503)

BIOL 2121-GENERAL MICROBIOLOGY FOR SCIENCE MAJORS (1-0-3-0)
Pre-requisite(s): C or better in BIOL 1030 or equivalent coursework
This lecture course covers the general concepts of microbiology, including microbe structure and function, genetics, metabolism & diversity, host-microbe interactions, pathogens and immunology.

BIOL 2123-GENERAL MICROBIOLOGY LABORATORY FOR SCIENCE MAJORS (1-0-3-0)
Pre-requisite(s): C or better in BIOL 1030 AND BIOL 1031 or equivalent coursework
This laboratory course is a hands-on experience in microscopy, aseptic technique, microbiological staining, biochemical testing, and identification of unknown organisms.

BUSINESS AND OFFICE SYSTEMS

BUSN 1000 – BUSINESS LAW (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
An analysis of the legal environment and its impact on business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment. Louisiana Common Course Number: CBUS 2103 (520101)

BUSN 1010 SERVICE COMMUNICATIONS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
This course introduces the student to the basic communications skills used on the job and behavior-based expectations of employees (safety and personal interactions). (CIP 520201)

BUSN 1050 – BUSINESS COMMUNICATIONS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
The communication theories and their applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. (520501)

BUSN 1100 – INTRODUCTION TO BUSINESS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL1000
This course explores the nature of the American free enterprise system, including the contemporary business world, management, organization structures, human resources, marketing, managing information, and financial issues. Louisiana Common Course Number: CBUS 1003 (520201)

BUSN 2010 – HUMAN RELATIONS (3-3-0-0)
Prerequisite(s): Eligibility for English 1000
This course provides an understanding of human behavior in various settings including the home and the workplace. The course covers a variety of topics including motivation, emotional stress, sexuality, and applied social psychology. (520201)

BUSN 2100 – INTRODUCTION TO MANAGEMENT (3-3-0-0)
Prerequisite(s): Eligibility for English 1000 and C or better in BUSN 1100
This course explores effective management of organizations with emphasis on the management functions, planning, organizing, leading, and controlling, to achieve successful performance within the organization. (520201)

BUSN 2120-HUMAN RESOURCES MANAGEMENT (3-3-0-0)
Prerequisite(s): Eligibility for English 1000 and C or better in BUSN 2100
Principles and techniques of human resource management with emphasis on planning, developing, selecting, compensating, evaluating, and supervising employees. The course explores the maintenance and utilization of a labor force. Louisiana Common Course Number: CMGM 2213 (521001)

BUSN 2130-PERSONAL FINANCE (3-3-0-0)
Prerequisite(s): Eligibility for English 1000 and MATH 1213 and C or better in ACCT 2100
This course surveys personal money management concepts, determining sources of incomes, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. The course will examine the relationship between consumer finance and the economy. Louisiana Common Course Number: CFIN 2113(520801)

BUSN 2140-INTRODUCTION TO ENTREPRENEURSHIP (3-3-0-0)
Prerequisite(s): Eligibility for English 1010 and C or better in BUSN 1100
The course surveys and analyzes contemporary techniques for managing a successful small business setting. Topics include writing a successful business plan, new and existing ventures, developing and maintaining an organization, staffing opportunities, and people. Potential entrepreneurs must adapt and flex, push, and explore. Louisiana Common Course Number: CMGM 2413 (520701)

BUSN 2200 –LEGAL ENVIRONMENTOF BUSINESS (3-3-0-0)
Prerequisite(s): Eligibility for English 1010 and C or better in BUSN 1100
This course incorporates all aspects of the American legal system including Constitutional, common, cyber, case, statutory, torts, and administrative law. The individual's rights and responsibilities as a member of society are studied. Ethical and legal decision making and the impact on business is analyzed. Louisiana Common Course Number: CBUS 2003 (520101)

BUSN 2230-PRINCIPLES OF MARKETING (3-3-0-0)
Prerequisite(s): Eligibility for English 1010, C or better in BUSN 1100, and C or better or co-enrolled in BUSN 1050
This course takes a managerial approach to marketing function. It emphasizes the exchange process, marketing analysis, price determinants, and present-day marketing trends. The course focuses on how firms adapt products and services to changes in consumer demand. Louisiana Common Course Number: CMKT 2003 (521401)

BUSN 2240-ENTREPRENEURIAL FINANCE (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100, and C or better in or co-enrolled in BUSN 2140.
This course provides the student with basic knowledge of the financial requirements for starting and maintaining a business. (520801)

BUSN 2451–INTERGRATED CAREER SKILLS (3-3-0-0)
Prerequisite(s): C or better in 30 credit hours of program courses
This is a capstone course for the business student who must be in the graduating semester or the semester prior to graduation. The business student is prepared to enter the job market through the integration of skills gained during the course of study: accounting applications, office application software use, resume and cover letter preparation, job application completion, interviewing techniques, analyzing benefits, evaluating job offers, and job search methods. Student is required to participate in a mock interview. Previously BUSI 2450. (320105)

BUSN 2980 –INTERNSHIP - ACCT, BSAD, AND OSYS (3-0-0-10)
Prerequisite: C or better in 30 credit hours of program courses
This is a capstone course for the business student who must be in the graduating semester or the semester prior to graduation. This course provides students the opportunity to gain real-world business experience and professional development opportunities. It also allows business students to further advance important Business program learning outcomes, such as: technical competence, critical thinking, professionalism, communication skills, leadership in team environment, and globalization/diversity.

OSYS 1100 – RECORDS MANAGEMENT (3-0-0-0)
Prerequisite(s): None
This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act. (520204)

OSYS 2530 – OFFICE PROCEDURES (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100
Focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development. Fall only. (520401)

CARDIOPULMONARY CARE

CPCS 1010 – ORIENTATION TO CARDIOPULMONARY PROFESSION (2-1-1-0)
Prerequisite(s): Eligibility for BIOL 1160
History, professional ethics, professional organization, effective communication, introductory patient care techniques, and supervised clinical observation in an approved facility. Spring only. (510908)

CPCS 1500 – GENERAL PATIENT CARE AND THERAPEUTICS (1-0-1-0)
Prerequisite(s): C or better in CPCS 1010 and acceptance into the cardiopulmonary program
Chest physical assessment, clinical application of medical gases, aerosol/humidity therapy, CPAP/BiPAP, IPPB, incentive spirometry, and pulmonary physiotherapy. Summer only. (510908)

CPCS 2000 – CLINICAL APPLICATIONS AND PROCEDURES I (5-0-5-5)
Prerequisite(s): C or better in CPCS 1500
Introduction to adult and pediatric general patient care techniques and therapeutic applications. Includes clinical experiences in hospitals and other health care institutions. Fall only. (510908)

CPCS 2040 – CARDIOPULMONARY PATHOPHYSIOLOGY (3-3-0-0)
Prerequisite(s): Concurrent enrollment in CPCS 2000 and CPCS 2140
Infection control, cardiopulmonary diseases, and cardiopulmonary mechanics. Pathological processes basic to inflammation, infection, neoplasia, genetic and metabolic diseases, and selected endocrine disorders as related to cardiopulmonary care. Fall only. (510908)

CPCS 2140 – LIFE SUPPORT AND AIRWAY MECHANICS (3-3-0-0)
Prerequisite(s): Concurrent enrollment in CPCS 2000 and CPCS 2040.
Basic and advanced life support methods and critical care techniques of the newborn and adult patient. Fall only. (510908)

CPCS 2220 – CARDIOPULMONARY PHARMACOLOGY (3-3-0-0)

Prerequisite(s): C or better in CPCS 1500, CPCS 2000, CPCS 2040, and CPCS 2140
Drugs, their indications, contraindications, side effects, dosage calculations, and techniques of administration. Emphasis on drugs affecting the cardiovascular, pulmonary, and renal systems. This course is also available via Internet. Basic computer knowledge is required for students enrolled in the Internet section. Fall only. (510908)

CPCS 2250 – CARDIOPULMONARY DIAGNOSTICS (4-4-0-4)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2280, and CPCS 2500
Introduction to basic and advanced cardiovascular diagnostic and monitoring techniques. Emphasis on electrocardiography, cardiac ultrasound, cardiovascular hemodynamics, critical care monitoring, and cardiovascular rehabilitation. Spring only. (510908)

CPCS 2280 – PERINATOLOGY AND PEDIATRICS DIAGNOSTICS (3-3-0-3)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2250, and CPCS 2500
The development of the cardiopulmonary system from embryo to puberty. Cardiopulmonary dysfunctions of the newborn and infant; techniques for basic and advanced therapeutic and diagnostic procedures and patient care. A combined lecture and laboratory course. Spring only. (510908)

CPCS 2500 – CLINICAL APPLICATIONS AND PROCEDURES II (5-0-5-5)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2240, CPCS 2250, and CPCS 2280
Clinical experience in an authorized hospital. Clinical application of intermediate and advanced techniques in critical care. Clinical application of cardiopulmonary diagnostic studies. Assessment of program product competency via self-assessment examination. Spring only. (510908)

CPCS 2700 – COMPREHENSIVE CARDIOPULMONARY THERAPEUTICS (2-2-0-0)
Prerequisite(s): C or better in CPCS 2220, CPCS 2240, CPCS 2250, CPCS 2280, and CPCS 2500
Review of content commonly included on national credentialing examinations in respiratory care and cardiovascular technology. Evaluation and assessment of clinical performance skills and knowledge base via laboratory and clinical evaluations, computer-based competency simulations, and therapist self-assessment examination. Summer only. (510908)

CPCS 2800 – CLINICAL APPLICATIONS AND PROCEDURES III (3-0-3-0)
Prerequisite(s): Concurrent enrollment in CPCS 2700
Clinical experience in an authorized hospital setting. Emphasis is placed on the clinical application of cardiovascular diagnostics. Summer only. (510908)

CARE AND DEVELOPMENT OF YOUNG CHILDREN

CDYC 1110- WORKING WITH YOUNG CHILDERN (3-3-0-0)
Prerequisite(s): None
Introduces theories and models of child development. Includes instruction in developmentally appropriate practices (DAP), contemporary ethical issues, professionalism, career, opportunities, and observation techniques.

CDYC 1120- HEALTH, SAFETY, AND NUTRITION (3-3-0-0)
Prerequisite(s): None
Examines health, safety, and nutrition for children. Includes signs and symptoms of common communicable diseases, pediatric first aid, infant/child Cardiopulmonary Resuscitation (CPR), and principles of nutrition (with emphasis on prenatal nutrition).

CDYC 1130- CHILD GUIDANCE AND BEHAVIORS (3-3-0-0)
Prerequisites: None
Covers age-related behavior patterns, child guidance practices and their consequences, as well as techniques and procedures for successful classroom management.

CDYC 1151 – OBSERVATION AND PARTICIPATION LAB (0-4-0-4)
Prerequisites: Permission of Coordinator or Department Head
Includes directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.
CDYC 1210 - Development of Young Children (3-3-0-0)

Prerequisites: None
Presents a holistic approach to the study of the physical, cognitive, social, and emotional developmental needs and related theories of infant/toddlers and preschool-age children

CDYC 1220 - Infant and Toddler Curriculum (3-3-0-0)
Prerequisites: None
Covers designing culturally sensitive environments and education practices appropriate to developmental needs of infant/toddlers from conception to age 3, including facilities, schedules, activities, and regulations.

CDYC 1230 - Family Relationships and Issues (3-3-0-0)
Prerequisites: None
Investigates the dynamics of family circles and interpersonal relationships among young children, their families, and teachers/communities. Includes instruction in the cultural and legal issues surrounding family structure and abuse.

CDYC 1241 - Infant and Toddler Lab (0-4-0-4)
Prerequisites: CDYC 1151, 1210, and CDYC 1220 with "C" or better. Permission of Coordinator or Department Head
Includes directed observations, documentation, and supervised participation of practical experiences and situations with infants and/or toddlers in the early childhood environment. Only declared CDYC candidates allowed to take this course.

CDYC 1320 - Preschool Curriculum (3-3-0-0)
Prerequisites: None
Covers designing developmentally appropriate environments and education practices for preschool-age children, including facilities, schedules, activities, and regulations.

CDYC 1330 - Literature and Language Development (3-3-0-0)
Prerequisites: None
Examines the emergent use and understanding of literacy by young children. This course includes analysis of current practices in teaching language arts, methods and materials appropriate for promoting and assessing the literacy development of young children. In addition, this course considers and promotes issues of individual and cultural differences. Technology in language and literacy development will be explored.

CDYC 1332 - Preschool Methods (3-3-0-0)
Prerequisites: None
Includes a survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics, social studies, math and science in an early childhood setting. Emphasis will be on exploring best practices for teaching young children through a combination of naturalistic, informal, and structured activities as well as planning, implementing, and evaluating developmentally appropriate activities in this content.

CDYC 1341 - Preschool Lab (0-4-0-4)
Prerequisites: CDYC 1151, CDYC 1210, and CDYC 1320 with a "C" or better. Permission of Coordinator or Department Head
Includes directed observations, documentation, and supervised participation of practical experiences and situations with preschool children in the early childhood environment Only declared CDYC candidates allowed to take this course.

CDYC 1410 - Children with Special Needs (3-3-0-0)
Prerequisites: None
Provides information regarding children with special needs, including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and characteristics and possible causes of exceptionalities.

CDYC 1420- Organization and Administration (3-3-0-0)
Prerequisites: None
Examines the philosophy, objectives, and methods of organizing and operating early childhood programs. Includes instruction in licensing, budgeting, managing personnel, policy development, facilities, and advocacy.

CDYC 2210 – Practicum 1 (3-0-0-9)

Prerequisites: CDYC 1151, CDYC 1241, and CDYC 1341, all with grades of "C" or better. Permission of Coordinator or Department Head Provides practical experience in Infant and Toddler (birth to 2 years) programs in Care and Development of Young Children. Permission of the instructor is required for enrollment in this course.

CDYC 2220 – Practicum 2 (3-0-0-9)
Prerequisites: CDYC 1151, CDYC 1241, and CDYC 1341, all with grades of "C" or better. Permission of Coordinator or Department Head Provides practical experience in Pre-School/Pre-K (3 years to 5 years) programs in Care and Development of Young Children. Permission of the instructor is required for enrollment in this course.

CHEMISTRY

CHEM 1010 – CHEMISTRY I (Non-Science Majors) (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1214
An Introduction to nomenclature; atomic structure; chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Energy relationships, and solutions. (Louisiana Common Course Number: CCEM 1103) (400501)

CHEM 1121 – Introductory Chemistry Laboratory (0-1–3–0)
Prerequisite(s): Prior completion of or concurrent enrollment in CHEM 1123
Co-requisite(s): CHEM 1123.
A laboratory course for CHEM 1123.

CHEM 1123 – Introductory Chemistry (3–3–0–0)
Pre-requisite(s): Eligibility for ENGL 1010 and "C" or higher in MATH 1214
Co-requisite(s): CHEM 1121
Nature and properties of matter including the common elements and their compounds. Periodic classification, atomic and molecular theories, nuclear chemistry, and the relation of atomic and molecular structure to chemical behavior, stoichiometry, nomenclature. For students needing more than one year of chemistry.

CHEM 1133: Chemistry II (majors) (3-3-0-0)
Pre-requisite(s): C or better in Chem1123
Co-requisite(s): Chem 1131
Continuation of Chem 1123. This course includes the principles of chemical equilibrium and the rates and mechanisms of chemical reactions. Course also covers oxidation-reduction and electrochemistry, solutions, chemical kinetics, chemical equilibria, chemical thermodynamics, and organic chemistry.

CHEM 1131: Chemistry II Laboratory (majors) (1-0-3-0)
Pre-requisite(s): C or better in 1133
Co-requisite(s): Chem 1133
A laboratory course for Chem 1133

CHEM 1140 Introduction to Atmospheric Chemistry (3-3-0-0)
Pre-requisite(s): C or better in both general chemistry and physics
Basic principles of physical chemistry; evolution and chemical composition of earth's atmosphere; sources, transformation and transport of gases in the troposphere; atmospheric aerosols; chemical cycles; air pollution; stratospheric chemistry.

CHEM 2213: Organic Chemistry I (3-3-0-0)
Pre-requisite(s): C or better in general chemistry II
Structure, properties, and reactions of important classes of organic compounds, introduction to substitution and elimination reactions and chemistry of the carbonyl group. The course also provides an introduction to the chemistry of aromatic compounds.

CHEM 2211: Organic Chemistry Lab (1-0-3-0)
Pre-requisite(s): C or better in CHEM 2213 or concurrent enrollment.
Laboratory exercises including purification techniques, synthesis, and characterization. Experiments are designed to support concepts presented in the lecture.

COLLEGE AND CAREERS

CLCR 1001 – STUDENT SUCCESS (1-1-0-0)
Prerequisite(s): None
This course introduces and integrates new students to the community college experience, both academically and socially. Teaches strategies for academic success, such as critical thinking, time and financial management, and effective collaboration techniques. Develops student awareness of campus resources and assists in exploring and establishing personal, academic, and career goals. Includes lectures, group interaction, online interaction with faculty and students, in-class exercises, and projects which apply learning to real life situations. This course is required for all first-time freshmen. Credit will not be given for both CLCR 1001 and CLCR 1100. (320107)

CLCR 1010 JOB SEEKING/KEEPING SKILLS (2-2-0-0)
Prerequisite(s): None
This course prepares the student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, and interviewing techniques. (CIP 320105)

CLCR 1100 – STUDENT SUCCESS FOR MILITARY (1-1-0-0)
Prerequisite(s): Must be a current or veteran member of the military.
This online course introduces, integrates, and transitions current or veteran military personnel to the community college experience, both academically and socially. Teaches strategies for academic success, such as critical thinking skills, time and financial management, and effective collaboration techniques. Develops student awareness of campus resources (emphasis on those benefits and disability issues that pertain to military personnel) and assists in exploring and establishing personal, academic, and career goals. Includes lectures, group interaction, interaction with faculty and students, online exercises, and projects which apply learning to real life situations. This course is satisfies the CLCR 1001 requirement. Credit will not be given for both CLCR 1001 and CLCR 1100. (320107)

CLCR 2000 – CAREER PREPARATION (2-2-0-0)
Prerequisite(s): None
This course is designed to prepare the technical program student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, interviewing techniques, behavior based expectations of employees (safety and personal interactions), mechanical aptitude and spatial relations, application of social skills, and job search methods. This course is designed for students in the Technical Education Division, specifically. (320105)

COMPUTER-AIDED DESIGN

CADD 1150 – INTRODUCTION TO CADD (3-3-0-0)
Prerequisite(s): C or better or concurrent enrollment in DRFT 1110
This course covers basic concepts and principles of CAD. (151302)

CADD 1250 – ADVANCED CADD (3-3-0-0)
Prerequisite(s): C or better or concurrent enrollment in DRFT 1210 and C or better in CADD 1150.
This course covers advanced principles of CAD and the creation of 3D solid models. (151302)

CADD 2150 – PARAMETRIC SOLID MODELING (6-6-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210
This course covers the use of parametric solid modeling software to create solid model parts, assemblies and working drawings. (151302)

COMPUTER INFORMATION SYSTEMS

CINS 1250 – WORD PROCESSING (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100 and KYBD 1100
This course provides hands-on experience of basic word and advanced word processing techniques and functions. Current version of popular word processing software is incorporated. CINS 1250 has a 5-year term limit on transfer credit. (110602)

CINS 1350 – SPREADSHEET APPLICATIONS (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100
Builds on the fundamental features of spreadsheets. Focuses on use of multiple spreadsheets, database capabilities, and special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. CINS 1350 has a 5-year term limit on transfer credit. (110601)

CINS 1650 – DESKTOP PUBLISHING (3-3-0-0)
Prerequisite(s): C or better in CINS 1250
This course teaches basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Spring only. CINS 1650 has a 5-year term limit on transfer credit. (110602)

CINS 1750 –DATABASE APPLICATIONS – (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100
Builds on the fundamental features of a database with a focus on structured programming using database commands, manipulating multiple database files, database file design, screen design, and creating custom reports. Louisiana Common Course Number: CBUS 2203. Fall only. CINS 1750 has a 5-year term limit on transfer credit. (110601)

COMPUTERS

CPLT 1000 – COMPUTER LITERACY (3-3-0-0)
Prerequisite(s): None
An overview of computer components, operating systems, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. This course is not intended for transfer. (110101)
For Programs of Study (Criminal Justice, Integrated Production Technologies, and Technical Studies)

CPLT 1010 – COMPUTER LITERACY (1-1-0-0)
Prerequisite(s): None
Fundamental computer concepts including Windows and the Internet. Course credit not applicable toward an associate degree. Course open only to students with no prior course credit in computers. (110101)

CPTR 1000 – INTRODUCTION TO COMPUTERS (3-3-0-0)
Prerequisite(s): None
An introductory study of computer system components, operating system environments, and Internet concepts. Includes a hands-on study of processing and editing documents as well as spreadsheets. CPTR 1000 has a 5-year term limit on transfer credit. (110101)
For Programs of Study (Criminal Justice, Customer Service, Drafting and Design Technology, General Studies, Integrated Production Technologies, Technical Studies)

CPTR 1100 – INTRODUCTION TO COMPUTER APPLICATIONS (3-3-0-0)
Prerequisite(s): None
This course provides students with a working knowledge of word processing, presentation, spreadsheets, and database management software, including screen navigation of program menus, creating and editing documents, creating presentations, worksheets, forms, graphics, and reports. Emphasizes how applications may be applied to classroom and educational environments. CPTR 1100 has a 5-year term limit on transfer credit.(110101)
For Programs of Study (Accounting Technology, Business Administration, Criminal Justice, Customer Service, Drafting and Design Technology, General Studies, Medical Coding, Office Systems)

CRIMINAL JUSTICE

CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-3-0-0)
Prerequisite(s): None
An examination of the history, organization, and function of the local, state, and federal agencies that make up the criminal justice system. The survey is organized around the three major components of the criminal justice system: police, courts, and corrections. (Louisiana Common Course Number: CCRJ 1013). (430104)

CRJU 2010 – CRIMINAL INVESTIGATIONS (3-3-0-0)
Prerequisite(s): None
Aspects of criminal justice investigations; interrogations, interviews, confessions, written notes and statements, case preparation and procedures, police patrol, analysis of pertinent court decisions and problems and methods of coping with current emergency situations confronting criminal justice. (430104)

CRJU 2020 – PUBLIC AND COMMUNITY RELATIONS (3-3-0-0)
Prerequisite(s): None
Criminal justice's involvement with citizens – individuals and groups. Factors contributing to friction or cooperation between the police and the community, with emphasis on the problems of minority groups, political pressures and cultural problems. (430104)

CRJU 2030 – CRIMINAL LAW (3-3-0-0)
Prerequisite(s): None
Survey of law, crime, general principles of criminal responsibility, elements of major crimes, punishments, conditions or circumstances that may excuse criminal responsibility or mitigate punishment, the court system of Louisiana and the US, basic concepts of criminal law. (Louisiana Common Course Number: CCRJ 2213). (430104)

CRJU 2040 – POLICE ADMINISTRATION (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
Principles of organization, administration and functions of criminal justice agencies. Personnel policies, divisions, operations, command policies, and evaluation of the department as a unit. (430103)

CRJU 2150 – CRIMINAL PROCEDURE (3-3-0-0)
Prerequisite(s): None
Legal steps in the enforcement of criminal law. Constitutional principles applied to criminal law arrest, interrogation, self-incrimination, confession, and exclusionary rule. (430104)

CRJU 2200 – ADJUDICATION PROCESS (3-3-0-0)
Prerequisite(s): None
Criminal court system, its development, and present structure. The pre-trial and post-trial process, institutional arrangements, court personnel and changes the courts are undergoing. (430104)

CRJU 2520 – INTRODUCTION TO DRUG USE AND ABUSE (3-3-0-0)
Prerequisite(s): None
An overview of drug use in America. The impact of drug-taking behavior on our society and our daily lives is studied. The use and abuse of a wide range of licit and illicit drugs are discussed from historical, biological, psychological, and sociological perspectives. Special emphasis is placed on psychoactive drugs. (430104)

CRJU 2600 – INTRODUCTION TO FORENSIC SCIENCE (3-3-0-0)
Prerequisite(s): None
An overview of forensic sciences pertaining to criminal law. (430104)

CRJU 2610 – CRIMINAL JUSTICE ETHICS (3-3-0-0)
Prerequisite(s): None
An examination of the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections. (430107)

CRJU 2630 – INTRODUCTION TO CORRECTIONS (3-3-0-0)
Prerequisite(s): None
A study of the American correctional process with emphasis on the development of current correctional programs and practice, modern rehabilitative processes, and community-based correctional efforts. Focus is also given to the roles of correctional system and its interrelation with the other components of the criminal justice system. (Louisiana Common Course Number: CCRJ 2013). (430102)

CRJU 2640 – JUVENILE JUSTICE (3-3-0-0)
Prerequisite(s): None
An examination of the process by which juvenile offenders are handled within the criminal justice system through the study of recent court decisions and case law development. (430110)

CRJU 2650 – INTRODUCTION TO CRIMINOLOGY (3-3-0-0)
Prerequisite(s): None
A study of the theoretical perspectives used to explain the causation, prevalence, and societal impacts of crime. (Louisiana Common Course Number: CCRJ 2113). (430199)

CRJU 2670 – INTRODUCTION TO VICTIMOLOGY (3-3-0-0)
Prerequisite(s): None
Contemporary concept and status of the victim of crime, with an emphasis on historical evolution in terms of compensation, retribution, and vengeance. (430104)

CRJU 2980 – CRIMINAL JUSTICE INTERNSHIP. (6-0-0-18)
Prerequisite(s): Permission of the program coordinator or department head.
Supervised participation in activities of local, state or federal criminal justice agencies. This course is for Criminal Justice majors, and student must obtain permission of the program coordinator or department head. (430104)

DRAFTING AND DESIGN

DRFT 1110 – DRAFTING FUNDAMENTALS (6-6-0-0)
Prerequisite(s): Eligibility for MATH 1214 and ENGL 1000
This course covers the orientation to the drafting profession, sketching techniques, introduction to drafting instruments, geometric construction and pictorial drawings. (151301)

DRFT 1210 – ADVANCED DRAFTING (6-6-0-0)
Prerequisite(s): C or better in CADD 1150 and DRFT 1110.
This course covers orthographic projection, dimensioning, section views, auxiliary views and developments. (151301)

DRFT 2110 – ADVANCED DICISPLINES-ARCHITECTURAL (3-3-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210.
This course covers the preparation of various architectural drawing to complete a basic set of plans. (151301)

DRFT 2120 – ADVANCED DISCIPLINES- STRUCTURAL/CIVIL (3-3-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210.
This course covers detailing for structural drawings. The civil section will present concepts and techniques related to surveys and site mapping. (151301)

DRFT 2130 – ADVANCED DISCIPLINES- PIPING (3-3-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210.
This course covers the terms, conventions and various types of working drawing use in pipe drafting. (151301)

DRFT 2140 – ADVANCED DISCIPLINES- MANUFACTURING (3-3-0-0)
Prerequisite(s): C or better in CADD 2150 and DRFT 1210.
This course covers the preparation of mechanical detail and assembly drawings. (151301)

ECONOMICS

ECON 2010 – MACROECONOMICS (3-3-0-0)

Prerequisite(s): Eligibility for MATH 1214 and ENGL 1000
Introduction to economy-wide phenomena, including national income, inflation, unemployment, economic growth, the monetary system, fiscal policy, international trade and finance. Louisiana Common Course Number: CECN 2213. (450601)

ECON 2020 – MICROECONOMICS (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214 and ENGL 1000
Introduction to how individuals and firms make decisions and how they interact. Topics include the study of consumer theory, theories of price determination, production, market structure, trade, externalities, and public goods. Louisiana Common Course Number: CECN 2223. (450601)

ELECTRICIAN

ELEC 1010 – INTRODUCTORY CRAFT SKILLS I (3-3-0-0)
Prerequisite(s): None
Introductory craft skills course covering basic safety, basic communication skills, employability skills, construction math, construction drawings, and materials handling. (460302)

ELEC 1020 – INTRODUCTORY CRAFT SKILLS II (3-2-1-0)
Prerequisite(s): None
Introductory craft skills course covering hand tools, power tools, and basic rigging techniques. (460302)

ELEC 1101 – BASIC ELECTRICAL SKILLS I (3-2-1-0)
Prerequisite(s): None
Basic electrical skills course covering orientation to the electrical trade, electrical safety, electrical theory, and an introduction to electrical circuits and the National Electrical Code®. (460302)

ELEC 1102 – BASIC ELECTRICAL SKILLS II (3-2-1-0)
Prerequisite(s): None
Basic electrical skills course covering device boxes, conductors and cables, basic electrical construction drawings, and electrical test equipment. (460302)

ELEC 1201 – RESIDENTIAL ELECTRICIAN I (5-3-2-0)
Prerequisite(s): None
Electrical skills course covering residential electrical services, alternating current, and electric lighting. (460302)

ELEC 1202 – RESIDENTIAL ELECTRICIAN II (4-2-2-0)
Prerequisite(s): C or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102
Electrical skills course covering conductor installations, terminations and splices, grounding and bonding, circuit breakers, and fuses. (460302)

ELEC 1203 – ELECTRICAL RACEWAYS AND FITTINGS (3-2-1-0)
Prerequisite(s): C or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102
Electrical skills course covering raceways, fittings, pull boxes, junction boxes, and cable trays. (460302)

ELEC 1204 – CONDUIT BENDING (4-2-2-0)
Prerequisite(s): None
Electrical skills course covering conduit bending and installations. (460302)

ELEC 2301 – INDUSTRIAL/COMMERCIAL ELECTRICIAN I (3-3-0-0)
Prerequisite(s): C or better in ELEC 1201, ELEC 1202, ELEC 1203, and ELEC 1204
Advanced electrical skills course covering practical applications of lighting systems, over current protection devices, and distribution equipment. (460302)

ELEC 2302 – INDUSTRIAL/COMMERCIAL ELECTRICIAN II (3-2-1-0)
Prerequisite(s): C or better in ELEC 1201, ELEC 1202, ELEC 1203, and ELEC 1204
Advanced electrical skills course covering hazardous locations, commercial electrical services, introduction to programmable logic controllers, and voice, data, and video systems. (460302)

ELEC 2303 – ELECTRICAL CALCULATIONS (3-3-0-0)
Prerequisite(s): C or better in ELEC 1201 and ELEC 1202
Advanced electrical skills course covering load calculations (branch and feeder circuits), conductor selection, conductor calculations, and motor calculations. (460302)

ELEC 2304 – MOTORS AND TRANSFORMERS (4-3-1-0)
Prerequisite(s): None
Advanced electrical skills course covering the theory and application of electric motors transformers. (460302)

ELEC 2305 – CONTROL SYSTEMS (3-1-2-0)
Prerequisite(s): ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102
Advanced electrical skills course covering the fundamental concepts of control systems and motor controls. (460302)

ENGLISH

ELAB 1000-SUPPLEMENTAL INSTRUCTION IN ENGLISH COMPOSITION I (3-3-0-0)
Prerequisite(s): Concurrent enrollment in ENGL 1000 and satisfactory scores on placement test.
This course will be taught in conjunction with specially designated English Composition I sections. Course is graded S/U. (231401)

ENGL 1000 – ENGLISH COMPOSITION I: ENHANCED WRITING (3-3-0-0)
Prerequisite(s): Concurrent enrollment in ELAB 1000 and satisfactory scores on placement test.
Introduces students to the critical thinking, reading, writing, and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays that integrates sentence and paragraph level writing skills and grammar. Basic computer skills are required. Credit in this course is equivalent to ENGL 1010. (Louisiana Common Course Number: CENL 1013). (231401)

ENGL 1010 – ENGLISH COMPOSITION I (3-3-0-0)
Prerequisite(s): D in ENGL 1000 or satisfactory scores on placement test.
Introduces students to the critical thinking, reading, writing, and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. Basic computer skills are required. ACT score of 28 or above or COMPASS score of 99 places the student out of ENGL 1010. (Louisiana Common Course Number: CENL 1013) (230401)

ENGL 1020 – ENGLISH COMPOSITION II (3-3-0-0)
Prerequisite(s): C or better in ENGL 1000 or 1010 or satisfactory score on placement test
Continuation and further development of material and strategies introduced in English Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. Basic computer skills are required for this course. (Louisiana Common Course Number: CENL 1023) (230401)

ENGL 2010 - BRITISH LITERATURE I (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of British writers from the beginning to the Romanic Era; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2103) (231404)

ENGL 2020 - BRITISH LITERATURE II (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of British writers from the Romanic Era through the present day; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2113). (231404)

ENGL 2110 – INTRODUCTION TO FICTION (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Introduction to fiction; includes critical analysis and writing about fiction. (Louisiana Common Course Number: CENL 2303). (230801)

ENGL 2120 – CHILDREN'S LITERATURE (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Close reading of children's literature to prepare students for teaching first through fifth grade in the genres of poetry, prose, and drama. (239999)

ENGL 2150 – INTRODUCTION TO POETRY AND/OR DRAMA (3-3-0-0)
Prerequisites C or better in ENGL 1020
Introduction to poetry and/or drama; includes critical analysis and writing about poetry/drama. (Louisiana Common Course Number: CENL 2313). (230801)

ENGL 2200 – MAJOR BRITISH WRITERS (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of significant British writers; Includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2123). (230801)

ENGL 2210 – MAJOR AMERICAN WRITERS (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of significant American writers; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2173). (230701)

ENGL 2510 – CREATIVE WRITING (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
An introductory level creative writing course in which the principles of poetry and fiction are addressed, with some discussion of creative non-fiction. Students will have a working knowledge of the literary arts. (Louisiana Common Course Number: CENL 2523). (230701)

ENGL 2530 – THE BIBLE AS LITERATURE (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Survey of Old and New Testament selections from a literary perspective. The course will consist of readings, discussions, and written analysis of major literary selections from the Old and New Testaments. The Bible will be studied as a source of ideas and styles that are reflected in various works of culture and literature.

ENGL 2996 – SPECIAL TOPICS IN LITERATURE (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Selected topics in literature. This course may be repeated for credit if course content differs. (239999)

ENVIRONMENTAL SCIENCE

ENSC 1103 – Environmental Science (3-3-0-0)
Prerequisite(s): None
An introductory course that covers the relationship between humans and the environment. The course covers topics in pollution, toxicology, environmental policy, and current issues of environmental concern. (Louisiana Common Course Numbers: CEVS 1103)

ENSC 1010-INTRODUCTION TO ECOLOGY (3-3-0-0)
Pre-requisite(s): None
An introductory ecology course studying the relationships between organisms and their environment. The course covers topics including species adaptations, population, community and ecosystem ecology, and a survey of the world's biomes.

ENSC 1020-Introduction to Conservation Biology (3-3-0-0)
Pre-requisite(s): None
An introductory course examining the discipline of conservation biology. Topics covered will include patterns of biodiversity and extinction, causes of extinction and population declines, techniques used to restore populations, landscape level conservation planning, and the role of conservation in protecting ecosystem services.

ENSC 1030- Environmental Sustainability (3-3-0-0)
Prerequisite(s): None
This course combines the disciplines of ecology, social justice and economics, and it strives to find a balance between human development and preservation of the environment for future generations. This course explores issues such as climate change, greenhouse gases, mass consumption and transportation, as well as the social ills of hunger, poverty and classism. Green solutions that include solar energy, green construction and sustainable land use planning are discussed as well.

ENSC 2010-Wetlands Ecology (3-3-0-0)
Pre-requisite(s): C or better in ENVS 1010
This is an undergraduate science course that introduces principles of ecology and management as applied to freshwater and estuarine wetlands. This course provides students an introduction to: the extent, diversity, definitions and general features of wetlands of the world; wetland science; and wetland management including policies, conservation and uses of wetlands.

ENSC 2020 – ENVIRONMENTAL SCIENCE: FIELD AND RESEARCH METHODS (3-3-0-0)
Prerequisite(s): C or better in ENVS 1103 AND C or better in either CHEM 1123 OR BIOL 1030
This course provides students with an understanding of how to evaluate, conduct, write and design research with an emphasis in environmental science. It introduces environmental science majors 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.

ENSC 2030: Introduction to Environmental Toxicology (3-3-0-0)
Pre-requisite(s): C or better in general chemistry I
This course is designed to provide an overview of environmental toxicology, including an examination of the major classes of pollutants, their fate in the environment, their disposition in organisms, and their mechanisms of toxicity. Basic concepts will be covered including chemical and physical disease causing agents, dose-response relationships, toxicity testing, adverse effects associated with exposures and risk assessment.

ENSC 2040 Environmental Chemistry (3-3-0-0)
Pre-requisite(s):
This course is designed to give students a quantitative understanding of how pollutants react in the environment. This is an introductory course that will cover key environmental issue that relate to global society. This course will develop an understanding of chemical systems. It is intended to prepare students for more advanced courses through a rigorous study of quantitative analysis techniques and calculations. It will guide students to develop problem solving skills, analytical thinking and deductive reasoning.

FRENCH

FREN 1010 – ELEMENTARY FRENCH I (3-3-0-0)
Prerequisite(s): None
Basic lexicon and structure of French; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the French and Francophone world. Beginning course: no previous knowledge of French expected or required. (Louisiana Common Course Numbers: CFRN 1013). (160901)

GEOGRAPHY

GEOG 2010 – WORLD REGIONAL GEOGRAPHY (3-3-0-0)
Prerequisite(s): None
A study of the patterns of cultural characteristics and human landscapes of the major world regions. (Louisiana Common Course Number: CGRG 2113). (450701)

GEOG 2020 – PHYSICAL GEOGRAPHY (3-3-0-0)
Prerequisite(s): None
Physical processes and world patterns of weather, climate, soil, vegetation, landform, and ocean phenomena. (Louisiana Common Course Number: CGRG 2213). (450701)

GEOLOGY

GEOL 1010 – PHYSICAL GEOLOGY (3-3-0-0)
Prerequisite(s): None
A study of the physical processes of Earth, including such topics as minerals, the rock cycle, volcanoes, earthquakes, weathering, plate tectonics, and rivers. (Louisiana Common Course Number: CGEO 1103). (400601)

GEOL 1011 – PHYSICAL GEOLOGY LABORATORY (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in GEOL 1010
A study of the rock-forming minerals, the three major types of rocks, topographic maps, the effects of gravity, wind, water and ice on landscape development and location of earthquakes (Louisiana Common Course Number: CGEO 1101)

GEOL 1020 – HISTORICAL GEOLOGY (3-3-0-0)
Prerequisite(s): C or better in GEOL 1010 or Departmental Permission
A study of the origin and history of the Earth and the development of life on Earth as revealed in the rocks and fossils. (Louisiana Common Course Number: CGEO 1113). (400601).

GEOL 1021- HISTORICAL GEOLOGY LABORATORY (1-0-3-0)
Prerequisite(s): C or better in GEOL 1010, and prior completion of or concurrent enrollment in GEOL 1020, or Departmental Permission
A study and applied principles of historical geology as they apply to the interpretation of rocks and fossils.

GEOL 1310- NATURAL DISASTERS (3-3-0-0)
Prerequisite(s): None
Science of natural disasters from physical, chemical, and geological perspectives. Understanding of the development of and factors controlling the occurrence of natural disasters.

GEOL 1320 -DINOSAURS (3-3-0-0)
Prerequisite(s): None
This is a lecture course investigating the history of Paleontology, paleogeography, dinosaurs, birds, and other modern and extinct reptiles. Investigations in geologic Mesozoic formations and environmental interpretations will be discussed. Theories about dinosaur behavior, extinction, and evolution are also covered. Fossil field methods and preparation techniques are investigated.

GEOL 1330- INTRODUCTION TO OCEANOGRAPHY (3-3-0-0)
Prerequisite(s): None
The study of the world's oceans from a physical and biological perspective including the origin, evolution, and exploration of the oceans, plate tectonics, nature of sea floor, marine life, waves, currents, tides, role in climate change, and human impact on the marine environment.

GEOL 1400- GIS/GPS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000, and MATH 1214
An introductory course in the applications of geographic information systems (GIS) with a special emphasis on using ArcView GIS. Includes database construction and techniques for spatial data manipulation, analysis and display. Use basic ArcGIS desktop software functions such as displaying, modifying, and analyzing maps. Independently plan, organize, and present a GIS research project. Use a GPS unit to find locations, and import obtained GPS data into ArcGIS for further investigation.
GEOL 1500 – GEOPHYSICS (3-3-0-0)

Prerequisite(s): C or better in GEOL 1010, and Eligibility for ENGL 1000, and MATH 1214
This course is an introduction to the application of the principles and methods of geophysics to investigate the structures and dynamic processes of the solid earth system; emphasis on tectonic plate motions, seismology, gravity, geochronology, and heat flow.

GEOL 2010 – MINERALOGY (4-3-2-0)
Prerequisite(s): C or better in GEOL 1010/1011, and Eligibility for ENGL 1000, and MATH 1214
Introduction to mineralogy. Provides details for the study of minerals. Focuses on the structure and properties of mineral, their occurrence, and uses.

GEOL 2110 – SEDIMENTOLOGY & STRATIGRAPHY (3-3-0-0)
Prerequisite(s): C or better in GEOL 1010/1011 and GEOL 1020/1021
This course serves as an introduction to sediment logical and stratigraphic principles. This course will focus on the formation of sediment, sedimentary rocks, principles that govern the formation of different types of sediments, and the physical, chemical, and biological aspects of the sediment and sedimentary rocks. We will also investigate how these principles play into the understanding and clarification of geologic time.

GEOL 2310 – Coastal Geomorphology (3-3-0-0)
Pre-requisite(s): C or better in GEOL 1010/1011, and Eligibility for ENGL 1000, and MATH 1214
Nature and properties of matter including the common elements and their compounds. Periodic classification, atomic and molecular theories, nuclear chemistry, and the relation of atomic and molecular structure to chemical behavior, stoichiometry, nomenclature. For students needing more than one year of chemistry.

GEOL 2410 – Coastal Restoration (3-3-0-0)
Pre-requisite(s): C or better in GEOL 1010/1011, and Eligibility for ENGL 1000, and MATH 1214
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.

HEALTH AND NURSING

CMCA 1010 - CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT I (3-3-0-0)
Prerequisite(s): Acceptance into the CMCA program
Focus on Information specific to the cardiovascular healthcare setting and will include standards of behavior in the employment setting, cardiovascular anatomy and physiology, cardiac specific conditions and definitions, Joint Commission (JCAHO) approved abbreviations, equipment used for monitoring and testing, common medications and testing procedures.

CMCA 1020 - CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT II (3-3-0-0)
Prerequisite(s): Concurrent enrollment in CMCA 1010
Focus on information specific to the cardiovascular healthcare setting and will include signs and symptoms and medical management of vascular conditions, testing and interventional procedures and ICD-10 codes specific to cardiovascular care.

HESC 1110 Medical Terminology (3-3-0-0)
Prerequisite(s): None
Introduction to basic medical terminology and vocabulary used in the health care field. Covers origin of words, including the use of prefixes, suffixes, anatomical roots and abbreviations organized by body system.

HESC 1010 Introduction to Surgical Technology (2-2-0-0)
Prerequisite(s): None
This course is an initial orientation to the field of Surgical Technology. It introduces the learner to the role of the surgical technologist, as well as other roles present in the operating room, and ancillary departments. The course focuses on proper communication, teamwork, legal and ethical responsibilities, state and federal laws, environmental hazards, an introduction to patient care, and the operating room environment. Students will also obtain their CPR BLS certification. This course is a prerequisite course for students applying to the Surgical Technology Program.

HBIO 1220 - HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING (5-4.6-2-0)

Prerequisite(s): Acceptance into the Practical Nursing program
A comprehensive study of cells, tissues, structures, organ systems, and summative function of the human body as these relate to wellness or disease processes. Overview of body systems, disease states, and pathophysiology with medical terminology and laboratory component are included. Credits for this course are not transferable to the college or university level. (513901)

HNUR 1000 NURSING PERSPECTIVES (3-3-0-0)
Prerequisite: Admission into the PN program. Discussion of the Practical nursing roles, personal characteristics, concepts, critical thinking, legal/ethical considerations, community health issues, and basic professional skills within the scope of the practical nurse are presented. It expounds the role of the practical nurse, practical nursing education, and the law relating to the practice of practical nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the Louisiana Revised Statutes. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures.

HNUR 1152 – BASIC NUTRITION FOR THE PN (1-1-0-0)
Prerequisite(s): Acceptance into the Practical Nursing program.
The application of basic nutritional principles related to health promotion, wellness, and essential dietary requirements across the lifespan. Consideration is given to socioeconomic and cultural differences within the global society. (513901)

HNUR 1180 – BASIC PHARMACOLOGY (3-2-2-0)
Prerequisite(s): Acceptance into the Practical Nursing program
A study of fundamental pharmacological and math concepts including whole numbers, fractions, decimals, roman numerals, ratios and proportions, simple equations, percentages, measurements, and U. S. Standard and metric conversions as it applies to drug and dosage calculations. The basic drug classes and properties of pharmacokinetics are introduced. Safety regarding drug preparation, administration, documentation and storage of medications through oral, sublingual, buccal, transdermal, intradermal, subcutaneous, and intramuscular routes are discussed and practiced (513901)

HNUR 1211 – NURSING FUNDAMENTALS I (5-3-2-3)
Prerequisite(s): Acceptance into the Practical Nursing program
The fundamental concepts of nursing are introduced through theory and supervised laboratory experiences. Primary focus is on providing basic nursing skills to meet the bio-psycho-socio-cultural and spiritual needs of the patient/client in various health care settings. Infection control and safety issues are also addressed. This course also includes an introduction to the nursing process as it relates to the management of the patient/client with health alterations. This course includes a 45-hour long-term care clinical component for students integrate into practice basic skills to clients throughout the lifespan under the supervision of a nursing faculty member. (513901)

HNUR 1411 – NURSING FUNDAMENTALS II (5-3-4-0)
Prerequisite(s): C or better in HNUR 1211, HMDT 1170, HBIO 1210, HNUR 1180, HNUR 2105. HNUR 1152
The fundamental concepts of nursing are expanded through theory and supervised laboratory experiences. Advanced skills are presented through the application of the nursing process to integrate into practice the management of patient/client with health alterations throughout the lifespan. (513901)

HNUR 2210 – MEDICAL/SURGICAL NURSING I (9-6-0-11.3)
Prerequisite(s): C or better in HNUR 1211, HBIO 1210, HNUR 1180
Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including but not limited to: fluid & electrolytes, acid-base balance, microbiological and infection control principles, perioperative, and cardiovascular care. Evidence-based nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology and detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system addressed including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 170-hour clinical component for students to integrate into practice principles learned in theory under the supervision of a nursing faculty member. (513901)

HNUR 2310 MEDICAL/SURGICAL NURSING II (9-6-0-11.3)
Prerequisite(s): C or better in HNUR 2611 and HNUR 2505
Intermediate application of the nursing process as a method of individualizing evidence-based patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to, alterations in the respiratory, gastrointestinal, and endocrine. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology with a detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 170-hour clinical component for students integrate theory into practice and expand clinical skills under the supervision of a nursing faculty member. (513901)

HNUR 2410– MEDICAL/SURGICAL NURSING III (9-6-0-11.3)
Prerequisite(s): C or better in HNUR 2310 and HNUR 2505
This course includes advanced application of the nursing process as a method of individualizing evidence based patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to musculoskeletal, genitourinary, neurological, and reproductive disorders. The care of the adult in multiple settings will be presented with a review of anatomy and physiology and detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 170-hour clinical component for students to integrate into practice and master clinical skills under the supervision of a nursing faculty member. (513901)

HNUR 2505 –MENTAL HEALTH NURSING (5-4-0-3)
Prerequisite(s): C or better in HNUR 1340, HNUR 1411, HNUR 2205
This is an introduction to basic concepts of psychiatric-mental health nursing. The nursing process applied to caring for patient/client experiencing alterations in emotional, behavioral, mental, and social functioning. Integration of pharmacology, diet therapy, and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed. Theories of wellness promotion are discussed. This course includes a 45-hour clinical component for students to integrate into practice principles learned in theory under the supervision of a nursing faculty member to the mental health client. (513901)

HNUR 2605 – PEDIATRIC AND OBSTETRICAL NURSING (6-5-0-4)
Prerequisite(s): C or better in HNUR 2611 and HNUR 2505
Emphasis on developmentally appropriate, evidence-based nursing practice for children and families from conception through antepartum, intrapartum, and postpartum periods, birth, infancy, childhood and adolescences including, but not limited to, the knowledge, skills, and attributes essential to providing compassionate cultural care to meet the health needs of mother and infant from birth through adolescences experiencing multiple health alterations. A discussion of anatomical, physiological, pharmacological, and nutritional theory is presented. This course includes a 60 hours clinical component for students to integrate both obstetrical and pediatric nursing theory into practice under the supervision of a nurse faculty member (513901)

HNUR 2611 – IV THERAPY (2-1-2-0)
Prerequisite(s): C or better in HNUR 1340, HNUR 1411, HNUR 2205 or current PN license in the state of Louisiana
The implications for intravenous therapy (IV Therapy) including equipment/devices used, anatomy/ physiology, methods and techniques, infection control measures, safety, complications, and related issues are discussed. The role of the practical nurse related to legal and ethical considerations of intravenous therapy and supervised lab performance are integral parts of this course. (513901)

HNUR 2621 – PROFESSIONALISM FOR PRACTICAL NURSING (2-2-0-0)
Prerequisite(s): C or better in HNUR 2305 and HNUR 2605
This course provides a deeper understanding of the laws, rules and regulations which govern licensure of the practical nurse in the state of Louisiana. Legal responsibilities, confidentiality, safety and ethical principles along with concepts of management and supervision are emphasized. Preparations for employment are discussed including, but not limited to gaining and maintaining a license, evaluating job opportunities and interviewing for those opportunities, compiling a resume and resignation letter as well as work skills essential to the healthcare industry. (513901)

MCSI 1120 – GENERAL BODY STRUCTURE (3-3-0-0)
Prerequisite(s): None
Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. (260403)

MCSI 1300 – MEDICAL TERMINOLOGY (3-3-0-0)
Prerequisite(s): None
An introduction of basic medical terms by use of prefixes, suffixes and anatomical roots.
Note: this course uses a 10-point grading scale.

MCSI 1101 – MEDICAL CODING ICD-10 CM (3-3-0-0)
Prerequisite(s): None
This course covers ICD-10-CM coding and its application in regards to healthcare insurance/billing.
Prerequisites: None

MCSI 1102 – MEDICAL CODING CPT/HCPCS ()
Prerequisite(s): C or better in MCSI 1120, MCSI 1300, and MCSI 1101 and can be taken concurrently with MCSI 1105.
This course covers procedure coding in the application of the current version of HCPCS and Current Procedural Terminology (CPT). It also includes preparation to sit for the CPC examination.

MCSI 1103 - MEDICAL CODING SPECIALIST CPT/HCPCS (3-2-1-0)
Prerequisite(s): MCSI 1102. Instruct individuals on CPT/HCPCS coding which is an essential part of documentation used for billing in the medical field. The course will present to individuals a basic level of coding exercises and scenarios. Coding scenarios are presented according to all the systems of the human body to include diseases and disorders.

MCSI 1104 - ADMINISTRATIVE PROCEDURES FOR MEDICAL OFFICES (3-0-3-0)
Prerequisite(s); KYBD 1100
This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered**.** Practical application activities are integrated throughout this course.

MCSI 1105 - INSURANCE BILLING (3-3-0-0)
Prerequisites: C or better in MCSI 1120, MCSI 1300, and can be taken concurrently with MCSI 1102-PCS, CPT.
This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, (ICD-10-CM), HCPCS, and Current Procedural Terminology (CPT).

NRSA 1211 - NURSING FUNDAMENTALS (3-2-2-0)
Prerequisite(s): Acceptance into the Nurse Assistant program
Theory (42hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of residents in long term care facilities. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of residents with health alterations. Theory instruction will be offered via traditional face-to-face. Skills lab demonstration and practice will include face-to-face experiences under the instruction and supervision of a Fletcher approved instructor.

NRSA 1222 - SKILLS APPLICATION (1-0-0-3)
Prerequisite(s): Concurrent enrollment in NRSA 1211
The student will perform, demonstrate, and practice a minimum of 42 hours of basic nursing assistant care in an approved long-term care facility, under the supervision of the faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric residents in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.
Clinical orientation: The student will participate in 4 clock hours of orientation to each clinical site prior to clinical instruction. This is not included in the clinical instruction time.

NURS 1080 – HEALTH ASSESSMENT FOR NURSES (4-3-2-0)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in or concurrent enrollment in NURS 1090
Introduction of nursing concepts and critical thinking processes utilized in health history, physical assessment, and management of the patient/client with health alterations throughout the lifespan. Students learn to develop skills and a systematic pattern for performing an integrated health history and physical assessment (513801)

NURS 1090 – PHARMACOLOGY FOR NURSES (4-3-2-0)
Prerequisite(s): Acceptance into the clinical component of the nursing program
Foundations and principles of pharmacology and applications in practice including medical math concepts which apply to drug and dosage calculations are discussed in this course. Drug types, classifications, actions and interactions, side effects and adverse effects are also presented. Safe, effective drug administration and important nursing implications and developmental considerations related to each drug underlying principles of actions of various drug groups, sources, physical and chemical properties, physiological actions, absorption rate, excretion, therapeutic uses, side effects, and toxicity are emphasized in this course. (513801)

NURS 1000 – BASIC NURSING (4- 2-2-3)
Prerequisite(s): Acceptance to ASN Nursing program
Introduction to nursing through theory, supervised laboratory experiences, and clinical. Primary focus is on providing basic nursing skills to meet the holistic needs of the client. Infection control and safety issues are addressed. This course includes a 45-hour of long-term care clinical component for students integrate into practice basic skills to clients under the supervision of a nursing faculty member.

NURS 1310 – NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS I (3-2-0-3)
Prerequisite(s): Acceptance to ASN Nursing program
Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client are presented in classroom and clinical components of this course. Discussion of client care in nursing for basic alterations in body systems and functions including, but not limited to nutritional, immunological, integumentary, oxygenation, perfusion, endocrine, and hematological, as well as, perioperative care. This course contains a 45-hour clinical component.

NURS 1320 TRANSITIONS IN NURSING (6-3-2-4)
Prerequisite(s): Acceptance to LPN to ASN Nursing track
This course provides a framework for assisting transition from a licensed practical nurse to an Associate of Science in Nursing Registered Nurse. An overview of principles of basic adult health both physically mentally as well as the registered nurse's role in meeting the client's basic needs across the lifespan within the scope of practice and laws as it applies to the registered nurse in Louisiana. This course includes 45 hours in adult health and 45 hours in mental health clinical. Successful completion and 2 years of work experience will award 15 credits or 315 hours of credit in the ASN program.

NURS 2300 - NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS II (7-4-0-9)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in NURS 1310 or NURS 1320
Advanced applications of the nursing processes are presented in classroom and clinical components of this course with emphasis on planning, implementing, and evaluating nursing care for adult patient/client with complex health needs in acute care settings. Discussion of body systems and functions including, but not limited to, cardiovascular, neurological, reproductive, gastrointestinal, endocrinology, genitourinary, sensory, hematological, and oncology/ neoplasia. Complex nursing care of the adult will be presented with a review of anatomy and physiology, therapeutic/modified diets, nutritional information as it is associated with the health of the client and pharmacological interventions for each body system addressed. This course contains a 135-hour clinical component. (513801)

NURS 2740 – NURSING CARE OF THE CLIENT WITH ALTERATIONS IN MENTAL HEALTH (4-3-0-3)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in NURS 1090, and NURS 1310
An introduction to the basic concepts of psychiatric-mental health nursing care as applied to the nursing process for the patient/client experiencing alterations in emotional, behavioral, mental and social functioning. Integration of pharmacology and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed, as well as theories of wellness, promotion of mental health, and methods of treatment associated with mental health nursing care and rehabilitation. This course contains a 45-hour clinical component. (513801).

NURS 2750 – MATERNAL-CHILD NURSING CARE (5-3-2-3)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in NURS 1310 or NURS 1320 Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female reproductive system, male reproductive system, intrauterine development, prenatal care, principles of specialized testing, labor and delivery, postpartum care, patient education, and methods of contraception. Child development and common pathophysiology from newborn through adolescence. This course contains a 45-hour clinical component. (513801)

NURS 2760 – CAPSTONE COURSE (3-3-0-0)
Prerequisite(s): Graduating Nursing Student.
The capstone review and evaluation course is designed to assist students to synthesize nursing knowledge and practice as a beginning nurse. Students will prepare to pass the NCLEX-RN licensure exam, be evaluated on accomplishment of the knowledge and theory of nursing practice as well as receive advanced cardiac life support training and certification as well as portfolio preparation. (513801)

NURS 2800 – ISSUES IN NURSING AND HEALTH CARE (3-3-0-0)
Prerequisite(s): Acceptance into the clinical component of the nursing program, C or better in NURS 1310, and C or better in or concurrent enrollment in NURS 2300 and NURS 2740
This course presents definitions and roles of nursing within the changing environment of global health care. Current issues related to nursing education, practice, governance, quality improvement, and health care costs, policies and delivery systems are discussed. Challenges, collaboration, cultural diversity and legal/ ethical/social issues encountered in meeting global health care needs are discussed (513801).

HISTORY

HIST 1010 – WESTERN CIVILIZATION I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of western civilization from ancient times to the Reformation era. (Louisiana Common Course Number: CHIS 1013) (540101)

HIST 1020 – WESTERN CIVILIZATION II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of western civilization from the Reformation era to the present. (Louisiana Common Course Number: CHIS 1023) (540101)

HIST 1500 – WORLD HISTORY I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of world history from ancient civilizations to 1500. (Louisiana Common Course Number: CHIS 1113) (540101)
HIST 1510 – WORLD HISTORY II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of world history from 1500 to present. (Louisiana Common Course Number: CHIS 1123) (540101)

HIST 2010 – AMERICAN HISTORY I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of United States history from earliest times to the Civil War era. (Louisiana Common Course Number: CHIS 2013). (540101)

HIST 2020 – AMERICAN HISTORY II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of United States history from the Civil War era to the present. (Louisiana Common Course Number: CHIS 2023). (540101)

HIST 2030 – LOUISIANA HISTORY (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of Louisiana history to the present. (Louisiana Common Course Number: CHIS 2033). (540101)

HUMANITIES

HUMA 2000 – Photo Narratives (3-0-0-9)
Prerequisite(s): None
This course analyzes the relationship between images and text in telling stories—fictional, non-fictional, and biographical. Students will explore how to utilize an editorial and narrative approach to photography. Students will use conceptualism in conjunction with documentary to build photo essays and other narrative projects. Through lecture and projects, students will learn how to research, shoot, edit, and present a body of work that encompasses unifying themes via photography and writing.

HUMA 2000 – Survey of the Humanities (3-3-0-0)
Prerequisite(s): None
Introduces students to a particular country/region with a focused survey of the art, music, literature, and history of the area. Students are required to engage in critical thinking and short analysis writing assignments.

INTEGRATED PRODUCTION TECHNOLOGIES

INST 1113- NCCER INSTRUMENTATION LEVEL ONE (3-3-0-0)
Covers safety guidelines and practices in an industrial setting and how to identify, inspect, use, and maintain the various hand and power tools used by instrument fitters and technicians. Includes basic concepts of the metric system, basic algebra, geometric figures, and calculations associated with triangles. The different types of drawings, symbols, and abbreviations used in instrumentation are also covered. Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 1 Modules 1 – 4. Successful completion of this course requires passing the NCCER Level 1 Modules 1 – 4 Exams with a 70% or higher. This course requires lab and exam fees. Passing NCCER Exam is not a prerequisite to move on to Instrumentation Level 2.

IPTN 1030 – PROCESS DIAGRAMS (3-2-1-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission of IPTN Department Head.
Course topics include identification and application of electrical, piping, instrumentation, mechanical and process drawings used in job planning. Identification of lines, symbols, lean symbols; Interpretation of views, dimensions, and tolerances. Includes PFD, P&ID, Safe Charts, PE&I, electrical, and electrical one-line drawings. (150903)

IPTN 1050 – PETROLEUM COMPUTATIONAL METHODS (3-3-0-0)
Prerequisite(s): C or better in MATH 1214 or MATH 1213 or permission of IPTN Department Head
Course topics include: identification of graphs and charts and use of a scientific calculator to determine the perimeter, area, volume, and surface area of equipment used in the oil and gas industry. An introduction of Ohm's Law, Power Law Wheel, Ideal Gas Law, and Boyles Law in relationship to fluid flow and pressure changes. Introduction to Analog and digital computational methods to solve problems in the Petroleum Industry.

IPTN 1300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION I (3-2-1-0)
Prerequisite(s): Eligibility for MATH-099
An introductory course focusing on basic electrical concepts and automatic control discussing the instruments used to sense, measure, transmit and control production. The students will be introduced to Direct and Alternating currents, Ohm's Law, magnetism, series and parallel circuits, meters, instrument symbols, five process variables, controllers, regulators, control loops, solid-state devices, transistor circuits, digital electronics and control loops. (150903)

IPTN 1310 – INTEGRATED PRODUCTION TECHNOLOGIES EQUIPMENT I (3-2-1-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission of IPTN Department Head. Introduces equipment used in the petroleum process and production industry. Course covers many process industry-related equipment concepts including the purpose, components, and operations of tanks, vessels, heat exchangers, and cooling towers. Emphasizes the production operator's role in operating, performing minor maintenance, and troubleshooting equipment. Course topics include basic concepts of piping, tubing (cutting/bending), hoses, fitting, valves, and pumps. Also includes the fundamentals and operation of electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.

IPTN 1320 – INTEGRATED PRODUCTION TECHNOLOGIES EQUIPMENT II (3-2-1-0)
Prerequisite(s): C or better in IPTN 1310 or permission of IPTN Department Head
Introduces primary and auxiliary equipment used in the petroleum process and production industry. Course covers many process industry-related equipment concepts including the purpose, components, and operation of dynamic pumps, positive displacement pumps, compressors, turbines, boilers, and engines. Also emphasizes the production operator's role in maintaining operation of electrical distribution systems, mechanical power, and equipment lubrication used in the production operation. Course includes the fundamentals of tools, production containment equipment, thermal exchangers, environmental safety, and controls used in the production and pipeline operations.

IPTN 1400 – FLUID MECHANICS (3-3-0-0)
Prerequisite(s): C or better in MATH 1214 or MATH 1213, IPTN 1050, and eligibility for ENGL 1010 or permission of IPTN Department Head
Includes a study of measurements, properties, and principles of fluid flow, and calculations for oil and gas measurement conversions. (150903)

IPTN 1500 – OFFSHORE SAFETY AND COMPLIANCE (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission of IPTN Department Head.
A study of BSEE, BOEM, OSHA, DOT, and USCG standards and regulations applicable to production and pipeline operations is included. Other topics include safety inspections, audits, incident investigations, emergency evacuations, record keeping, and environmental awareness. (150903)

IPTN 1600 – OIL AND GAS PRODUCTION I (3-2-1-0)
Prerequisite(s Eligibility for ENGL 1000 or permission of IPTN Department Head.
This course is an introductory overview to the duties and job responsibilities for onshore and offshore deep-water production technician. It focuses on the history and early development of the oil business, geology of a petroleum reservoir, land and offshore leases, exploration, and drilling. Additional topics include introductions to well-control procedures, well servicing, well workover, and well completion for production use. There is also an introduction to production equipment; from the well head through separation systems, and production safety. Course includes operator hands-on training and developing, analyzing reservoirs rock samples, creating an oil-bearing reservoir, operation of well-control equipment (dry tree), and emergency well shut-in simulator.

IPTN 1610 – OIL AND GAS PRODUCTION II (3-2-1-0)
Prerequisite(s): C or better in IPTN 1600 or permission of IPTN Department Head. This class provides information on the production process, the composition and properties of natural gas, and gas compression. This includes basic surge and load control, gas dehydration systems and separation equipment, produced water treatment, handling systems and equipment, and basic artificial lift and enhanced recovery systems. Other topics include pumping systems, transportation systems, and auxiliary systems (Fuel Gas, air compressors, fresh water systems and HV&C). Provides an introduction to the basics of petroleum refining and plant processing. Course includes hands-on training in the operation of three phase separator demonstrator, heat exchange demonstrator, pipeline pigging demonstrator, gas lift process trainer, and basic operation for three phase separators Simtronics Dynamic Simulator System.

IPTN 2000 – PLANNING AND MANAGEMENT (4-3-1-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission if IPTN Department Head.
Introduces effective communication skills, team collaboration, decision-making processes, and quality control. Planning, scheduling, performance management, safety planning, facility economics, security, conflict management, and leadership skills are also covered. Includes practical exercises utilizing oil and gas activities. (150903)

IPTN 2100 – INTRODUCTION TO DEEP WATER SYSTEMS AND TECHNOLOGY (2-1-3-0)
Prerequisite(s): C or better in IPTN 1610, IPTN 1030, or permission of IPTN Department Head
This course will provide an introduction to Deepwater operations including exploration, development, drilling, production and transportation of oil and gas, with a focus on the unique issues involved in deepwater. It will expand on the concepts introduced in IPTN-1600 and IPTN-1610 (Oil and Gas I & II). Other topics covered in this course will include: deep-water specialized equipment and systems, operating conditions – normal and abnormal, subsea systems used in Deepwater production facilities, remotely operated vehicles (ROVs) that are useful tools in construction, maintenance and operations, deep-water gas-lift and optimization methods, flow assurance (hydrate prevention), and control systems used in the operation of Deepwater operations.

IPTN 2200 – PRODUCTION SAFETY SYSTEMS (3-2-1-0)
Prerequisite(s): C or better in IPTN 1500 or permission of IPTN Department Head
A study of the installation, operation, inspection, testing, and maintenance of the safety devices and production equipment used on offshore platforms. Topics include flow, pressure, temperature and level sensors, gas and fire detection devices, and surface and sub-surface safety valves. (150903)

IPTN 2300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION II (3-2-1-0)
Prerequisite(s): C or better in MATH 1214 or MATH 1213, IPTN 1300, or permission of IPTN Department Head
A continuation of Applied Electricity and Industrial Instrumentation I with emphasis on instrumentation troubleshooting, control schemes, switches, annunciators, signal conversion and transmission, digital control systems, programmable logic control systems, and distributed control systems. Instrumentation I & II include pneumatic, electronic, digital and mechanical controls and systems. (150903)

IPTN 2500 – CAREERS IN THE PETROLEUM INDUSTRY (2-2-0-0)
Prerequisite(s):C or better in computer elective, ENGL 1000 and above, and SPCH 1200 Develops skills necessary for a career in the petroleum industry. Topics include: employability skills, job seeking skills, interview skills, mechanical aptitude, and employers' expectations. (150903)

IPTN 2600 – INTERNSHIP (2-0-2-0) Substitute course for IPTN 2500
Prerequisite(s): CPTR 1100, ENGL 1010, and permission of IPTN Department Head or Dean.
Develops hands on skills necessary for a career in the petroleum industry. Must be able to work at least a total 140 hours over the semester at an oil and gas related facility. This course is designed for 3rd or 4th semester students pursuing an AAS degree and require permission of IPTN Department Head or Dean. (150903)

IPTN 2700 - SHELL BOOST PLUS (2-1-3-0) Substitute course for IPTN 2100
Prerequisite(s): IPTN 1610, IPTN 1030, or permission of IPTN Department Head or Dean.
A five day, accelerated course designed to provide a "real-world" experience of what it is like to be a production operator. The curriculum blends technical classroom learning and practical hands on experience in Deepwater Systems and Technology. This course is designed for 3rd or 4th semester students pursuing an AAS degree and require permission of IPTN Department Head or Dean. (150903)

KEYBOARDING

DVKB 0900 - BASIC KEYBOARDING (3-3-0-0)
Prerequisite(s): None.
This is a developmental course that introduces the student to the touch method of typing alphabetic, numeric, and symbol keys using a personal computer. The student will type at a minimum rate of 25 wpm on a 3-minute timed writing from straight copy material with three or fewer errors. (110602)

KYBD 1050 – KEYBOARDING I (3-3-0-0)
Prerequisite: None
An introduction to basic keyboarding terminology and touch typing. Emphasis on speed, accuracy, and correct techniques. Preparation of letters, memos, emails, and medical coding reports that follow the medical coding guidelines. (110602)

KYBD 1100 – KEYBOARDING I (3-3-0-0)
Prerequisite: None
An introduction to basic keyboarding terminology and touch typing. Emphasis on speedy, accuracy, and correct techniques. Preparation of letters, reports, and tables. (110602)

KYBD 1200 – KEYBOARDING II (3-3-0-0)
Prerequisite: KYBD 1100.
Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables, and correspondence for various types of businesses. Spring only (110602)

MACHINE TOOL TECHNOLOGY

MTTC 1000 - MATERIAL, MEASUREMENT, AND SAFETY (2-2-0-0)
Prerequisitie(s): none
Safety is the primary concern when working in any machining environment. This course will cover aspects of safety requirements from what is OSHA to proper PPE. Machining requires both the use of semi-precision and precision measurement. The student will understand the proper use and care of these instruments. This course will cover metal composition and classification along with the heat treatment of metals. Maintenance, lubrication, and cutting fluids will also be covered. (480501)

MTTC 1002 - INTRODUCTION TO LATHE – LECTURE (2-2-0-0)
Prerequisite(s): Concurrent enrollment in MTTC 1000 and MTTC 1003
The course will emphasize the safe operation of the engine lathe and explaining the principal operation of a lathe. Students will be able to identify and explain the functions of the parts of the lathe. Students will be able to explain the different types of workholding and toolholding devices used on a lathe, along with cutting tools and cutting fluids, and the use with the speeds and feeds to create parts. (480501)

MTTC 1003 - INTRODUCTION TO LATHE (LAB) (0-3-0)
Prerequisite(s): Concurrent enrollment in MTTC 1000 and MTTC 1002
Safety is the primary concern when working in any machining environment. Student will learn safe use of engine lathe, in a lab setting. Participants will learn tooling and insert nomenclature, proper use of work holding device, proper use of tool holding devices. Perform turning, grooving, cutoff, and knurling procedures. (480501)

MTTC 1004 - INTRO TO MILL (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 1000
Co-requisite: MTTC 1005
Safety is the primary concern when working in any machining environment. Manual milling machines are primarily used to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill, including cutting tool nomenclature, and speeds and feeds. (480501)

MTTC 1005 - INTRO TO MILL (LAB) (3-0-6-0)
Prerequisite(s): MTTC 1000
Safety is the primary concern when working in any machining environment. Student will learn safe use of milling machine, in a lab setting. Participants will learn tooling and insert nomenclature, proper use of workholding device, proper use of toolholding devices. Perform speeds and feeds calculations to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill. (480501)

MTTC 2002 - ADVANCED LATHE (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 1000, MTTC 1002, MTTC 1003
Safety is the primary concern when working in any machining environment. Safe operation of the engine lathe and explain the principal operation of a lathe. Student will also be able to identify and explain the functions of the parts of the lathe. Also, explain the different types of workholding and toolholding devices used on a lathe, along with cutting tools and cutting fluids, and the use with the speeds and feeds to create complex parts and assemblies. (480501)

MTTC 2003 - ADVANCED LATHE LAB (3-0-6-0)
Prerequisite(s): MTTC 1000, MTTC 1002, MTTC 1003
Safety is the primary concern when working in any machining environment. Safe operation of the engine lathe and explain the principal operation of a lathe. Student will also be able to identify and explain the functions of the parts of the lathe. Also, explain the different types of workholding and toolholding devices used on a lathe, along with cutting tools and cutting fluids, and the use with the speeds and feeds to create complex parts and assemblies. (480501)

MTTC 2004 - ADVANCED MILL (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 1000
Safety is the primary concern when working in any machining environment. Manual milling machines are primarily used to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill including cutting tool nomenclature, and speeds and feeds. Operation of indexing and rotary tables. Students will learn advance procedures to machine complex parts and assemblies. (480501)

MTTC 2005 - ADVANCED MILL (LAB) (3-0-6-0)
Prerequisite(s): MTTC 1000, MTTC 1004, MTTC 1005
Safety is the primary concern when working in any machining environment. Manual milling machines are primarily used to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill including cutting tool nomenclature, and speeds and feeds. Operation of indexing and rotary tables. Students will learn advance procedures to machine complex parts and assemblies. (480501)

MTTC 2800 - INTRO TO MasterCam (4-4-0-0)
Co-requisite(s): MTTC 2810, MTTC 2811
This course will introduce the student to the basic elements of Computer Aided Drafting. Students will learn basic elements in the use and environment of MasterCam CAD program. (480501)

MTTC 2810 - INTRO TO CNC (LECTURE) (4-4-0-0)
Prerequisite(s): MTTC 1000 or permission from instructor
This course will introduce the student to G-code programming to program both CNC lathes and mills. (480501)

MTTC 2811 - INTRO TO CNC (LAB) (4-0-8-0)
Prerequisite(s): MTTC 1000 or permission from instructor
Write CNC programs. Install and operate CNC machinery. (480501)

MTTC 2812 - ADVANCED CNC (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 2810, MTTC 2811, MTTC 3000
Co-requisite: MTTC 2813
This course will introduce advance programs for both the CNC Lathe and Mill. Students will be able to write programs for complex parts after completion of this course. (480501)

MTTC 2813 - ADVANCED CNC (LAB) (4-0-8-0)
Prerequisite(s): MTTC 2810, MTTC 2811, MTTC 3000
Co-requisite: MTTC 2812
This course will introduce advance programs for both the CNC Lathe and Mill. Students will be able to run programs for complex parts after completion of this course. (480501)

MTTC 2814 - CNC 5-AXIS (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 2810, MTTC 2811, MTTC 3000
Co-requisite: MTTC 2813
This course will introduce advance programs for a 5-axis machining center. Students will be able to write programs for complex parts for a 5-axis machining center after completion of this course. (480501)

MARINE DIESEL ENGINE TECHNOLOGY

DESL 1120 – SAFETY SKILLS AND INTRO TO DIESEL ENGINES (3-2-1-0)
Prerequisite(s): None
Basic safety information needed to prepare individuals entering the workforce with an introduction to the occupation of diesel technicians, safety, tools, test equipment, fasteners, bearings, and seals. Laboratory work requires using tools and fasteners. (470605)

DESL 1130 – DIESEL ENGINE PARTS IDENTIFICATION AND OPERATING PRINCIPLES (3-1-2-0)
Prerequisite(s): Concurrent enrollment in DESL 1120
An introduction to the design and construction of diesel engines and identification of diesel engine parts. (470605)

DESL 1140 – ENGINES (4-1-3-0)
Prerequisite(s): Concurrent enrollment in DESL 1130
The disassembly, inspection and evaluation, repair and reassembly of engines. (470605)

DESL 1240 – DIESEL ENGINE FUEL SYSTEMS (3-1-2-0)
Prerequisite(s): None
The identity of type and functions of fuel injectors, nozzles, and unit injectors; troubleshooting, replacing injectors and nozzles, the identify of types, parts, functions, operation, and uses of various fuel injection pumps, electronic metering systems and electronic unit injectors. (470605)

MDET 2310 – MARINE AIR INTAKE AND EXHAUST SYSTEMS (1-0-1-0)
Prerequisite(s): None
The design of air intake systems and both wet and dry exhaust systems. (470616)

MDET 2320 – MARINE COOLING SYSTEMS (1-0-1-0)
Prerequisite(s): C or better in DESL 1140
The design and operation of both heat exchanger and keelcoolers. (470616)

DESL 1210 – DIESEL SYSTEMS (5-3-2-0)
Prerequisite(s): None
Electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems. (470605)

DESL 1231 – DIESEL ENGINE CONTROL SYSTEMS (3-1-2-0)
Prerequisite(s): C or better in DESL 1220
The identification of types of governors, functions, and classifications, the disassembly inspection reassembly, and testing of governors according to manufacturer's specifications, and the applications of electronic engine controls, types, and functions. (470605)

DESL 1150 – ENGINE DIAGNOSTICS (3-1-2-0)
Prerequisite(s): Concurrent enrollment in DESL 1140
The performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment. (470605)

MDET 2210 – ENGINE MOUNTING AND ALIGNMENT (3-2-1-0)
Prerequisite(s): C or better in DESL 1140
The major issues involved in mounting an engine in a vessel. (470616)

MDET 2230 – GEARS AND ENGINE COUPLINGS (4-2-2-0)
Prerequisite(s): C or better in MDET 2210
Principles of marine gears, marine gear clutches, and engine couples. (470616)

MDET 2700 – THE VESSEL (4-4-0-0)
Prerequisite(s): None
Issues and procedures following the installation of a diesel engine in a sea going vessel including ship and water safety issues. (470616)

DESL 1500 – HYDRAULICS (3-2-1-0)
Prerequisite(s): None
The principles of basic hydraulic systems and troubleshooting hydraulic systems including the use of schematics and control diagrams. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations. (470605)

MWELD 2230 – BASIC WELDING FOR MECHANICS (2-1-1-0)
Prerequisite(s): None
Practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position and an introduction of oxyacetylene/cutting procedures is also included. (480508)

MATHEMATICS

MATH 1103 – CONTEMPORARY MATHEMATICS (3-3-0-0)
Prerequisite(s): 65-79 on the Elementary Algebra Accuplacer Placement Test; 18-19 on the ACT; 250-262 Next Generation Accuplacer QRAS; and 200-249 Next Generation Accuplacer AAF; or High School GPA 3.5 -4.0
An introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) Credit cannot be earned for both MATH 1104 and MATH 1103. (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 1104 – CONTEMPORARY MATHEMATICS (6-6-0-0)
Prerequisite(s): ACT ≤ 14 or No Test Scores; 20-24 on the Elementary Algebra Accuplacer Placement Test; 15-17 on the ACT; 230-249 Next Generation Accuplacer QRAS; or High School GPA 3.0 - 3.49
An introduction to topics in contemporary mathematics that integrates a review of designated items in elementary algebra. Contemporary Mathematics topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) Credit in MATH 1104 is equivalent to MATH 1103. Credit cannot be earned for both MATH 1104 and MATH 1103. (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 1213 – COLLEGE ALGEBRA (3-3-0-0)
Prerequisite(s): 80+ on Classic Accuplacer Elementary Algebra; 263+ on the Quantitative Reasoning Analysis on the Accuplacer Test; 45 - 98 on the College Level Math Accuplacer Placement Test; 250-275 on Next Generation Accuplacer AAF; or 20-22 on the ACT.
In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. Credit cannot be earned for both MATH 1214 and MATH 1213. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1214 – COLLEGE ALGEBRA (6-6-0-0)
Prerequisite(s): C or better in MATH 1103 or MATH 1104; 65-79 on the Elementary Algebra Accuplacer Placement Test; 18-19 on the ACT; 250-262 Next Generation Accuplacer QRAS; and 200-249 Next Generation Accuplacer AAF; or High School GPA 3.5 -4.0.
In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. Credit in MATH 1214 is equivalent to MATH 1213. Credit cannot be earned for both MATH 1214 and MATH 1213. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1223 – TRIGONOMETRY (3-3-0-0)
Prerequisite(s): 74 or higher on Compass Algebra Score; 99-120 on the College Level Math Accuplacer Placement Test; 23-26 on the ACT; or C or better in MATH 1214 or 1213.
Trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. (Louisiana Common Course Number: CMAT 1223). (270101)

MATH 1235 – PRECALCULUS (5-5-0-0)
Prerequisite(s): 74 or higher on Compass Algebra Score; 99-120 on the College Level Math Accuplacer Placement Test; 23-26 on the ACT; Departmental approval.
Serves a replacement for MATH 1213/1223 as preparation for calculus. A combined course on function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations, triangles with applications; polar coordinate system. (Louisiana Common Course Number: CMAT 1235). (270101)

MATH 1413 – MATHEMATICS FOR ELEMENTARY TEACHERS (3-3-0-0)
Pre-requisite(s): Eligibility for MATH 1214 or MATH 1213
Topics include numeral systems, theory of arithmetic, whole numbers, integers, rational numbers, decimal representations, real numbers, probability, and statistics with an emphasis on problem solving. (Louisiana Common Course Number: CMAT 1413) (270101)

MATH 1423 – GEOMETRY FOR ELEMENTARY TEACHERS (3-3-0-0)
Pre-requisite(s): Grade of "C" or better in MATH 1413
A study of basic Euclidean geometry, measurement and probability and statistics, chosen to give the elementary school teacher the mathematical background necessary for the present elementary school curriculum. (Louisiana Common Course Number: CMAT 1423) (270101)

MATH 2010 – APPLIED CALCULUS (3-3-0-0)
Prerequisite(s): 74 or higher on Compass Algebra Score; 99-120 on the College Level Math Accuplacer Placement Test; 23-26 on the ACT ; C or better in MATH 1214 or 1213
Introduction to differential and integral calculus with emphasis on applications, designed primarily for business, economics, and social sciences. Topics include limits, the first and second derivative, the first and second derivative tests for relative extrema; exponential and logarithmic functions; the definite and indefinite integral; the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications (This course is not equivalent to a Calculus I course and does not serve as a prerequisite for a Calculus II course.) (Louisiana Common Course Number: CMAT 2103). (270101)

MATH 2100 – INTRODUCTORY STATISTICS (3-3-0-0)
Prerequisite(s): 74 or higher on Compass Algebra Score; 99-120 on the College Level Math Accuplacer Placement Test; 23-26 on the ACT; C or better in MATH 1103, 1104, 1213, or 1214
Descriptive statistics; probability; discrete and continuous (including binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation. (Louisiana Common Course Number: CMAT 1303). (270101)

MATH 2115-CALCULUS I (5-5-0-0)
Pre-requisite(s): A grade of "C" or better in either MATH 1223 Trigonometry or MATH 1235 Precalculus; or a satisfactory placement test score (currently MATH ACT 27 or higher).
This is a five credit-hour introductory calculus course designed primarily for STEM majors. The student is assumed to be versed in the standard pre-calculus topics of functions, graphing, solving equations, and the exponential, logarithmic, and trigonometric functions. Lack of knowledge of these skills may preclude a student's success in this course. No prior exposure to calculus is assumed. This course includes but is not limited to limits and continuity of functions; introduction of the derivative; techniques of differentiation; chain rule; implicit differentiation of transcendental and inverse functions; applications of differentiation; concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas, applications of definite integrals; work and volume. (Louisiana Common Course Number: CMAT 2115) (270101)

MATH 2124-CALCULUS II (5-5-0-0)
Pre-requisite(s): A grade of "C" or better in MATH 2115 Calculus I.
This is a four credit-hour calculus course designed primarily for STEM majors. This course includes but is not limited to techniques of integration, applications of integrals, parametric equations, analytical geometry, polar coordinates, sequences and infinite series, vectors in low dimensions including dot and cross products, introduction to differential equations, and partial derivatives. (Louisiana Common Course Number: CMAT 2124) (270101)

MEDICAL LABORATORY TECHNICIAN

MLTS 1011-Introduction to Clinical Laboratory Science-Lab (1-0-2-0)
Prerequisites: High School Diploma, and eligible for placement in ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and BIOL 1031. Co-Registration in MLTS 1012 is also required.
Acceptance into the MLT program is not a requirement for this course. The scope of this course will include an introduction to laboratory techniques as they apply to medical laboratory technology, laboratory organization and procedures, personnel, terminology, ethics, quality control, laboratory math, laboratory safety, care and use of basic laboratory equipment, laboratory settings, accreditation, certification and blood collection techniques. (511004)

MLTS 1012-Introduction to Clinical Laboratory Science (1-1-0-0)
Prerequisites: High School Diploma, and eligible for placement in ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and BIOL 1031. Co-Registration in MLTS 1011 is also required.
Acceptance into the MLT program is not a requirement for this course. The scope of this course will include an introduction to medical laboratory technology, laboratory organization and procedures, personnel, terminology, ethics, quality control, laboratory MATH, laboratory safety, care and use of basic laboratory equipment, laboratory settings, accreditation, certification and blood collection techniques. (511004)

MLTS 1020 – HEMATOLOGY (3-3-0-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, or 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C
Co-registration in MLTS 1022 is also required.
This course will introduce the MLT student to principles and practices of clinical hematology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1021-Hemostasis (1-1-0-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C.
This course will introduce the MLT student to principles and practices of clinical hemostasis as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1022-Hematology Lab (1-0-2-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C.
Co-registration in MLTS 1020 is also required. (511004)
This course will introduce the MLT student to laboratory principles and practices of clinical hematology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1020-Hematology lecture.

MLTS 1030- Clinical Microbiology/Mycology (3-3-0-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 and BIOL 2121 and 2123 must all be passed with a minimum grade of C.
Co-registration in MLTS 1032 is also required.
This course will introduce the MLT student to principles and practices of clinical Microbiology and mycology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1031- Virology/Parasitology (1-1-0-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031, BIOL 2121 and 2123 must all be passed with a minimum grade of C.
Co-registration in MLTS 1033 is also required.
This course will introduce the MLT student to clinically significant bacteria and fungi as they relate to pre-analytical, analytical and post-analytical procedures in a clinical Microbiology setting. (511004)

MLTS 1032-Clinical Microbiology/Mycology Lab (1-0-2-0)
Prerequisites: Successful completion with a C or higher in MLTS 1012, MLTS 1011, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030, BIOL 1031, BIOL 2121 and BIOL 2123 and registration in MLTS 1030.
This course will introduce the MLT student to laboratory principles and practices of clinical Microbiology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1030-Clinical Microbiology lecture. (511004)

MLTS 1033-Virology/Parasitology Lab (1-0-2-0)
Successful completion with a C or higher in MLTS 1012, MLTS 1011, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and BIOL 1031, BIOL 2121 and BIOL 2123 and registration in MLTS 1031.
This course will introduce the MLT student to laboratory principles and practices of clinical hematology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1031-Virology/Parasitology Lecture. (511004)

MLTS 1040-Clinical Chemistry (3-3-0-0)
Prerequisites: MLTS 1011 and 1012, Chem 1010, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C.
Co-registration in MLTS 1042 is also required.
This course will introduce the MLT student to theory of principles and practices of clinical chemistry as they relate to pre-analytical, analytical and post-analytical procedures in a clinical chemistry laboratory setting. (511004)

MLTS 1041-Urinalysis and Body Fluids (1-1-0-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C.
Co-registration in MLTS 1042 is also required.
This course will introduce the MLT student to principles and practices of urinalysis and body fluids as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1042-Clinical Chemistry Lab (1-0-2-0)
Prerequisites: Successfully passed CHEM 1010, MLTS 1012, MLTS 1011, ENGL 1010, MATH 1000, BIOL 1030, and BIOL 1031 with a minimum of C.
Co-registration in MLTS 1040 is also required.
This course will introduce the MLT student to laboratory principles and practices of clinical chemistry as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1040-Clinical Chemistry lecture. (511004)

MLTS 1043-Urinalysis/Body Fluids Lab (1-0-2-0)
Successfully passed MLTS 1020 and MLTS 1022 with a minimum of C.
Co-registration in MLTS 1041 is also required.
This course will introduce the MLT student to laboratory principles and practices of urinalysis and body fluids they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1041-Urinalysis/Body Fluids Lecture. (511004)

MLTS 1050-Immunohematology/Blood Bank
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C.
Co-registration in MLTS 1052 is also required.
Theory of contemporary blood banking, including collection, storage and processing of blood components, role of RBC antigens and antibodies in compatibility testing and transfusion practice, application of test results in conditions such as hemolytic disease of the newborn and transfusion reactions, and beginning problem solving. (511004)

MLTS 1051-Immunology (2-2-0-0)
Prerequisites: MLTS 1011 and 1012, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030 and 1031 must all be passed with a minimum grade of C.
This course will introduce the MLT student to principles and practices of clinical Immunology as they relate to pre-analyticial, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1052-Immunohematology/Blood Bank-Lab (1-0-2-0)
Prerequisites: Successfully passed MLTS 1012, MLTS 1011, ENGL 1010, MATH 1103, 1104, 1213, 1214, BIOL 1030, and BIOL 1031 with a minimum of C.
Co-registration in MLTS 1050 is also required.
This course will introduce the MLT student to laboratory principles and practices of Immunohematology and Blood Bank as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. The content of this lab will complement the instruction in MLTS 1050-Immunohematology/Blood Bank Lecture. (511004)

MLTS 2100-Clinical Practice I (5-0-0-15)
Prerequisites: Acceptance into clinical component of MLT Program
The scope of this course will include 225 hours in a clinical setting for application of theories and techniques with an emphasis on correlation of test results and problem solving skills associated with the principles, procedures, and interpretation of manual and automated, as well as general and advanced techniques as applied to specimen collection and the immunohematology, clinical immunology, clinical chemistry, clinical microbiology, hematology, coagulation, and/or body fluid analysis clinical laboratories. (511004)

MLTS 2200-Clinical Practice II (5-0-0-15)
Prerequisites: Acceptance into clinical component of MLT Program and successful completion of MLTS 2100 with at least a C.
The scope of this course will include 225 hours in a clinical setting for application of theories and techniques with an emphasis on correlation of test results and problem solving skills associated with the principles, procedures, and interpretation of manual and automated, as well as general and advanced techniques as applied to specimen collection and the immunohematology, clinical immunology, clinical chemistry, clinical microbiology, hematology, coagulation, and/or body fluid analysis clinical laboratories.(511004)

MUSIC

MUSC 1010 – MUSIC APPRECIATION (3-3-0-0)
Prerequisite(s): None
Basic 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). (Louisiana Common Course Number: CMUS 1013). (500902)

MUSC 1070 - MUSIC AND CULTURAL DIVERSITY (3-3-0-0)
Prerequisite(s): None
This course explores the roots, traditions, and celebrations of life through music in diverse cultures and societies. The course may cover but is not limited to Native American, African American, Cajun French, Latin American, and Folk music of the South as well as music of war time and hardship. (500902)

MUSC 2010 – INTRODUCTION TO ROCK MUSIC (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1214
This is a survey course that traces the roots of rock 'n roll from its origins in blues and rock 'a billy to present day styles. The course will also look at the cultural, economic, and social influences that shaped this American musical genre. Students will have music listening assignments and an individual music project. (500902)

MUSC 2020 – JAZZ APPRECIATION (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1214
Basic elements and vocabulary of jazz; appreciation and understanding of diverse styles of jazz, past and present. Includes opportunities for experiencing jazz (recorded and/or live). (Louisiana Common Course Number: CMUS 1023). (500902)

PARALEGAL STUDIES

PALG 1010 – INTRODUCTION TO PARALEGAL STUDIES (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010 and MATH 1214
Terminology and duties of a Legal Assistant to include ethics and human relations. (220302)

PALG 2010 – COMPUTERS IN THE LAW OFFICE (3-3-0-0)
Provides an overview of computer technology and its applications within the law office. Students will explore the methods for effective and ethical use of law office technology, including word processing, spreadsheets, and databases; legal research databases; electronic public records; electronic filing and discovery systems; litigation support, case management systems; timekeeping/billing; and other legal support technology. (220302)

PALG 2150 – LEGAL RESEARCH (3-3-0-0)
Prerequisite(s): C or better in PALG 1010
Sources and reference publications in the entire legal field: statutes, codes, administrative rulings, court decisions, digests, annotations, survey and review articles, comments and collations keyed to locating where the law is to be found. (220302)

PALG 2250 – CIVIL LITIGATION (3-3-0-0)
Prerequisite(s): C or better in PALG 1010
Introduces the litigation process in state and federal courts. Examines jurisdiction and venue; commencement of the lawsuit, including initial client contact and investigative techniques; pleadings and motions; discovery, evidence, and the role of deposition; summary judgments; other court processes; and drafting legal documents as related to course concepts. (220302)

PALG 2300 – LEGAL ANALYSIS AND WRITING (3-3-0-0)
Prerequisite(s): C or better in PALG 1010; C or better in BUSN 1050; and eligible for ENGL 1020
The proper use of legal expression and the legal reasoning process in the production of letters, opinions, memoranda and briefs. Fall only. (220302

PHILOSOPHY

PHIL 2030 – INTRODUCTION TO PHILOSOPHY (3-3-0-0)
Prerequisite(s): None
An introduction to the major issues and ideas developed throughout the history of philosophy. (Louisiana Common Course Number: CPHL 1013). (380101)

PHLEBOTOMY

HPHL 1010 – PHLEBOTOMY PRINCIPLES (2-2-0-0)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech programs
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipunctures, capillary sticks, infection control procedures, and lab tests which may be performed by the phlebotomist. (511009)

HPHL 1020 – PHLEBOTOMY TECHNIQUES (7-3-4-6)
Prerequisite(s): Successful completion of HPHL 1010, HPHL 1110, and HPHL 1120
A study of advanced phlebotomy skills and procedures which include laboratory administrative procedures, tube identification, and laboratory equipment usage. Student performance of introductory, fundamental and advanced phlebotomy skills for instructor evaluation in preparation for clinical experiences is included. Students spend at least 100 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain necessary course requirements. Students must successfully perform 10 skin punctures and 100 unaided venipunctures to complete the program. (511009)

HPHL 1110-Introduction to Health Care (3-3-0-0)
Prerequisites: Acceptance into the Phlebotomy or Patient Care Technician Program.
In this course the student learns to establish a safe and supportive environment for the patient/resident/ client through ethical and legal responsibilities, effective communication, observational skills, and safety; issues including fire safety, infection control, CPR, and personal hygiene and grooming practices. (511009)

HPHL 1120-Body Structure and Function (1-1-0-0)
Prerequisites: Acceptance in to the Phlebotomy or Patient Care Technician Program
Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. (511009)

PHYSICAL SCIENCE

PHSC 1000 – PHYSICAL SCIENCE I (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214
Survey of concepts in physics and physical sciences. Not intended for science majors. (Louisiana Common Course Number: CPHY 1023). (400101)

PHSC 1100 – PHYSICAL SCIENCE I LAB (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHSC 1000
Provides the means to gain an empirical understanding of the topics covered in PHSC 1000. Not intended for science majors. (400101)

PHSC 1200 – PHYSICAL SCIENCE II (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214
Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc. Not intended for science majors. (Louisiana Common Course Number: CPHY 1033). (400101)

PHSC 1300 – PHYSICAL SCIENCE II LAB (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHSC 1200
Provides the means to gain an empirical understanding of the topics covered in PHSC 1200. Not intended for science majors. (400101)

PHSC 1400 – INTRODUCTION TO PHYSICAL SCIENCE III (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214
Concepts of the laws and principles of earth and space science applied to matter and energy. (400101)

PHSC 1500 – PHYSICAL SCIENCE III LAB (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHSC 1400
Provides the means to gain an empirical understanding of the topics covered in PHSC 1400. Not intended for science majors. (400101)

PHYSICS

PHYS 2111 - General Physics I Laboratory (Algebra/Trigonometry Based) (0–1–3–0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHYS 2113
Co-requisite(s): PHYS 2113
Algebra/Trig-based physics: experiments in mechanics (Not intended for engineering majors.)

PHYS 2113 - General Physics I (Algebra/Trigonometry Based) (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010 and "C" or higher in MATH 1223.
Co-requisite(s): PHYS 2113
Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations, elasticity & equilibrium; thermodynamics. (Not intended for engineering majors.)

POLITICAL SCIENCE

POLI 1100 – INTRODUCTION TO AMERICAN GOVERNMENT (3-3-0-0)
Prerequisite(s): None
The principles, institutions, processes, and functions of the government of the United States, and American political behavior. (Louisiana Common Course Number: CPOL 2013). (451002)

POLI 2500 –INTRODUCTION TO COMPARATIVE GOVERNMENT (3-3-0-0)
Prerequisite(s): None
A survey of the theory, organizational methods and structure of the basic types of governments operating in the world today. (451001)

POLI 2520 – INTRODUCTION TO STATE AND LOCAL GOVERNMENT (3-3-0-0)
Prerequisite(s): None
Principles, organization, and administration of state and local government, including the politics of Louisiana. (Louisiana Common Course Number: CPOL 2113). (451002)

PSYCHOLOGY

PSYC 2010 – INTRODUCTION TO PSYCHOLOGY (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
Overview of the scientific study of behavior and mental processes. (Louisiana Common Course Number: CPSY 2013) (420101)

PSYC 2040 – PSYCHOLOGY OF PERSONALITY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
Major contemporary theories; emphasis on the development and structure of personality. (422705)

PSYC 2060 – CHILD PSYCHOLOGY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
Survey of the development processes of the child. (Louisiana Common Course Number: CPSY 2313) (422703)

PSYC 2110 – SOCIAL PSYCHOLOGY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
Survey of the scientific study of individuals as they influence and are influenced by others. (Louisiana Common Course Number: CPSY 2413) (422707)

PSYC 2120 DEVELOPMENTAL PSYCHOLOGY (3-3-0-0)
Prerequisite(s): Eligibility ENGL 1020; or C or better in PSYC 2010
Survey of developmental processes from conception to death. (Louisiana Common Course Number: CPSY 2113) (420101)

PSYC 2200 – ABNORMAL PSYCHOLOGY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
A study of the more common psychopathologies with emphasis on their etiology, diagnosis, and treatment. An emphasis on understanding these disorders in terms of general psychological principles, and biological and social influences. (429999)

PSYC 2230 – PSYCHOLOGY IN THE MEDIA (3-3-0-0)
Prerequisite: C or better in PSYC 2010
The study of historical and cultural influences of psychology via the media. (ex. – film, literature, pop culture)

PSYC 2610 – EDUCATIONAL PSYCHOLOGY (3-3-0-0)
Prerequisite: C or better in PSYC 2060 or PSYC 2120
The application of psychology to teaching and learning. Emphasis is on practical application in the school setting. Ten hours of field experience required. Designed primarily for education majors. Others admitted at the discretion of the instructor.

SOCIOLOGY

SOCI 2010 – INTRODUCTION TO SOCIOLOGY (3-3-0-0)
Prerequisite(s): None
A survey of major subject areas and principles of sociology. (Louisiana Common Course Number: CSOC 2013). (451101)

SOCI 2020 –SOCIAL PROBLEMS (3-3-0-0)
Prerequisite(s): None
Analysis of major social problems in contemporary society; focus on both the institutional and personal causes and consequences. (Louisiana Common Course Number: CSOC 2113). (451101)

SOCI 2413 – RACE, CLASS, AND ETHNICITY (3-3-0-0)
Prerequisite(s): None
Enhancement in the understanding of what's meant by cultural "diversity" from a sociological perspective. Students will undertake an intense synopsis of cultures around the U. S. in addition to the requirement of engaging in opportunities in which to dive into the subject on a practical level.

SPANISH

SPAN 1010 – ELEMENTARY SPANISH I (3-3-0-0)
Prerequisite(s): None
Basic lexicon and structure of Spanish; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the Spanish-speaking world. Beginning course: no previous knowledge of Spanish expected or required. (Louisiana Common Course Numbers: CSPN 1013). (160905)

SPAN 1020 – ELEMENTARY SPANISH II (3-3-0-0)
Prerequisite(s): C or better in SPAN 1010
Continuation of the study of Spanish on the elementary level. (Louisiana Common Course Number: CSPN 1023). (160905)

SPAN 2010 – INTERMEDIATE SPANISH I (3-3-0-0)
Prerequisite(s): C or better in SPAN 1020
Intermediate level study of structures and lexicon of Spanish; additional emphasis on the four basic skills and culture. (Louisiana Common Course Number: CSPN 2013). (160905)

SPAN 2020 – INTERMEDIATE SPANISH II (3-3-0-0)
Prerequisite(s): C or better in SPAN 2010
Continuation of the study of Spanish on the intermediate level. (Louisiana Common Course Number: CSPN 2023) (160905)

SPEECH

SPCH 1200 – PUBLIC SPEAKING (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
Study and application of basic principles of effective extemporaneous speaking, including audience analysis and adaption, topic selection, research, organization, and presentation skills. Students deliver, listen to, and critique a variety of speeches. (Louisiana Common Course Number: CCOM 2013). (231001)

SPECIAL PROJECTS AND TOPICS

XXXX 2991 – SPECIAL PROJECTS I (1-0-1-0)
Prerequisite(s): Consent of instructor
A one-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2992 – SPECIAL TOPICS I (1-1-0-0)
Prerequisite(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2993 – SPECIAL PROJECTS II (2-2-0-0)
Prerequisite(s): Consent of instructor
A two-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2994 – SPECIAL TOPICS II (2-2-0-0)
Prerequisite(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2995 – SPECIAL PROJECTS III (3-0-3-0)
Prerequisite(s): Consent of instructor
A three-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2996 – SPECIAL TOPICS III (3-3-0-0)
Prerequisite(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2997 – PRACTICUM (3-0-3-0)
Prerequisite(s): Consent of instructor
Supervised on-the-job work experience related to the student's education objectives. Participating students do not receive compensation for the work.

XXXX 2999 – COOPERATIVE EDUCATION (3-0-3-0)
Prerequisite(s): Consent of instructor
Supervised on-the-job work experience related to the student's educational objective. Participating students receive compensation for the work.

STERILE PROCESSING

STPR 1041: INTRODUCTION TO STERILE PROCESSING (1-1-0-0)
COURSE DESCRIPTION: This course will cover the duties and responsibilities of a sterile processing technician. This includes basic technology, writing, professionalism, and math skills used in the work place. (511012)
Pre-requisites: None
Co-requisites: STPR 1143, STPR 1142

STPR 1142 Sterile Processing Concepts Application (2-0-4-0)
COURSE DESCRIPTION: Application of the sterile processing process. Clinical laboratory practice and in health care agencies will be arranged. Medical terminology related to a sterile processing technician will be covered. Industry regulations and best practice standards, decontamination and sterilization of medical supplies and equipment. Equipment transportation, quality assurance practices and workplace safety procedures. (511012)
Co-requisites: STPR 1041, STPR 1143, STPR 1142

STPR 1143 Sterile Processing Concepts I (3-3-0-0)
COURSE DESCRIPTION: Aseptic technique, HIPPAA privacy, basic concepts of microbiology, medical terminology, teamwork, work place communication and customer relations in the sterile processing setting. Application of the sterile processing process. Lab practice will be arranged. Medical terminology related to a sterile processing technician will be covered. Industry regulations and best practice standards, decontamination, and sterilization of medical supplies and equipment. Equipment transportation, quality assurance practices and workplace safety procedures. (511012)
Co-requisites: STPR 1041, STPR 1142, STPR 1143

STPR 1253 Sterile Processing Concepts II (3-3-0-0)
COURSE DESCRIPTION: Instrument identification, special procedural requirements and decontamination requirements for various sets. Special considerations when handling, decontaminating, and wrapping specialty instruments to include, but not limited to, orthopedic, CV, neurological, OBGYN, and laparoscopic instruments. (511012)
Co-requisite STPR 1263.
Pre-requisite: STPR 1041, STPR 1143, and STPR 1142

STPR 1263 Sterile Processing Concepts II Application (3-0-0-9)
COURSE DESCRIPTION: Application of sterile processing process building on STPR 1042 and STPR 1143 from collecting instruments post- surgical, to decontamination, to proper handling and storage of sterilized instruments. Clinical will be held in a health care agency under the direct supervision of a preceptor. (511012)
Co- requisite STPR 1253.
Pre-requisite: STPR 1041, STPR 1143, and STPR 1142

STPR 2106 Sterile Processing Practicum (6-0-0-18)
COURSE DESCRIPTION: Practicum designed for students to work with preceptors to gain skills and competencies necessary for employment by gaining expertise in sterilization, disinfection and decontamination skills. (511012)
Prerequisite: STPR 1041, STPR 1143, STPR 1142, STPR 1253, STPR 1263.

SURGICAL TECHNOLOGY

HESC 1010 INTRODUCTION TO SURGICAL TECHNOLOGY (2-2-0-0)
Prerequisite(s): None
This course is an initial orientation to the field of Surgical Technology. It introduces the learner to the role of the surgical technologist, as well as other roles present in the operating room, and ancillary departments. The course focuses on proper communication, teamwork, legal and ethical responsibilities, state and federal laws, environmental hazards, an introduction to patient care, and the operating room environment. Students will also obtain their CPR BLS certification. This course is a prerequisite course for students applying to the Surgical Technology Program.

SURG 1100 FUNDAMENTALS OF SURGICAL TECHNOLOGY I (3-3-0-0)
Prerequisites(s): Acceptance into the Surgical Technology Program
Co-requisites(s): SURG 1101 SURG 1102
This course focuses on the applied principles and practice of surgical asepsis in the operating room as well as the process of decontamination and sterilization in the sterile processing department. Emphasis is on basic skills of the surgical technologist preparing and maintaining the sterile field including identification, care, and handling of instruments, equipment, and supplies.

SURG 1101 FUNDAMENTALS OF SURGICAL TECHNOLOGY I LAB (2-0-4-0)
Prerequisite(s): Acceptance into the Surgical Technology Program
Co-requisite(s): SURG 1100, SURG 1102
This course focuses on the application of the applied principles and practice of surgical asepsis in the operating room as well as the process of decontamination and sterilization in the sterile processing department. Students learn to prepare and maintain the sterile field including identification, care, and handling of instruments, equipment, supplies, and medications.

SURG 1102 INTRODUCTION TO CLINICAL FOR SURGICAL Technology (1-0-0-3)
Prerequisite(s): Acceptance into the Surgical Technology Program
Co-requisite(s): SURG 1100, SURG 1101
This is an introductory clinical course that allows the student opportunity to observe and begin participating in the clinical setting in the role of a surgical technologist. Students will observe the roles of each member of the operating room team as well as the sterile processing department to better understand the process of the surgical setting as well as understand the professionalism involved in the field. Students will actively participate once necessary skills are learned in related co-requisite courses. These cases will not count toward the required case load necessary to graduate.

SURG 2100 FUNDAMENTALS OF SURGICAL TECHNOLOGY II (3-3-0-0)
Prerequisites: SURG 1100, SURG 1101, SURG 1102
Co-requisite(s): SURG 2101, SURG 2200
This course is a continuation of previously learned objectives related to the principles and practice of surgical asepsis in the operating room. Learners will continue to discuss and distinguish the role of the surgical technologist in the preoperative case management phase and will extend their knowledge to include as assistive circulator role duties, intraoperative case management, and postoperative case management.

SURG 2101 Fundamentals of Surgical Technology II LAB (3-0-6-0)
PREREQUISITE(S): SURG 1100, SURG 1101, SURG 1102
Co-requisite(s): SURG 2100, SURG 2200
This course is a continuation of previous learning on the focus and application of the applied principles and practice of surgical asepsis. Learners will continue to engage and apply practices previously demonstrated related to preoperative case management duties as well as apply additional skill sets to include assistive circulator role duties, intraoperative case management, and postoperative case management.

SURG 2200 SURGICAL PROCEDURES I (7-5-4-0)
Prerequisite(s): SURG 1100, SURG 1101, SURG 1102
Co-requisite(s): SURG 2100, SURG 2101
This course covers the surgical specialties of General, OB/GYN, ENT, Ophthalmology (eyes), Oral-Maxillofacial, and Plastic & Reconstructive surgery. In each specialty, relate procedures and principles are taught which include review of anatomy and surgical pathophysiology, care of supplies and equipment, principles of patient safety, diagnostic procedures that lead to these surgeries, pharmacology, skin preparation, and patient positioning and draping of the operative sites.

SURG 2300 SURGICAL PROCEDURES II (4-3-2-0)
Prerequisite(s): SURG 2200
Co-requisite(s): SURG 2310 (registered in same semester but must pass SURG 2300 to proceed to 2310)
This course covers the surgical specialties of Orthopedics, Cardiothoracic, Peripheral Vascular, and Neurosurgery. In each specialty, related procedures and principles are taught which include review of anatomy and surgical pathophysiology, care of supplies and equipment, principles of patient safety, diagnostic procedures that lead to these surgeries, pharmacology, skin preparation, and patient positioning and draping of the operative sites.

SURG 2310 CLINICAL I (8-0-0-24)
Prerequisite(s): SURG 2100, SURG 2101, SURG 2200
Co-requisite(s): SURG 2300 (scheduled in same semester but must pass SURG 2300 in order to proceed to SURG 2310)
Students participate as members of the surgical team in the role of first or second scrub, as well as additional ancillary roles in the perioperative setting, while under the supervision of a qualified facility preceptor and/or program instructor. Students will begin logging cases towards their 120 required clinical cases for graduation. This course is a 24-clock hour per week course. Students will be required to attend facilities M-Th approximately 6 hours per day.

SURG 2410 CLINICAL II (4-0-0-32)
Prerequisite(s): SURG 2310
Co-requisite(s): SURG 2402
Students participate as members of the surgical team in the role of first or second scrub, as well as additional ancillary roles in the perioperative setting, while under the supervision of a qualified facility preceptor. Students will continue and complete logging cases towards their 120 required clinical cases for graduation. This course is 32 clock hours per week. M-Th approximately 8 hours per day.

SURG 2402 - SURGICAL CASE REVIEW (2-2-0-0)
This course is 30 lecture clock hours
Prerequisite: SURG 2310
Co-requisite(s): SURG 2410
This course allows the student to receive detailed explanation and information on cases performed while in the clinical setting. It provides the student with explanations for variations in surgical procedures experienced in the previous days, how the surgeon determined the course of action for the variations and allows students to learn from one another's experiences. This course also provides time for students to participate in specialty areas not previously covered and/or time to complete the required number of cases. It also provides time for the student to review and prepare for the Certification exam

THEATRE

THEA 1010 – INTRODUCTION TO THEATER APPRECIATION (3-3-0-0)
Prerequisite(s): None
Basic aspects, theatre arts, and vocabulary of theatre and dramatic arts, past and present; appreciation and understanding of diverse traditions. Includes opportunities for experiencing live or recorded theatrical performance. (Louisiana Common Course Number: CTHE 1013). (500501)

WELDING

WELD 1110 – OCCUPATIONAL ORIENTATION AND SAFETY (2-1-1-0)
Prerequisite(s): None
Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding. This course is required of all students. (480508)

WELD 1111 – SHOP ORIENTATION AND SAFETY (1-1-0-0)
Prerequisite(s): Prior welding experience
Introduces the student to rules, regulations, and standard welding safety procedures associated with this college. (480508)

WELD 1210 – OXYFUEL SYSTEMS (2-1-1-0)
Prerequisite(s): Permission of program instructor
An introduction to and practice of safety, setup, and handling of oxyfuel cylinders and cutting equipment including practice cutting mild steel. This course is required of all students. (480508)

WELD 1310 – CUTTING PROCESSES – CAC/PAC (1-0-1-0)
Prerequisite(s): Permission of program instructor
An introduction to the principals of safely operating carbon arc cutting (CAC) and plasma arc cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals. (480508)

WELD 1410 – SMAW – BASIC BEADS (2-1-1-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. (480508)

WELD 1411 – SMAW – FILLET WELD (3-1-2-0)
Prerequisite(s): C or better in WELD 1410 or permission of program instructor
Maintaining safety and practice of fillet welds using the shielded metal arc welding process. (480508)

WELD 1412 – SMAW – V – GROOVE BU/GOUGE (3-1-2-0)
Prerequisite(s): C or better in WELD 1411 or permission of program instructor
Maintaining safety and practice of V-Groove welds with a backing or back gouging using the shielded metal arc welding process. (480508)

WELD 1511 – SMAW – PIPE 5G (3-1-2-0)
Prerequisite(s): C or better in WELD 1412 or permission of program instructor
Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding process. (480508)

WELD 1512 – PIPE 6G (3-1-2-0)
Prerequisite(s): C or better in WELD 1511 or permission of program instructor
Maintaining safety and practice of a 6G-pipe weld using the shielded metal arc welding process. (480508)

WELD 2110– FCAW – BASIC FILLET WELDS (2-0-2-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. (480508)

WELD 2111 – FCAW GROOVE WELDS (4-1-3-0)
Prerequisite(s): C or better in WELD 2110 or permission of program instructor
Maintaining safety and practice of groove welds using the flux-cored arc welding process. (480508)

WELD 2114 – FCAW 6GR PIPE (5-2-3-0)
Prerequisite(s): C or better in WELD 2111 or permission of program instructor
Maintaining safety and practice of a 6 GR-pipe weld using the flux-cored arc welding process. (480508)

WELD 2210 – GTAW – BASIC MULTI-JOINT (4-1-3-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. (480508)

WELD 2220 – GTAW – PIPE 5G (3-1-2-0)
Prerequisite(s): C or better in WELD 2210 or permission of program instructor
An introduction to the fundamentals of gas tungsten arc welding of pipe including safety and practice of a 5G-pipe weld. (480508)
WELD 2222 – GTAW – PIPE 6G (3-1-2-0)
Prerequisite(s): C or better in WELD 2220 or permission of program instructor
Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. (480508)

WELD 2230 – GTAW – ALUMINUM MULTI-JOINT (3-1-2-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of fillet welds. (480508)

WELD 2310 – GMAW – BASIC FILLET WELD (3-1-2-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. (480508)

WELD 2311 – GMAW – GROOVE WELD (3-0-3-0)
Prerequisite(s): C or better in WELD 2310 or permission of program instructor
Maintaining safety and practice of groove welds using the gas metal arc welding process. (480508)

WELD 2322 – GMAW PIPE 6G (3-1-2-0)
Prerequisite(s): C or better in WELD 2311 or permission of program instructor
Maintaining safety and practice of a 6G-pipe weld using the gas metal arc welding process. (480508)

PERSONNEL

All staff members and instructors are carefully selected. Instructors have both educational background and occupational experience in the area in which they teach. The school adheres to all state and federal regulations pertaining to employment. The faculty members listed in this catalog are the regular, full-time faculty of this campus. Other faculty may be appointed, depending upon the instructional needs of the campus.

FINANCE AND ADMINISTRATION

Kristine Strickland, Ph. D., Chancellor; Ph.D., Capella University, B.S., M.Ed., Ohio University
Mark McLean, Ph.D., Vice Chancellor for Finance and Administration; Ph.D., University of Southern Mississippi, MBA, Loyola University, B.S., University of Pittsburgh
Martha Bardwell, Property & Compliance Coordinator
Daniel Carrier, Maintenance Repairer 2
Mark Davis, Manager of College Operations and Public Safety; B.S., Nicholls State University
Jessica Falgout, Human Resources Generalist; B.S., Nicholls State University
Greg Gaspard, System Administrator Server; B.S., Nicholls State University
Crystal Gienger, Executive Assistant; B.A., Chapman University
William Gold, Maintenance Repairer 1
Arthur Green, Maintenance Repairer 2
Frannie Guillot, Human Resources Manager; B.S., Nicholls State University
Cassie Lirette, General Accountant; B.S., Grantham University
Gina Marcel, Director of Human Resources; A.S., Nicholls State University
Richard Martin, Desktop Support Technician; B.S., Nicholls State University
Janet Michot, Manager of Student Accounts and Grant Compliance; B.S., Arkansas State University
Katie Nolan, Information Technology Manager; A.S., LTC Shreveport-Bossier Campus
Elizabeth Papadelis, Administrative Assistant; B.A., Louisiana State University
Angela Pitre Pellegrin, Executive Director of Title IX and Equity Initiatives; M.A., B.A., LPC-S, Nicholls State University
Ray Pitre, Administrative Assistant 4
Ronald Robinson, Maintenance Repairer Master
Jill Sevier, Purchasing & Travel Manager; B.A., University of Southwestern Louisiana
Chera Woods, Accounting Specialist 2; A.A.T., Louisiana Technical College – Lafourche

ACADEMIC AFFAIRS

Allayne “Laynie” Barrilleaux, Ph.D, Interim Vice Chancellor for Academic Affairs and Initiatives; Ph.D, B.S., Louisiana State University and A & M College
Christie Landry, LaSTEM Region 3 Director; B.S., Nicholls State University
Cassidy Carson, Institutional Research Analyst; B.S., Nicholls State University
Brandi Chiasson, Dean’s Coordinator for STEM and Technical Education; B.A., University of Louisiana Lafayette
Josie Clark, Early Technical College & Technical Programs Coordinator; B.S., Nicholls State University
Nancy Clement, Executive Dean of Technical Education & Instructional Sites; MBA, B.S., Nicholls State University
Carrie Cortez, Ed.D, Director of Institutional Research & Effectiveness/SACSCOC Accreditation Liaison; Ed.D, Capella University, M.Ed., B.A., Nicholls State University
James Dire Ph.D, Dean of STEM; Ph.D., M.A. Johns Hopkins University, M.S., University of Central Florida, B.S., University of Missouri Kansas City
William Lopez, Dean of Liberal Arts, CDYC, & Business; MS, Southern University, BGS, Nicholls State University
Roye Matherne, Administrative Assistant 4
Elizabeth Papadelis, Administrative Assistant; B.A., Louisiana State University
Tina Templet, Dean’s Coordinator for Liberal Arts, CDYC, Business, and Nursing and Allied Health; A.A.T., South Louisiana Community College
Danielle Vauclin, DNP, RN, Dean of Nursing & Allied Health; Doctor of Nursing, Northwestern State University, M.S.N., Loyola University, B.S.N., Nicholls State University

LIBRARY

Jodi Duet, Director of Library & Academic Support; M.L.I.S., Louisiana State University, B.A., Southeastern Louisiana University, A.S., Remington College
Krystal Dozier, Testing Coordinator; A.A.S., Fletcher Technical Community College
Dex Duet, Tutoring Center Coordinator/Math Specialist; A.G.S., Fletcher Technical Community College
Kara Celestine, Technical Services Librarian; M.S.L.S., Clarion University of Pennsylvania, B.A., Nicholls State University
Kelsie Guidry, Library Assistant; B.I.S., Nicholls State University
Haejin Kim, Part-Time Library Assistant; B.S., Korea University
Marian Mays, Outreach and Instruction Librarian; M.S., University of Kentucky, B.A., University of Louisville
Nicole Shaw, E-Learning Coordinator, M.Ed., B.S., in Educational Leadership, Nicholls State University

EXTERNAL RELATIONS & WORKFORCE

William "Chandler" LeBoeuf, Ed.D., Vice Chancellor for Institutional Advancement and Strategic Initiatives; Ed.D., Northeastern University
Catherine Barber, Perkins Regional Director; B.S., M.S., University of Louisiana at Lafayette
Rebecca Boquet, Corporate Training Programs Coordinator; B.A., Louisiana State University
Ryan Devillier, College Outreach Coordinator; M.Ed., B.S., Nicholls State University
Misty McElroy, Marketing and Communications Director; B.G.S., Nicholls State University
Crystal Wendell, Administrative Assistant; A.A.T, Fletcher Technical Community College

Work Ready U

Angela Gengarelly, Work Ready U Program Director
Mary Ann Brisco, WorkReady U Instructor; M.Ed, Nicholls State University, B.S., Lamar University
Jamie Chauvin, WorkReady U Transitional/Program Coordinator; B.G.S., Nicholls State University
James Engel, WorkReady U Instructor; B.S., A.S., Columbia Southern University
Aggie Thibodaux, WorkReady U/ Falcon Academy Assistant Director; B.G.S., Nicholls State University

ENROLLMENT SERVICES

Ana Nanney, Executive Director of Enrollment; M.A., Northwestern State University of Louisiana, B.S., Our Lady of Holy Cross College, A.S., Delgado Community College;
Patricia Baker, Administrative Coordinator 4
Nicollette Bergeron, Assistant Registrar, M.A., B.A., PLPC, NCC, Nicholls State University
Carly Clark, Enrollment Specialist; B.S., Nicholls State University, M.A., Northwestern State University
Trey Clark, Assistant Director of Enrollment, Admissions & Financial Aid; MBA, B.S., Nicholls State University
Ethan Guidry, Enrollment Specialist; B.S., Nicholls State University
Briana Juneau, Assistant Director of Enrollment, Advising & Retention; M.Ed., B.S., Nicholls State University
Maya Kennedy, Enrollment Services Data Specialist; B.A., Nicholls State University
Alexis Knight, Registrar; M.B.A., Capella University AAS, Fletcher Technical Community College, B.S, Capella University
Joy Lymous, Welcome Center Attendant; A.A.S., Fletcher Technical Community College
Andre'a Randolph, Enrollment Specialist, B.A., Nicholls State University, CGS, Fletcher Technical Community College
Lauren Sanders, Enrollment Specialist; B.I.S, Nicholls State University
Cheryl Thomas, Enrollment Specialist; B.G.S., A.S., Nicholls State University

FACULTY

Allison Adams, Nursing Department Head, Nursing Assistant Professor; M.S.N., University of Phoenix, B.S.N., Nicholls State University
Jason Altham, Automotive Technology Instructor; M.S. Indiana State University, B.S. Jacksonville State University
Mark Arceneaux, Precision Ag Faculty and Department Head; B.S., University of Southern Louisiana
Alisha Aucoin, Cardiopulmonary Instructor/Clinical Director; B.S., A.S., Nicholls State University
Jenifer Auffenberg, Math Department Head and Assistant Professor; M.S., University of New Orleans B.S., Nicholls State University
Terry Authement, Mathematics Assistant Professor; M.S., M.B.A, B.S., Nicholls State University
Lee Babin, Program Coordinator, English Instructor, M.A., Southeastern Louisiana University B.A., Nicholls State University
Cory Blanchard, Humanities Department Head and Arts Instructor; M.F.A., University of North Dakota, B.FA, Nicholls State University
Dwight Blanchard, Commercial Vehicle Operations Instructor
Alyson Blythe, Assistant Professor of English; M.A., University of New Orleans B.A., Nicholls State University
Beth Bonvillain, Care and Development of Young Children Instructor, Ed.S., Nicholls State University
Corey Bourg, Instructor, Marine Diesel Mechanics
Mary Briscoe, Natural Sciences Department Head and Chemistry Assistant Professor, Chemistry, M.S., Southern University A&M College, B.S, University of New Orleans;
Erica Burns, Biology Professor; M.S., Southeastern Louisiana University, B.S. University of Massachusetts
Lynette Callahan, Computer Information Systems Instructor; M.A., Ashford University, B.A., Nicholls State University,
Tony Callais, C.W.I., Master Instructor of Welding; Diploma, Louisiana Technical College – Young Memorial Campus; A.G.S., Nicholls State University
Tracy Carmichael, Program Coordinator, Accounting Instructor, M.S., B.S., Louisiana State University
Ginny Chaisson, English Lecturer; B.A., Nicholls State University
Errol Champagne, R.R.T.-N.P.S., Assistant Professor of Cardiopulmonary Care Science and Program Director; M.Ed., B.S., Nicholls State University R.T. Diploma, Ochsner School of Allied Health Sciences
Kelly Clement, Social Sciences Department Head and Criminal Justice Coordinator; Criminal Justice Instructor; B.A., Nicholls State University
Greg Doiron, Commercial Vehicle Operations Instructor, Department Head
Clint Domangue, Machine Tool Technology Instructor; A.G.S., Northwestern University Traffic Institute, A.A.T., Sowela Technical Community College
Paula Domangue, LPN Instructor; A.S.N., Excelsior College
Terri Ferreira, Surgical Technology Instructor, Clinical Coordinator; B.S., Nicholls State University, A.A.T.,Louisiana Technical College-Lafourche
Leonard "Brent" Fodera, Biology Assistant Professor; M.S., Louisiana State University Health Science Center
Charles Fontana, History Instructor; B.A., University of New Orleans
Melissa Frentz, LPN- ASN Nursing Instructor; B.S., Nicholls State University
Leah Gautreaux, Medical Lab Technician Director; B.S., Nicholls State University, M.S.E.D.U., Arkansas State University
Noel George, Petroleum Services Department Head and Instructor; , B.S., A.S., Nicholls State University
Jonathan Greer, Electrical Instructor; B.S., Full Sail University
Susan Guerrero, Business Department Head and Instructor, Program Coordinator, Office Systems Technology Instructor; M.B.A., B.S. Nicholls State University
Stacey Guidry, Assistant Professor of Psychology; M.A., B.A. Nicholls State University
Crystal Hatch, PN Instructor; B.S.N., Nicholls State University
Ronnie Hayes, Marine Diesel Technology Instructor, Diesel Mechanic
Lindsay Henderson, Surgical Technology Instructor, Program Director; B.S., Northwestern State University, A.A.S., Louisiana Technical College - Lafayette
Lindsey Henry, PN Coordinator; B.S.N., University of Louisiana
Holly Kilvitis, Environmental Science Instructor; B.S Biology, University of South Florida; Ph.D., University of South Florida
Amy Lane, Mathematics Instructor; B.S., Louisiana College; M.S. Nicholls State University
Kelly LaRussa, English Instructor; M.A., Northwestern State University, B.A., Nicholls State University
Bonnie Le, Associate Professor of Music; M.M., University of Louisiana in Lafayette, B.A., Nicholls State University
Stacey Luna, LPN Instructor and Coordinator; B.S.N., Nicholls State University
John Myers, Biology Instructor; Ph.D., Michigan State University; M.S., Kansas University; B.S., University of New Orleans
Rebecca Naquin, RN Instructor; M.S.N., University of Phoenix, B.S.N, Nicholls State University
Denise Pellegrin, Office Systems Instructor; M.S., University of Phoenix, A.S., Nicholls State University,
Dean Pitre, Drafting and Design Technology Instructor; B.A., Nicholls State University, A.A.T., Fletcher Technical Community College
Keith Prejean, Electrician Assistant Master Instructor; A.A.T., Sowela Technical Community College

FACULTY (cont.)

Stacy Prejean, Mathematics Instructor; M.S., B.S., Nicholls State University

Jacqueline Richard, Interim Dean of STEM and Associate Professor; Physical Science; M.S., University of New Orleans B.A., University of Kansas

Gary Robison, Air Conditioning and Refrigeration Instructor

John "Wylee" Rogers, English Instructor; M.A., New Highlands Mexico University

Paula Rome, Business Instructor, M.B.A., B.S., Nicholls State University

Christian Sawyer, Agricultural Mechanic Instructor; B.S., Louisiana State University

Mindy Self, Nursing Instructor; B.S., Nicholls State University

Brandy Sevin, Program Coordinator, Computer Information Systems Instructor; M.ED. American College of Education B.S. Nicholls State University

Loni Simoneaux, CDYC Instructor; M.Ed, Nicholls State University

Hannah Thomas, Mathematics Instructor; M.S., University of New Orleans, B.S., University of Wyoming

Trudy Thompson, LPN Instructor; B.S.N., Nicholls State University

Brittany Toups, LPN Instructor; B.S.N., Nicholls State University

Kerry Toups, MLT/Phlebotomy Instructor; B.S., Louisiana State University, B.S., The University of Alabama

Tuyetnhu Vo, Mathematics Instructor; M.S., B.S., Nicholls State University

Olivia Walker, Nursing Instructor, ASN Coordinator; M.S.N., Louisiana State University Health Sciences Center of New Orleans, B.S.N., Nicholls State University,

Edward Zeringue, Petroleum Services Instructor; M.S., B.S., Nicholls State University

APPENDICES

Appendix A	Placement Recommendations
Appendix B	Advanced Placement (AP) Exam Scores
Appendix C	College-Level Examination Program (CLEP) Scores
Appendix D	Associate Degree General Education Requirements
Appendix E	General Education Course Categories
Appendix F	Business Elective Courses
Appendix G	Crime Statistics

APPENDIX A – Placement Recommendations

ENGLISH				
ACT Score	**Classic ACCUPLACER Sentence Skills**	**Next Generation ACCUPLACER Writing**	**HS Cumulative GPA**	**Placement**
* ≤ 14 or No Test Scores			3.0- 3.49	**ENGL/ELAB 1000**
15-17	20-85	200-249		
18-27	86-117	250+	3.5-4.0	**ENGL 1010**
28-31	118-120	N/A	N/A	**(Advanced Placement) ENGL 1020**
32+	N/A	N/A	N/A	**(Advanced Placement) ENGL 2XXX**

MATHEMATICS						
ACT Score	**Classic ACCUPLACER Elementary Algebra**	**Classic ACCUPLACER College-Level Math**	**Next Generation ACCUPLACER QRAS**	**Next Generation ACCUPLACER AAF**	**HS Cumulative GPA**	**Placement**
* ≤ 14 or No Test Scores					3.0-3.49	**MATH 1104**
15-17	20-64	N/A	230-249	N/A		
18-19	65-79	20-44	250-262	200-249	3.5-4.0	**MATH 1214 or MATH 1103**
20-22	80+	45 - 98	263+	250-275	N/A	**MATH 1213**
23-26	N/A	99-120	N/A	276-300	N/A	**(Advanced Placement) MATH 1223 or MATH 2010 or MATH 2100**
27+	N/A	N/A	N/A	N/A	N/A	**(Advanced Placement) MATH 2115**

NOTES:

- Use all ACT and ACCUPLACER sub-scores that yield the highest placement.
- Students can elect to take any course lower than their highest placement.
- The Advanced Placement Credit policy only applies to MATH and ENGL courses.
- MATH 1103 or 1104 is not a substitute for MATH 1213 or MATH 1214 unless the program allows.
- Schedule an ACCUPLACER to test your college readiness.
- *If you feel you need a MATH or ENGL refresher you can enroll into our Work Ready U program.
- *Self-Assessment & Guidance is recommended.

APPENDIX B - ADVANCED PLACEMENT (AP) EXAM SCORE REQUIREMENTS

AP/CEEB TITLE	MINIMUM SCORE	FLETCHER EQUIVALENT	NO. OF CREDIT HRS. GRANTED
Art History	3	ART 2800, 2810	6
Biology	3	BIOL 1010, 1020	6
Calculus AB	3	MATH Elective	6
Calculus BC	3	MATH Elective	6
Chemistry	3	CHEM 1010 & CHEM Elective	6
Computer Science A	3	CPTR Elective	3
Comparative Government & Politics	3	POLI 2500	3
English Language	3	ENGL 1010, 1020	6
English Literature	3	ENGL 2010, 2020	6
Environmental Science	3	Science Elective	3
European History	3	HIST 1010, 1020	6
French Language	3	FREN 1010 & FREN Elective	6
Human Geography	3	GEOG 2010	3
Macroeconomics	3	ECON 2010	3
Microeconomics	3	ECON 2020	3
Music Theory	3	MUSC Elective	3
Physics B	3	Science Elective	3
Physics C: Electricity & Magnetism	3	Science Elective	3
Physics C: Mechanics	3	Science Elective	3
Psychology	3	PSYC 2010	3
Spanish Language	3	SPAN 1010, 1020	6
Spanish Literature	3	SPAN Elective	3
Statistics	3	MATH 2100	3
Studio Art Drawing	3	ARTS 2010	3
U. S. Government & Politics	3	POLI 1100	3
U. S. History	3	HIST 2010, 2020	6
World History	3	HIST 1500, 1510	6
2D Design	3	ARTS 2510	3

APPENDIX C - COLLEGE-LEVEL EXAMINATION PROGRAM SCORE REQUIREMENTS

CLEP TITLE	MINIMUM SCORE	FLETCHER EQUIVALENT	NO. OF CREDIT HRS. GRANTED
American Government	50	POLI 1100	3
American History I	50	HIST 2010	3
American History II	50	HIST 2020	3
Calculus w/ Elementary Functions	50	MATH 1213, 1110, 2010	9
College Algebra	50	MATH 1213	3
College Algebra-Trigonometry	50	MATH 1213, 1110	6
College Composition	50	ENGL 1010, 1020	6
College French	50	FREN 1010	3
College Spanish	50	SPAN 1010	3
College Mathematics	50	MATH 1103	3
General Biology	50	BIOL 1010, 1020	6
General Chemistry	50	CHEM 1010	3
Human Growth & Development	50	PSYC 2120	3
Information Systems & Computer Applications	50	CPTR 1100	3
Introductory Business Law	50	BUSI 100	3
Introductory Psychology	50	PSYC 2010	3
Introductory Sociology	50	SOCI 2010	3
Principles of Macroeconomics	50	ECON 2010	3
Principles of Microeconomics	50	ECON 2020	3
Trigonometry	50	MATH 1223	3
Western Civilization I	50	HIST 1010	3
Western Civilization II	50	HIST 1020	3

APPENDIX D - ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

	AAS ACCOUNTING	AAS BUSINESS ADMINISTRATION	AS CARDIOPULMONARY CARE SCIENCE	AS CRIMINAL JUSTICE	AAS DRAFTING	AGS GENERAL STUDIES	AAS INTEGRATED PRODUCTION TECHNOLOGIES	AA LOUISIANA TRANSFER	AS LOUISIANA TRANSFER	AAS MEDICAL LABORATORY TECHNICIAN	AS NURSING	AAS OFFICE SYSTEMS	AAS SURGICAL TECHNOLOGY	AAS TECHNICAL STUDIES
English Composition	3	3	6	6	3	6	3	6	6	3	6	3	3	3
Fine Arts	0	0	3	3	0	3	0	3	3	0	3	0	0	0
Humanities	3	3	3	3	3	3	3	9	9	3	3	3	3	3
Math	3	3	6	6	3	3	3	6	6	3	6	3	3	3
Natural Science	3	3	6	6	3	6	3	9	9	3	11	3	3	3
Social Science	3	3	3	3	3	6	3	6	6	3	3	3	3	3
TOTALS	**15**	**15**	**27**	**27**	**15**	**27**	**15**	**39**	**39**	**15**	**32**	**15**	**15**	**15**

APPENDIX E - GENERAL EDUCATION COURSE CATEGORIES

ENGLISH COMPOSITION
ENGL 1000/1010 English Composition I
ENGL 1020 English Composition II

FINE ARTS
ARTS 1200 Introduction to Fine Arts
ARTS 2XXX Any 2000-level ARTS Class
MUSC 1010 Music Appreciation
MUSC 2010 Introduction to Rock Music
MUSC 2020 Jazz History
THEA 1010 Introduction to Theater Appreciation

HUMANITIES
ENGL 2010 English Literature I
ENGL 2020 English Literature II
ENGL 2110 Introduction to Fiction
ENGL 2120 Children's Literature
ENGL 2150 Poetry and Drama
ENGL 2200 Major British Writers
ENGL 2210 Major American Writers
ENGL 2510 Creative Writing
ENGL 2996 Special Topics in Literature
HIST 1010 Western Civilization I
HIST 1020 Western Civilization II
HIST 1500 World History I
HIST 1510 World History II
HIST 2010 American History I
HIST 2020 American History II
PHIL 2030 Introduction to Philosophy
*FREN 1010 Elementary French I
*SPAN 1010 Elementary Spanish I
*SPAN 1020 Elementary Spanish II
*SPAN 2010 Intermediate Spanish I
*SPAN 2020 Intermediate Spanish II
*SPCH 1200 Public Speaking
* Course can only be used as a secondary humanities course.

MATHEMATICS
MATH 1214/1213 College Algebra
MATH 1104/1103 Contemporary Mathematics
MATH 1223 Trigonometry
MATH 2010 Applied Calculus
MATH 2100 Introductory Statistics

NATURAL SCIENCES
BIOL 1010 General Biology I
BIOL 1020 General Biology II
BIOL 1140 Human Anatomy & Physiology I
BIOL 1160 Human Anatomy & Physiology II
BIOL 2030 Microbiology
CHEM 1010 Fundamentals of Chemistry
GEOL 1010 Physical Geology
GEOL 1020 Historical Geology
PHSC 1000/1010 Introduction to Physical Science I
PHSC 1200 Introduction to Physical Science II
PHSC 1400 Intro to Physical Science III

SOCIAL SCIENCES
CRJU 1010 Introduction to Criminal Justice
CRJU 2030 Criminal Related Law
CRJU 2040 Police Administration
CRJU 2630 Introduction to Corrections
ECON 2010 Macroeconomics
ECON 2020 Microeconomics
GEOG 2010 World Regional Geography
GEOG 2020 Physical Geography
POLI 1100 American National Government
POLI 2500 Political Ideologies
POLI 2520 State and Local Government
PSYC 2010 Introduction to Psychology
PSYC 2040 Psychology of Personality
PSYC 2060 Child Psychology
PSYC 2110 Social Psychology
PSYC 2120 Developmental Psychology
PSYC 2200 Abnormal Psychology
PSYC 2230 Psychology in the Media
PSYC 2610 Educational Psychology
SOCL 2010 Introduction to Sociology
SOCL 2020 Contemporary Social Problems

*Courses in oral communication and introductory foreign language are skill courses and not pure humanities courses. None of these may be the one course to fulfill the humanities general education requirement (Reference to SACSCOC Core Requirement 9.3 *General education requirements).* These courses may be used only as secondary humanities electives and may not serve as the sole or primary humanities elective.

APPENDIX F – BUSINESS ELECTIVE COURSES

BUSINESS ELECTIVES
ACCT 2250 Payroll Accounting
ACCT 2500 Computerized Accounting
BUSN 1000 Business Law
BUSN 1100 Introduction to Business
BUSN 1010 Service Communications
BUSN 2010 Human Relations
BUSN 2140 Introduction to Entrepreneurship
BUSN 2240 Entrepreneurial Finance
CINS 1250 Word Processing
CINS 1350 Spreadsheet Applications
CINS 1650 Desktop Publishing
CINS 1750 Database Applications
MATH 2010 Applied Calculus
MCSI 1300 Medical Terminology
OSYS 2530 Office Procedures
PALG 1010 Introduction to Paralegal Studies

Note: Some courses listed above may be required in certain programs and cannot be used as an elective. Please check your Program of Study for a listing of the required courses.

APPENDIX G - CAMPUS CRIME STATISTICS

FOR CALENDAR YEAR JANUARY 1 – DECEMBER 31

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	1	1	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0
Hate-Based Crimes	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. Statistics noted above represent actual reporting to the United States Department of Education, Office of Postsecondary Education. These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose, and is frequently used by students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.