Louisiana Delta Community College

2015 – 2016

College Catalog

Louisiana Delta Community College
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www.ladelta.edu

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

This publication contains existing policy and procedure information obtained from the appropriate College officials and is intended to be complete and accurate; however, the College reserves the right to make administrative and policy changes regarding any information contained in this publication without prior notice. In addition, information contained in the publication shall not constitute a binding agreement on the part of the College. For the most up-to-date policies and procedures, please consult our website.

Louisiana Delta Community College does not discriminate in its education and employment practices and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". Louisiana Delta Community College is committed to providing a learning and working environment that is free of gender-based misconduct and discrimination. This resource refers to all forms of gender-based discrimination, including: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. Inquiries regarding Title VI, Title IX, 504, and ADA may be made to the Director of Counseling and Disability Services, 7500 Millhaven Road, Monroe, LA 71203, (318) 345-9000.
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Message from the Chancellor

Meeting the educational needs of students today and into the future is Louisiana Delta Community College’s (LDCC) goal for student success! We are a close-knit, student-centered learning community, affordable, and have eight convenient locations throughout Northeast Louisiana. We provide our students with the best faculty, the highest quality of education, and services that support their transfer, career, and life aspirations.

More than 10,000 students attend classes at LDCC every year. Our student body represents the rich diversity within our 2100 square mile service area. In order for our students to be competitive and successful in an increasingly global economy, we strive to provide relevant and up-to-date learning experiences that lead to real jobs and real careers.

Whether you seek a certificate, an associate’s degree, or an opportunity to strengthen your skills, LDCC has something for everyone. We believe in the development of innovative and relevant programs and services. Our Technical and Career programs offer a pathway to enhanced employment opportunities. Several of LDCC’s programs, including Allied Health and Nursing, Automotive Technology, and Industrial Science, offer students hands-on clinical experience that helps prepare them for the workforce.

For others, LDCC is the first step to a four-year institution. LDCC can give you the consistent attention and quality opportunity you need as you begin your studies so that you can successfully transition to the college or university of your choice after two years or less, and at a fraction of the cost. We facilitate the opportunity for students to continue pursuing a bachelor’s degree through articulation agreements that we hold with University of Louisiana a Monroe; Louisiana Technical University; Grambling University as well as many other of Louisiana’s great state universities. We value students of all ages and interests. LDCC is committed to serving its entire service area.

With the time demands on working adults or those with families, our scheduling options make LDCC accessible to all learners. LDCC offers classes at convenient locations throughout Northeast Louisiana so you can attend classes easily from almost anywhere. LDCC even offers students the opportunity to earn College credits on-line. Online courses put a classroom on your desk anywhere, anytime.

As you explore our catalog, you will learn much about LDCC. You will see that we have an impressive selection of instructional programs, which are challenging and keep pace with the evolving needs of the workforce. Whether you are seeking to transfer to a four-year institution, take a single course, or using the many resources available at the college, you will find LDCC to be committed to serving its community.

Best wishes in achieving your educational goals.
Academic Calendar

Louisiana Delta Community College operates on a semester-based system and offers classes in the Fall from August to December, in a Winter term running in December and early January, a Spring term from January until May and during the summer offers two sessions of classes that make up a full summer term from May to July.

The Academic Calendar can be found on the Louisiana Delta Community College web site under Calendar.
College History, Mission and Philosophy

History

Louisiana Delta Community College is an open-admissions college that offers two-year degree programs, technical diplomas, certificates, and courses for personal or professional growth. Louisiana Delta Community College was created by the Louisiana Legislature through Act 1369 of the 1997 Regular Session and Act 151 of the 1998 First Extraordinary Session in the area of the Monroe Regional Planning and Economic Development District, an area in northeast Louisiana covering the Mississippi Delta. The institution is managed by the Louisiana Community and Technical College System (LCTCS) with Dr. Barbara Hanson serving as Chancellor. Delta held its inaugural semester of classes in Fall 2001.

Since it began offering classes in 2001, Louisiana Delta Community College has consistently ranked among the best in the nation in student satisfaction. Summer 2009, Louisiana Delta Community College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

The year 2010 marked a growth spurt and expansion for the college. In June, the construction for Louisiana Delta Community College’s new home was complete. Sitting just under 70 acres of land, the main building, the Louisiana Purchase Building stands complete with 128,000 sq. ft. When determining the potential name of the building, the thought was to have it reflect the history and tradition of the state. Unbeknownst to anyone, was that the problems the state faced in purchasing the land would lead them all the way back to the Louisiana Purchase in 1804. It took 4-5 months to get the issue resolved and the pertinent document needed to do so, was found in the National Archives in Washington, DC. It was said jokingly, that the building should be named “The Louisiana Purchase Building” because of the difficulty surrounding the purchase, but after the laughter subsided, it was deemed the perfect idea. The Advanced Technology Center proudly resides beside it with 28,000 sq. ft. In Fall 2010 students began classes in a place that is technology driven and their needs at the heart of the operation.

July 2010 witnessed the first consolidation Louisiana Delta Community College would see. LA Delta merged with Louisiana Technical College at Tallulah and Louisiana Technical College at Lake Providence. The second round of consolidations would come later in July 2012. At that time, LA Delta merged with the five campuses (Bastrop, Farmerville, Ruston, West Monroe, and Winnsboro) of Northeast Louisiana Technical College and LiteracyLINC, the adult education program. The college’s name remained Louisiana Delta Community College with the city indicating specific campuses. LiteracyLINC came under the Workforce Development program and its name became “DeltaLINC”.

Together, these campuses and DeltaLINC form a powerhouse of offerings for neighboring students and businesses. We pride ourselves on the ability to offer small classes, one-to-one instruction from faculty, and a friendly, supportive staff. We are also an affordable educational option; creating an environment that makes it possible for our students to succeed, no matter what the educational background may be.

At Louisiana Delta Community College, the goal of excellence is always the target. That’s why our motto is: “More than just a place.”
Mission
Louisiana Delta Community College, an open-admissions, comprehensive community college, provides the citizens of northeast Louisiana with affordable and accessible high quality educational programs, services, and modern workforce training. Supported by the Louisiana Community and Technical College System, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, academic excellence, lifelong learning, and the use of current technology.

Philosophy
Louisiana Delta Community College maintains an educational environment that promotes integrity and critical inquiry in students, encourages the achievement of students’ full potential, fostering within them a keen desire for lifelong learning in an intellectually stimulating atmosphere.

Accreditation and Articulation

Institutional and Programmatic Accreditation
Louisiana Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, technical diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation status of Louisiana Delta Community College.

Articulation of Course Credit
Delta was established as a member of the Board of Regents General Education Articulation Matrix Committee in 2001. The Course Articulation Matrix is a guide for determining course equivalencies among Louisiana’s public institutions of higher education. While most courses will transfer for credit between and among Louisiana’s institutions, students must remember that these courses may or may not be applied to a particular degree program. Students should note that this matrix is limited to those general education courses for which full credit would likely be granted by most other Louisiana colleges and universities. The URL for the Matrix is http://www.regents.la.gov/ (under Academic Affairs/Master Course Articulation Matrix).

Numerous course transfer equivalency agreements exist among Louisiana’s public postsecondary institutions. The prerogative for accepting a course for degree, general education, or elective credit belongs to the institution to which a student intends to transfer (the “receiving institution”). Students are therefore urged to contact the receiving institution for definitive answers to the following questions:

- whether the course will count toward a particular major, and under what conditions (e.g., if a letter grade of “C” or better is required for degree credit);
- whether and under what category the course will satisfy the receiving institution’s general education requirements;
- any other articulation agreements that may exist between campuses.

Delta has a cross walk listing transferable courses to local universities. Delta will continue to work to secure articulation agreements that allow students maximum transferability of coursework. Students are advised to check with the admissions office of the receiving institution to confirm transferability of credit.
Admissions Information

Admissions Policy
Louisiana Delta Community College is an open admissions institution, as established by the Louisiana Legislature and approved by the Louisiana Board of Regents. As such, anyone who meets admissions requirements may enroll and register for eligible coursework, and will be classified as to student type upon admission to the College. Delta ensures equal opportunity for all eligible and qualified applicants without regard to race, color, religion, gender, national origin, age, political belief, sexual orientation, or disability in the admission to, participation in, or employment of any of its programs or activities.

The College reserves the right to deny admission in cases which would be detrimental to the student or would interfere with the capacity of other students to benefit from the educational experience.

Louisiana Delta Community College is not able to admit non-immigrating, foreign nationals, and cannot issue the Immigration and Naturalization Service Form I-20.

Admissions Requirements
All applicants, including returning students, must complete an Application for Admission, which is available online at [www.ladelta.edu](http://www.ladelta.edu), and may be completed anywhere the website is accessible. All students are also responsible for the non-refundable application fee, for each application submitted. For students who need assistance with the application process, Enrollment Services staff at all campuses are available for assistance.

Listed below are the definitions for most Student types at Delta, followed by a table listing the documents needed for each type of applicant. Following the Table of Admissions Requirements is a discussion of the non-traditional Student types at Delta and admissions requirements for those Student types.

- **First-time Freshman** – A High School Graduate or recipient of a High School Equivalency (such as HiSET or GED) who has never attended a prior institution of higher education, except as a dual-enrolled or collegiate student.
- **Returning Student** – A student who previously attended Delta, but whose enrollment was interrupted for a minimum of one non-summer semester. These students must apply for readmission, and once readmitted will be governed by the catalog in effect at the time of readmission.
- **Transfer Student** – A student who has been enrolled previously at another postsecondary institution. Students who were enrolled at Delta at some point in their academic history, transferred to another institution, and then returned to Delta will be classified as Returning for administrative purposes; however, these students are required to submit all prior transcripts just as first-time Transfer students must do.
- **Visiting Student** – A student who is enrolled at one post-secondary institution who wishes to enroll concurrently at Delta, or who intends to enroll at Delta for only one semester before attending another post-secondary institution. As long as a Visiting student is concurrently enrolled at another post-secondary institution, s/he can remain a Visiting student at Delta and will not be eligible for student financial assistance through the College. Once Delta becomes this
student’s primary or sole institution, the Visiting student must reapply to the College as a Transfer student and meet those Admission requirements; at this point, the readmitted student may apply for financial assistance through the College.

- **Non-Matriculating** – A student who is not seeking a degree, diploma, or certificate from the (Non-Degree) College. Non-Matriculating students are not subject to the same admissions requirements as First-time Freshmen or Transfer students, but they must still meet all prerequisite requirements for all courses they wish to take, as well as Residency Status, Selective Service, and Immunization requirements. A Non-Matriculating student may enroll for courses in a Technical Competency Area (TCA), provided that s/he meets the prerequisites for any coursework within the TCA. Please note that Non-Matriculating students are not eligible for financial assistance through the College until they are admitted under a different student classification, such as Transfer student.

**ADMISSION REQUIREMENTS TO THE COLLEGE**
*(Explanations of notations are underneath the table)*

<table>
<thead>
<tr>
<th>Applicant Type</th>
<th>Copy of Legal Photo ID*</th>
<th>Proof of Immunization or Waiver (if age 19 or above)***</th>
<th>Selective Service Registration** (Males 18-25)</th>
<th>Official*** High School Transcript or High School Equivalency</th>
<th>Standardized Test Scores (ACT, SAT or COMPASS)</th>
<th>Official*** College Transcripts</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Time Freshmen</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (please refer to section on “High School Graduation Criteria for Admissions” for further information)</td>
<td>Yes</td>
<td>Only if student has prior dual enrollment credit</td>
</tr>
<tr>
<td>Returning Student</td>
<td>Yes</td>
<td>Yes, if not already on file</td>
<td>Yes, if not already on file</td>
<td>Already on file</td>
<td>Already on file</td>
<td>Yes, if student has attended another institution(s) after last attending Delta</td>
</tr>
<tr>
<td>Transfer Student</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Only if student has not completed 12 or more non-developmental credit hours at previous institutions</td>
<td>Only if student has outstanding developmental requirements and prior transcripts do not indicate current placement</td>
<td>Yes, for all prior institutions</td>
</tr>
<tr>
<td></td>
<td>Visiting Student</td>
<td>Non-Matriculating /Non-Degree Seeking</td>
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<tr>
<td>Visiting Student</td>
<td>Yes, for most recent prior or current institution</td>
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<tr>
<td>Only if student’s transcript is not sufficient for placement purposes</td>
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</tr>
<tr>
<td>Not applicable</td>
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<tr>
<td>Matriculating /Non-Degree Seeking</td>
<td>Yes, if not already on file</td>
<td>Not required for this student type</td>
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<tr>
<td>Only if student’s transcript is not sufficient for placement purposes</td>
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</tr>
<tr>
<td>Not applicable for this student type, unless test scores need to be used for placement purposes</td>
<td></td>
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</tr>
<tr>
<td>Not applicable for this student type, unless coursework needs to be used for placement purposes</td>
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</tr>
</tbody>
</table>

*For the purposes of Admission to Louisiana Delta Community College, a Legal ID is a Department of Motor Vehicles-issued Drivers’ License or State ID, US Passport, Permanent Residence Card (aka Green Card), or US Military ID card.*

** Written proof of registration with Selective Service, if applicable. Acceptable documents include a copy of the applicant’s Selective Service registration card or a printout from the Selective Service website, https://www.sss.gov/regver/wfverification.aspx.

*** An Official Transcript (High School or College) is either
- An electronic transcript sent through a secure and trusted source (not faxed)
- An original transcript delivered in a sealed, unopened envelope to Enrollment Services.

**** As required by Louisiana R.S. 17:110, Schools of Higher Learning, students born after January 1, 1957, must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment at Louisiana Delta Community College.

Additionally, all first time freshmen must provide proof of having received the Meningococcal Vaccine.

High School Transcripts – For graduates of accredited Louisiana High Schools after January 1, 2003, most transcripts will be retrieved electronically from the Louisiana Board of Regents. Enrollment Services will need Official hard-copy transcripts for all applicants for whom we cannot retrieve electronic transcripts – and this may include some students who graduated from Louisiana High School graduates after January 1, 2003. Please refer to the following section on High School Graduation Criteria for Admission for further discussion on what constitutes admissible high school credentials.
College Transcripts – Delta may admit provisionally and allow one semester of enrollment on unofficial transcripts; however, the College must receive Official Transcripts for complete admission of all Transfer students and Returning students with transfer credit. Transcript requests must be filed with those institutions by the students themselves. Most postsecondary institutions will be able to send transcripts to Delta electronically through the eScrip-Safe system; however, those schools that do not participate in the eScrip-Safe network will have to mail Official transcripts to the College.

High School Dual Enrolled Students
A currently-enrolled high school student who meets specific requirements may enroll in college-level courses prior to high school graduation as a Dual Enrolled student. (Please refer to the section of the Catalog on Dual Enrolled requirements). Please note that Dual Enrolled requirements are not listed in the table of Admissions requirements above, but rather in the section of the Catalog on Dual Enrolled requirements.

Adult Education for Credit/DeltaLINC Students (Dual Enrolled)
DeltaLINC, the organization within Louisiana Delta Community College which administers the College’s High School Equivalency program, may offer certain programs where students are concurrently enrolled in both the DeltaLINC High School Equivalency program and post-secondary courses within the College. These students must be admitted to DeltaLINC and meet DeltaLINC’s Admissions requirements, which are available from DeltaLINC. These students must also be authorized by DeltaLINC to attend post-secondary classes. Once an Adult Ed for Credit student has completed his or her High School Equivalency, then s/he can apply to the College as a First-Time Freshmen, according to those Admissions requirements. Again, please consult DeltaLINC personnel with questions about this type of enrollment in the College.

High School Graduation Criteria for Admissions
The College can accept the following high school credentials for general admission:

- An Official electronic transcript from the Louisiana Board of Regents
- An Official transcript from a high school approved by the Board of Education of the state in which the high school’s administrative offices reside – this can also apply to online high schools
- An Official transcript from a high school accredited by a regional accrediting body
- An Official transcript or score results of a recognized high school equivalency, such as GED or HiSET
- A Home School transcript recognized by the Board of Education of the state in which the student received Home Schooling, and such that the transcript demonstrates fulfillment of Board of Regents core curriculum requirements.
- The high school credentials listed above meet the criteria for admission into all of the College’s programs for which the highest degree level is the Associate’s degree, and these high school credentials meet guidelines of eligibility for Federal Financial Aid.
Students whose high school credentials do not meet the criteria above may still be admissible into the College’s programs which culminate in the Associate degree. Any applicant may be admissible to Associate-level credentials and Financial Aid eligible by meeting the following requirements as outlined by the Louisiana Board of Regents:

1. Submission of an original high school transcript signed by the supervisor of the curriculum
2. Successful completion of at least 17 of the 19 courses in the Board of Regents Core 4 curriculum with a 2.0 core GPA or better
3. Cumulative high school GPA of 2.35 or better.
4. Minimum ACT scores of 18 for English, 19 for Math, and 21 for Composite

The requirements listed above would apply to graduates of

- Home schooling programs not recognized by the Board of Education of the state in which the student was domiciled at the time of graduation
- Traditional high schools which are neither regionally-accredited nor approved by the Board of Education of the state in which those schools are established
- Online high schools which are neither regionally accredited nor approved by the Board of Education of the state in which those schools are incorporated

High school credentials which do not meet any of the criteria above may still be determined to be acceptable for certain types of admission; such high school credentials, though, will not allow for admission into programs of study for which the highest level is Associate degree, and do not meet the criteria for Federal Financial Aid. Students whose high school credentials do not meet the guidelines listed above are strongly encouraged to discuss High School Equivalency options with DeltaLINC.

Admissions without High School Diploma or Equivalency

Students who have not earned a High School Diploma or equivalent as defined within the section High School Graduation Criteria for Admission may still be admitted to the College. First, if the applicant can demonstrate admissibility by Transfer student requirements, then the high school credentials are not required. However, applicants who do not meet Transfer or Freshman requirements may be admitted as Non-Matriculating, provided that prerequisites for each course which these students wish to take are met. Students must meet the minimum high school requirements or Transfer admissions requirements to be admissible into the following academic programs of study:

- Business and Technology
- Business Office Administration/Technology
- Care & Development of Young Children
- Drafting & Design Technology
- Forensic Science & Technology
- General Studies
- ICT: Computer Networking Support
- Industrial Electronics Technology
- Industrial Instrumentation Technology
A student who doesn’t meet minimum High School/Transfer requirements may be admitted as a Non-Degree seeking student. A Non-Degree student may take courses for credit and even earn the Technical Competency Area in a program of study for which the highest credential is a certificate or technical diploma (except for Practical Nursing), provided that prerequisites for each course are met. We strongly encourage all students who do not have their high school diploma or equivalency from an approved authority to work toward this goal through DeltaLINC; however, in the event that the student is not able to obtain the High School Equivalency, s/he may still earn up a Certificate or Technical Diploma in one of the areas where this is the highest level of credential. Even if the student declares a major within such a program of study, s/he is still not eligible for Federal Financial Aid without meeting the high school credential requirement. These students may, however, be eligible for some kind of third-party aid, which would be determined by the granting agency (such as PHOCAS, NOVA, the VA, or others). If these students at any given time earn a High School Equivalency credential (such as GED or HiSET), they will be eligible for admission into any program with the College, and they will be able to apply for Federal Financial Aid.

**Admission Status**

**Full Admission:** the applicant who meets the admissions requirements and has submitted all required documents is fully admitted to Delta.

**Provisional Admission:** the applicant who meets the admissions requirements based on unofficial transcripts, or who is currently enrolled at another institution, may be admitted provisionally. Complete official transcripts must be received within 30 days of the first day of class. Failure to provide all required documents may result in dismissal.

Financial aid will not be disbursed to students who are not fully admitted.

**Admission on Probation**
The following applicants may be admitted on probation:

- The re-entry student who was last enrolled at Delta on probation or was suspended
- The transfer applicant who is eligible to return to the previous institution on probation
- The transfer applicant whose GPA from the previous institution would place them on probation had the GPA been earned at Delta
- The transfer student who was suspended but is now eligible to re-enter college
- The transfer student who is suspended from another college/university

**Transfer Student on Suspension**
A student who has been suspended from another college/university may attend Delta with permission from both institutions. If allowed to enroll, the student will be placed on academic probation and
required to achieve a minimum GPA of 2.0 each semester of enrollment at Delta. Failure to meet this requirement will result in suspension from Delta. It is the responsibility of the student to contact the degree awarding institution to determine transferability of credit.

Readmission from Suspension
Students who have been suspended may make an appeal to the Admissions and Academic Appeal Committee. Appeals must be submitted to the Admissions and Academic Appeal Committee prior to the end of the regular registration of the semester for which the student wants to enroll. Students readmitted after a suspension will be admitted on probation.

Admissions Appeals Procedures
The Admissions Appeals committee will review applications/appeals and make recommendations that are in the best interest of the student and Delta and adhere to the policies and procedures established by the College. The committee will meet on an as needed basis during peak periods. Committee members will include the Registrar, Assistant Director of Admissions, and Dean of Student Success Services.

The procedure for an admission appeal is as follows:

- An applicant is identified as a potential special admit or a student petitions for special admission consideration.
- The Committee reviews the application and makes the appropriate recommendation with regards to admissions status.
- The student is informed in writing of the final decision by the appropriate college official.
- Students who are not satisfied with the decision of the Committee have the option of appealing the decision to the Dean of Enrollment Services.

Louisiana Resident Status / Residency Policies

Residency Requirement
All new students must provide proof of their residency status with their application for admission. Acceptable documentation includes a valid driver’s license or state I.D. card, current rent or mortgage receipts, most recent state and/or federal tax returns, or other documents that indicate where the student’s official domicile is located. Multiple documents may be required to determine residency for tuition and billing purposes.

Definition of a Resident Student
Pursuant to House Concurrent Resolution No. 226 of 1986, the following is the definition of a resident student for tuition purposes.

A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the semester/term of enrollment for which resident classification is sought. Generally, the first document to present is full-time employment certification for one year prior to reclassification. A non-resident student for tuition purposes is a student not eligible for classification as a resident student under these regulations.
The individual’s physical presence within this state for one year must be associated with substantial evidence that such presence was with the intent to establish and maintain a Louisiana domicile. Physical presence within the state solely for educational purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state. Domicile, as the term is used in the context of residence regulations, is defined as an individual’s true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies or other special or temporary purposes, and the place to which the individual returns after an absence. Simply owning property in Louisiana, paying Louisiana state taxes, and establishing voter privileges in Louisiana do not, in themselves, qualify the applicant for Louisiana residency.

Discreet categories of individuals may be defined as special or Temporary Residents and are exempt from payment of non-resident fees if such action is deemed to be in the best interest of Louisiana and approved by the LCTCS Board, or as mandated from time to time by federal or state government. Non-resident students enrolled in only six hours or less are not assessed the non-resident fee. (See LCTCS Finance Section. #5.025)

Also, undergraduate students who are non-residents but are enrolled in only web-based or other distance learning/electronic delivery courses are not assessed the non-resident fee; this does not apply to contractual programs (e.g. Young Memorial Campus and others who enter into contractual agreements) whereby a certain fee is negotiated for a training service or specialized course offerings where non-resident students are enrolled. Once the applicant has earned the first associate degree at the institution, the applicant may be classified as resident for tuition purposes to pursue subsequent degrees. The dependents of former graduates of the institution may enroll as residents for tuition purposes, even if the parent is no longer a resident of Louisiana.

Establishing the Requisite Intent to Become a Louisiana Resident for Tuition Purposes

The following facts and circumstances, although not necessarily conclusive, may support one’s claim for resident classification for tuition purposes:

1. financial independence from parents residing in another state or country;
2. reliance on Louisiana resources for financial support;
3. possession of a valid Louisiana voter registration card for at least one year;
4. designating Louisiana as his or her permanent address on all school and employment records, including military records if one is in the military service;
5. possession of a valid Louisiana driver’s license for at least one year;
6. possession of a valid Louisiana vehicle registration;
7. continuous presence in Louisiana during periods when not enrolled as a student;
8. commitments indicating an intent to stay in Louisiana permanently;
9. paying Louisiana income taxes as a resident during the past tax year, including income earned outside Louisiana from the date Louisiana domicile was claimed;
10. establishing an abode where one’s permanent belongings are kept within Louisiana;
11. licensing for professional practice in Louisiana;
12. the absence of the indicia in other states during any period for which domicile in Louisiana is asserted;
13. marriage to a Louisiana resident. (verified by documents such as marriage license, spouse’s birth certificate, high school diploma, tax forms, Louisiana employment verification)
14. full-time employment for one year prior to classification of residency.

In order to establish financial independence, a student seeking classification as a resident for tuition purposes should meet the following criteria for the current and immediately preceding calendar year:

1. that the student has not been claimed as an exemption for state of federal income tax purposes by his or her non-resident parents;
2. that the student has not lived in the home of his or her parents for more than a maximum of six weeks for the year after the time at which a Louisiana domicile is claimed;
3. that the student’s primary source of financial support not be derived from Federal or state financial aid programs, scholarships that provide full waiver of tuition/fees, and campus employment.

Documentary evidence shall be required; all relevant indicia will be considered in the classification determination. The facts suggested above are neither conclusive nor exclusive; each claim shall be determined on its own merits.

Non-U.S. Citizens
A student who is a non-U.S. citizen is entitled to be classified as a resident for tuition purposes if the student can demonstrate that he or she has been lawfully admitted to the United States for permanent residence (refugees, persons who are married to a U.S. Citizen, Temporary or Amnesty Aliens, etc.) in accordance with all applicable laws of the U.S. and can demonstrate having met these residence regulations of establishing a Louisiana domicile prior to the first day of classes of the semester/term of enrollment for which resident classification is sought.

A student who is a non-U.S. citizen and holds the VISA Category A (Government Official), will be immediately eligible for classification as a Temporary Resident for tuition purposes while holding such a VISA.

A student who is a non-U.S. citizen may be entitled to be classified as a Temporary Resident while holding the following VISA and if he or she can demonstrate having met these aforementioned residence regulations of establishing a Louisiana domicile prior to the first day of classes of the semester/term of enrollment for which resident classification is sought:

**VISA Category:**
E: treaty trader or investor; G: representative of International Organization; I: foreign Information Media Representative; H: temporary worker in a “specialty” occupation (H-1 and H-4 may also apply to qualify); K: fiancée, children of U.S. citizen (with proof of marriage to a US citizen); L: intracompany transferee/foreign employer

Students holding a VISA category A, E, G, I, K, or L, once classified as a Temporary Resident, must show proof of VISA status at each registration period while enrolled and classified as a Temporary Resident.

A student who is a non-U.S. citizen and holds one of the following VISA categories is not eligible to establish a Louisiana domicile nor are they eligible for an exemption of nonresident fees, unless otherwise permitted by law or other regulations:
VISA Category:
B: business or visitation purposes; C: in transit; D: crewman; F: academic student; H: temporary worker (only general); J: exchange visitor; M: vocational/non-academic student

General Rules Applying to Minors, Dependents, and Residents
The domicile of an unmarried minor (under age of 18) or dependent (see Internal Revenue Code of 1954, Section 152) is regarded to be that of the parent with whom such a minor or dependent maintains his or her place of abode. The domicile of an unmarried minor or dependent who has a parent living cannot be changed by his or her own act or by the relinquishment of a parent’s rights of control. When the minor or dependent lives with neither parent, domicile is that of the parent with whom the student maintained the last place of abode. The minor or dependent student may establish domicile when both parents are deceased and a legal guardian has not been appointed. When both parents are deceased and a legal guardian has been appointed, the domicile of the minor or dependent student is that of the guardian with whom the student maintains his or her place of abode. When residence of a minor or dependent is derived from the Louisiana residence of the parent, that parent must meet the requirements described elsewhere in this document.

When the parent with whom a minor child or dependent student is domiciled can demonstrate that he or she has abandoned out of state domiciles and has moved to Louisiana to work and/or establish a domicile in accordance with these residence regulations, the parent, the minor child and the dependent student is eligible for immediate resident classification. Similarly, when an independent student enrolls who is more than twenty-two years of age, can demonstrate that he or she has abandoned out of state domiciles and moved to Louisiana to work and/or establish a domicile in accordance with these residence regulations, he or she and/or his or her spouse is eligible for immediate resident classification.

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

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

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

Students classified as Temporary Resident must show proof of his/her parent’s or spouse’s military status at each registration period while enrolled and classified as a Temporary Resident.
Classification Procedures
The resident status for tuition purposes of an applicant for admission is determined by the appropriate office of the College to which the applicant is seeking admission. The residence status is determined in accordance with these regulations and is based upon evidence provided on the Application for Admission and related documents.

Once classified as a non-resident, a student may reapply for admission as a resident, and supply evidence supporting the change of residency to Enrollment Services. The residency change shall be filed with Enrollment Services on the respective campus no later than 10 working days following the first day of classes of the semester/term for which such reclassification is sought. If the student has demonstrated that s/he can be reclassified as a resident, the classification shall be effective with the current term and a refund of non-resident fees shall be made (if applicable). If the decision is to not reclassify the student to a resident, the student has the right to appeal the decision.

Failure of a student to comply with the reclassification procedure in a timely manner shall constitute a waiver of all claims for reclassification for the applicable term.

Residency Appeals Procedures
Any student may appeal the decision pursuant to the above classification procedures. The written appeal must be filed no later than 10 working days after the beginning of the term whose tuition charges are being challenged. The residency appeal is to be submitted in writing to Enrollment Services, to be reviewed by the Tuition and Residency Appeals Committee, no later than 21 calendar days after the appeal has been submitted. Tuition and Appeals Committee comprises the Comptroller, the Assistant Director of Financial Aid, the Bursar, the Finance staff member responsible for Third-Party Billing, and the Registrar. The Committee shall recommend to the Chancellor or designee the reclassification of any student who has appealed his or her classification as a non-resident if the Committee finds from the evidence submitted that the student is entitled to reclassification under these regulations. The Committee shall review the appeal and notify the student and the campus office in writing within 21 days of the receipt of the appeal of the decision. If the decision is to reclassify the student to a resident, the classification shall be effective with the current term and a refund of non-resident fees shall be made (if applicable).

Failure of a student to comply in a timely manner with the appeals procedure shall constitute a waiver of all claims for reclassification for the applicable term.

Exceptions to this procedure may be made to the Chancellor by the Residency Appeals Committee in special cases.

Incorrect Classification
All students classified as residents are subject to reclassification to non-resident and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to college disciplines.

Cross/Dual Enrollment Agreements
Louisiana Delta Community College recognizes and supports the LCTCS recommendation for community and technical colleges to enter into enrollment agreements which are of greatest benefit to the student. This includes entry into cross-enrollment and/or dual-enrollment agreements. In such cases the “home
institution” shall be defined as the postsecondary institution through which the student is pursuing an approved degree or related credential for the purpose of processing academic records, data collection/reporting, and financial aid.

**Dual Enrollment/High School Concurrent Enrollment**

A currently-enrolled high school student who meets certain requirements may enroll in college-level courses prior to high school graduation by participating in the Dual Enrollment/High School Concurrent Enrollment Program. Students must be at least 16 years of age and must be classified as a Junior or Senior; exceptions to this may be reviewed College staff. In addition, certain programs, in particular health care professions and industrial technology areas, may be subject to stricter age requirements due to safety and/or regulatory considerations. For all students under 18 years of age, parental consent is required.

Students who earn ACT scores of at least 18 in English, 19 in Math, and 18 Composite (or PLAN or SAT equivalent) are eligible for enrollment in all General Education courses transferrable to a four-year institution. Students with an overall high school GPA of 2.5 or greater, Math ACT of 16 or greater, and English ACT of 14 or greater are also eligible for General Education courses. However, the student will be placed in MATH 099 if the Math ACT score is between 16 and 18; similarly, the student will be placed in ENGL 099 if the English ACT score is between 14 and 17. The ACT/GPA requirements just listed apply to courses offered within the following programs of study:

- Business and Technology
- Business Office Administration/Technology
- Care & Development of Young Children
- Drafting & Design Technology
- Forensic Science & Technology
- General Studies (includes traditional academic coursework in Mathematics, English Composition, Literature and Humanities, Foreign Languages, Social Sciences, Natural Sciences, etc)
- ICT: Computer Networking Support
- Industrial Electronics Technology
- Industrial Instrumentation Technology
- Louisiana Transfer/Arts
- Louisiana Transfer/Science
- Nursing – Practical
- Nursing – Registered
- Process Technology
- Teaching

**High School Dual Enrollment**

To be eligible for all other coursework, students must be currently enrolled in High School Math and English, have an overall high school GPA of 1.75 or higher, and have scores of 13 or greater in ACT Math, English, and Reading. Coursework in the following programs of study falls under these eligibility requirements.
Assessment & Placement
Delta is committed to student success in collegiate-level coursework and occupational programs. ACT scores will be used for initial placement in English, reading and math. Applicants who do not have ACT scores, or whose scores are more than three years old, may be asked to sit for the Placement Survey. Students should contact the Admissions Office to schedule the Placement Survey. Students who are non-matriculating or are auditing classes may not be required to provide placement information if they are not taking English or math courses or have already successfully completed prerequisite course work. If the student decides at a later date to seek a degree from Delta, he/she may be required to provide ACT scores or take the Placement Survey.

Minimum Exam Requirements for Placement

<table>
<thead>
<tr>
<th>Math (Algebra)</th>
<th>Compass Score (Algebra)</th>
<th>ACT Range</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 – 15</td>
<td>0 – 12</td>
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</tr>
<tr>
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<td>16 – 25</td>
<td>13 – 15</td>
<td>Math 095</td>
</tr>
<tr>
<td></td>
<td>26 – 39</td>
<td>16 – 18</td>
<td>Math 099</td>
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<tr>
<td></td>
<td>40 &gt;</td>
<td>19 &gt;</td>
<td>Score Meets or Exceeds Requirements</td>
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<table>
<thead>
<tr>
<th>English</th>
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<th>ACT Range</th>
<th>Course Placement</th>
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<tr>
<td></td>
<td>0 – 10</td>
<td>0 – 10</td>
<td>English 090</td>
</tr>
<tr>
<td></td>
<td>11 – 37</td>
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<td>English 095</td>
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<tr>
<td></td>
<td>38 – 67</td>
<td>14 – 17</td>
<td>English 099</td>
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<tr>
<td></td>
<td>68 &gt;</td>
<td>18 &gt;</td>
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### Reading

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<tr>
<td>0 – 50</td>
<td>0 – 11</td>
<td>Reading 090</td>
</tr>
<tr>
<td>51 &gt;</td>
<td>12 &gt;</td>
<td>Score Meets or Exceeds Requirements</td>
</tr>
</tbody>
</table>

**090, 095, and/or 099 May Be Required for Associate Degree Seekers (includes TCA, CTS, or TD as a component of Associate Degrees)**

**Only 090 is Required for Terminal TCA, CTS, or Technical Diploma programs where no Associated Degree is available**

- Business and Technology: A/C Refrigeration
- Business Office Administration/Technology: Automotive Technology
- Care & Development of Young Children: Barber-Styling
- Drafting & Design Technology: Carpentry
- Forensic Science & Technology: CNC Operator
- General Studies: Customer Service
- ICT: Computer Networking Support: Diesel Powered Equipment Technology
- Industrial Electronics Technology: Direct Support Professional
- Industrial Instrumentation Technology: Electrician
- Louisiana Transfer/Arts: EMT – Basic
- Louisiana Transfer/Science: Industrial Maintenance Technology
- Nursing – Registered: Juvenile Justice
- Process Technology: Nurse Assistant
- Teaching: Paramedic
- Patient Care Technician
- Welding

### Minimum Exam Requirements for Placement for Practical Nursing TD

#### Math (Pre-Algebra)

<table>
<thead>
<tr>
<th>Compass Score (Pre-Algebra)</th>
<th>ACT Range</th>
<th>Course Placement</th>
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</thead>
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<tr>
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<td>44 – 45</td>
<td>13 - 16</td>
<td>Math 095</td>
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<tr>
<td>46 – 47</td>
<td>17</td>
<td>Math 099</td>
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#### Math (Algebra)

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<tr>
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<td>13 - 16</td>
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<td>30 - 34</td>
<td>17</td>
<td>Math 099</td>
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#### English

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<td>0 – 10</td>
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<tr>
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<td>11 - 16</td>
<td>English 095</td>
</tr>
<tr>
<td>60 – 67</td>
<td>17</td>
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<td>18 &gt;</td>
<td>Score Meets or Exceeds Requirements</td>
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</table>
## Reading Compass Score

<table>
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<th>ACT Range</th>
<th>Course Placement</th>
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</thead>
<tbody>
<tr>
<td>0 – 81</td>
<td>0 – 18</td>
<td>Reading 090</td>
</tr>
<tr>
<td>82 – 84</td>
<td>19</td>
<td>Reading 095</td>
</tr>
<tr>
<td>85 &gt;</td>
<td>20 &gt;</td>
<td>Score Meets or Exceeds Requirements</td>
</tr>
</tbody>
</table>

### First-Time Freshman Matriculation Policy and Procedure

Students applying for admission as First-Time Freshmen will be matriculated according to their standardized test scores and the program of study in which they are interested. Students whose intended program of study has as its highest credential the Associate’s degree, but whose standardized test scores place them into one or more developmental courses, will be matriculated into the credential just before the Associate’s degree.

Students may declare themselves Associate degree-seeking after one of the following occur:

1. All developmental requirements are completed
2. 30 or more credit hours are successfully completed
3. The student completes the certificate or technical diploma into which s/he is currently enrolled.

Once students meet one of these conditions, they may submit a Change of Major form to Enrollment Services.

### Academic Advising

Academic advising is an important activity for every student. It is the time for the student to discuss with his/her advisor academic, career and life goals. Students are assigned an advisor who will review the student’s academic record, assist in designing a plan of study and initiate the registration process. Students should communicate regularly with their advisor throughout their enrollment at Delta. All faculty members are available for academic advising during their posted office hours. The goal of academic advisement is to help students progress through their degree plan to the completion of requirements to graduate.

### Transfer Credit Policy and Procedure

#### Transfer Credit

Delta accepts transfer credit from traditional sources, and non-traditional sources if the course meets the established requirements for course description, syllabus and instructor credentials. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted at the discretion of the Dean/Division Chair.

- Acceptance of courses taken more than ten years ago is determined by the Division Chair in conjunction with the academic advisor.
- Acceptance of courses that do not have an equivalent at Delta will be determined by the Division Chair in conjunction with the academic advisor.

Grades for transferred courses will be interpreted according to the Delta grading scale and will be recorded as follows:

- Plus (+) or minus (-) symbols will be disregarded.
- Grades of Pass, Credit and Satisfactory will be treated alike and count in hours attempted and earned only.
- Failing grades including WF will count as hours attempted, quality hours, quality points and will impact GPA
- A grade of “N” will count in attempted hours only.
- Incomplete (“I”) grades will be calculated as “F”.
- Quarter hours will be converted to semester hours by multiplying the quarter hours by two-thirds.

Only those courses in which the grade of “C” or higher has been earned will be used to fulfill degree requirements. The Board of Regents Master Course Articulation Matrix (regents.la.gov/Reports/datapub.aspx) will be used to determine course equivalencies. Transfer credits from non-regionally accredited institutions are not generally accepted at Delta. A request for the review of this type of credit may be made to the appropriate Academic Dean.

Once admitted to a degree program at the College, students must receive approval from their academic advisor before enrolling in courses at another institution for transfer credit. Transfer credits from regionally accredited institutions of higher education are recorded on the student’s permanent academic record. Delta will compute the grade point average in the same manner as is done for a Delta student.

**Lifespan of Course Work**
Delta is interested in moving its students toward the successful completion of their associate degree (s) regardless of when or where they began their college program, or what courses they have taken to support their degree progress. Previous college course work will be transferred to Delta for purposes of establishing grade point average and admission status. Any questions of institutional accreditation or faculty credentialing or, if the course is over ten years old, will automatically be referred to the appropriate Academic Dean for review and approval.

**Correspondence Courses**
Delta does not offer correspondence courses. Students who wish to use credit from correspondence courses taken through other accredited institutions to meet degree or certificate requirements must receive permission from the Academic Dean prior to registering for the correspondence course. A maximum of six hours correspondence credit may be applied toward the degree. If a transfer student has already received correspondence credit prior to enrolling at Delta, the student must receive approval from the appropriate Academic Dean for such credit to fulfill graduation requirements at Delta.

**Prior Learning Assessment (Credit by Examination)**
**Credit for Prior Learning (CPL)** is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. Louisiana Delta Community College (LDCC) awards credit for non-traditional learning based on results of national tests such as CLEP, AP, DSST, and other extra-institutional examination programs; the institution’s faculty-developed credit by examination; military training and industry-based certifications, and others as approved by the College’s Vice Chancellor of Academic Affairs.
LDCC follows the LCTCS policy 1.023 LCTCS Policy on Non-Traditional Credit - This policy allows non-traditional credit for, but not limited to, CLEP, AP, DANTES, and other extra-institutional examination programs; the institution’s faculty-developed credit by examinations; credit for past learning and/or life experiences; military and industry-based training; and others as approved by the institution’s chief academic officer.

Credit for Prior Learning Procedure

- No more than 25% of the total hours applicable toward the attainment of a degree or certificate may be awarded through CPL. Graduates from LDCC curricula must complete a minimum of 25% of the semester hours required for the degree through instruction at LDCC.
- CPL credits satisfy prerequisite requirements in the same manner that their course equivalencies do at the institution.
- All CPL must be awarded before the semester prior to graduation.
- A student may not apply for CPL for a course that he/she is currently enrolled in, for a course that they have previously taken with a failing grade, or for a course in which he/she has audited.
- For credit for prior learning in which a grade is not awarded, a “CR” for credit is recorded on the student’s transcript.
- LDCC accepts credit for prior learning credits that have been awarded by other regionally accredited institutions as per the college’s Transfer Credit Policy and Procedure. These credits have the same limitations in their use in meeting graduation requirements as do prior learning credits earned at LDCC and will be used in computing the total hours of credit for prior learning for which a student is eligible.
- A student who intends to use credit for prior learning in a course in which a grade has not been awarded to meet degree requirements at another institution should check the requirements of the receiving institution.
- Students who have taken a College Board Advanced Placement Credit Examination must have scored at least a 3 or 4 (dependent upon the credit they are seeking) to receive appropriate course credit. The student must request that an official transcript from the College Board be sent to the College Registrar. Advanced Placement scores are valid for 3 years from original test date. When advanced Placement Credit is considered for placement purposes, the placement decision is made by the Dean.
- Requisite criteria for evaluation for Professional Certification Credit are determined by the Dean in partnership with department faculty.
- A student who has not earned college-level credit in a subject area may take a Placement Examination (CLEP, DSST, or AP) for courses offered by LDCC.
- To apply for Placement Credit or Military Training and Experience Credit, the student must be eligible for admission to LDCC as a student.
- Course credit hours earned by Advanced Placement, Military Training and Experience Credit, Professional Certification, or Credit by Exam are awarded and recorded by the College Registrar. Credit hours earned are assigned a “CR” grade for credit. No quality points are earned and such credit does not enter into grade point average determination.
- Enrolled students in good academic standing must be pursuing an LDCC credential to apply for Credit by Examination, or Professional Certification Credit.
• Students may only apply for Credit by Examination or Professional Certification Credit for courses directly applicable to curriculum requirements in the student’s declared certificate or degree program.

• A student may apply for Credit by Examination only one time for the same course.

• To award a grade for Credit by Examination, the appropriate faculty in coordination with their Division Chairs will develop a matrix or rubric that clearly identifies the published course learning outcomes and techniques for assessing mastery at the 100, 90, 80, and 70% levels. This rubric or matrix will be affirmed by the Vice Chancellor of Academic Affairs and the Dean.

• All work assessed by Credit by Examination must meet a minimum of “C” level proficiency for all the course learning outcomes and/or technical competencies. This “C” level must be determined by the faculty to maintain academic integrity and rigor.

**Definitions of Types of Credit for Prior Learning Awarded by Louisiana Delta Community College**

**Advanced Placement Credit** – Advanced Placement Credit refers to college-level examinations delivered by a third-party vendor that allow students to receive college credits in certain courses. Types of Advanced Placement Examinations accepted by the college are:

• **College Level Examination Program (CLEP)** - CLEP assesses proficiency in general education through 33 tests in five subject areas including mathematics, writing, communications, and science. Most CLEP examinations cover lower level and introductory knowledge in these subject areas.

• **DSST** - DSST examinations test knowledge in both lower- and upper-level college material through 38 tests in six subject areas.

• **Advanced Placement (AP)** - Advanced Placement (AP) exams are a series of examinations developed by the College Board for Advanced Placement High School classes in 19 subject areas. Students who have taken a College Board AP Credit Examination must have scored at least a 3 or 4 (dependent upon the credit they are seeking) to receive appropriate course credit.

**Military Training and Experience Credit** - Students who have achieved military education and training credit may apply for acceptance of these credits toward the appropriate degree. Students must be able to provide a DD Form 295 and DD Form 214 (where applicable) to apply for Military Training and Experience Credit.

**Professional Certification Credit (Industry Based Certification – IBC)** - For courses in which professional certifications are utilized as an assessment tool, students may receive college credit for a course based on possessing such professional certifications. To receive credit, the student must provide the college with the appropriate documentation to validate the IBC. The IBC must have been received within the past 3 years.

Students desiring credit for course work in any of the above manners must request a Credit for Prior Learning (CPL) form from the Registrar’s office or print a CPL form from the ladelta.edu website.

**Credit by Examination (CBE)** - Students who believe he/she is qualified for college credit through experience, previous training, or noncredit coursework may request a credit by examination. This examination will be thorough and in keeping with the established goals and objectives of the course(s) and the overall program. Theoretical knowledge will be tested by faculty recommendation through common acceptable measures (i.e., paper and pencil, computerized, etc.) with the addition of a skills
component where applicable. Both written and skills testing may be required to insure “course rigor” is maintained and achieved.

Students desiring credit for course work in any of the above manners must request a Credit for Prior Learning (CPL) form from the Registrar’s office or print a CPL form from the ladelta.edu website.

**College Level Examination Program (CLEP)**

College Level Examination Program (CLEP) credit is honored by Delta. Credit will be awarded as indicated on the chart below.

<table>
<thead>
<tr>
<th>CLEP SUBJECT</th>
<th>MIN. SCORE</th>
<th>DELTA COURSE EQUIVALENT</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>ACCT 201</td>
<td>3</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>CINS 101</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Business Law</td>
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<td>BUSN 231</td>
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</tr>
<tr>
<td>Principals of Management</td>
<td>50</td>
<td>BUSN 210</td>
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<tr>
<td>Principals of Marketing</td>
<td>50</td>
<td>BUSN 201</td>
<td>3</td>
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<tr>
<td><strong>Composition and Literature</strong></td>
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</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENGL 203/ENGL 204</td>
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</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
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<td>ENGL 205/ENGL 206</td>
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<tr>
<td>English Literature</td>
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<td>ENGL 201/ENGL 202</td>
<td>6</td>
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<tr>
<td>Freshman College Composition</td>
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<td>ENGL 101/ENGL 102</td>
<td>6</td>
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<tr>
<td>Humanities</td>
<td>50</td>
<td>HUMN 201/HUMN 202</td>
<td>6</td>
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<td><strong>Foreign Language</strong></td>
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<tr>
<td>French Language, Level 1</td>
<td>50</td>
<td>Foreign Language Substitution</td>
<td>6</td>
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<tr>
<td>Spanish Language, Level 2</td>
<td>50</td>
<td>SPAN 101/SPAN 102</td>
<td>6</td>
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<tr>
<td><strong>History and Social Science</strong></td>
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<tr>
<td>American Government</td>
<td>50</td>
<td>POLI 110</td>
<td>3</td>
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History of the United States, Early Colonization to 1877  50  HIST 201  3
History of the United States, 1855 to the Present  50  HIST 201  3
Human Growth and Development  50  PSYC 236  3
Introduction to Educational Psychology  50  PSYC 201  3
Introduction to Sociology  50  SOCL 201  3
Principals of Macroeconomics  50  ECON 302  3
Principals of Microeconomics  50  ECON 302  3
Western Civilization I, Ancient Near East to 1648  50  HIST 101  3
Western Civilization II, 1648 to Present  50  HIST 102  3

<table>
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<th>Science and Mathematics</th>
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<tr>
<td>Biology</td>
<td>50</td>
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<td>Chemistry</td>
<td>50</td>
<td>CHEM 110/CHEM 120</td>
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</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>MATH 110</td>
<td>3</td>
</tr>
</tbody>
</table>

**Credit Based on ACT/SAT Scores**

College credit will be awarded to students who earn appropriate scores on the ACT/SAT in English and Math. Credit will be awarded for ENGL 101 to students who meet the following minimum criteria for ACT or SAT scores earned in a single test: an ACT English score of 28 or above and an ACT Composite score of 25, or an SAT Verbal score of 630 plus a combined SAT Verbal and SAT Math total score of 1130.

Credit will be awarded for MATH 110 to students who achieve an ACT Math score of 26 or higher, or an SAT Math score of 600 or higher.

Credit is awarded only for official scores sent directly to Delta from the testing company.

**Advanced Placement Exam Credit**

College credit will be awarded to students who earn appropriate scores on the College Board Advanced Placement Test.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Minimum Score</th>
<th>Delta Equivalent</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 101-BIOL 102-BIOL 103-BIOL 104</td>
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<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 110-CHEM 120</td>
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</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Course Code</td>
<td>Credits</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
<td>-------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Economics: Macro</td>
<td>3</td>
<td>ECON 201</td>
<td>3</td>
</tr>
<tr>
<td>Economics: Micro</td>
<td>3</td>
<td>ECON 202</td>
<td>3</td>
</tr>
<tr>
<td>English Lit. &amp; Composition or English</td>
<td>3</td>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>Language &amp; Composition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>Foreign Language Substitution</td>
<td>6</td>
</tr>
<tr>
<td>Government &amp; Politics, U.S.</td>
<td>3</td>
<td>POLI 110</td>
<td>3</td>
</tr>
<tr>
<td>History, U.S.</td>
<td>3</td>
<td>HIST 201 or HIST 202</td>
<td>3</td>
</tr>
<tr>
<td>History, U.S.</td>
<td>4</td>
<td>HIST 201-HIST 202</td>
<td>6</td>
</tr>
<tr>
<td>Physics B or Physics C</td>
<td>3</td>
<td>PHYS 210</td>
<td>3</td>
</tr>
<tr>
<td>Physics B or Physics C</td>
<td>4</td>
<td>PHYS 210 &amp; PHYS 220</td>
<td>6</td>
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<tr>
<td>Psychology</td>
<td>3</td>
<td>PSYC 201</td>
<td>3</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>3</td>
<td>SPAN 101-SPAN 102</td>
<td>6</td>
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<tr>
<td>Statistics</td>
<td>3</td>
<td>MATH 210</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>HIST 101</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>4</td>
<td>HIST 101-HIST 102</td>
<td>6</td>
</tr>
</tbody>
</table>

Credit is awarded only for official scores sent directly to Delta from the testing company.

**International Students**

Louisiana Delta Community College has not yet petitioned the United States Department of Justice, Immigration and Naturalization Service for approval of the school for attendance by non-immigrant students, and cannot issue the immigration form 1-20.

**Academic Renewal**

Delta provides students who have not been enrolled in college due to academic deficiencies the opportunity to renew their academic record. The student must not have been enrolled in college level course work for three years, demonstrate that the conditions that led to the academic deficiencies have changed, and complete the necessary steps to be considered for academic renewal. Academic renewal can only be awarded once in an academic lifetime.

The following standards apply to academic renewal:

- The student must submit an application for academic renewal to the Enrollment Services Office before or during the first semester of enrollment and include evidence that there is reasonable expectation of satisfactory performance.
- Enrollment Services shall evaluate each application and recommend the student for approval by the Admission and Academic Appeal Committee.
• No prior academic credit or grade point average will be carried forward; however, the prior record remains a part of the student’s overall academic record. No previously earned credit will be used to meet graduation requirements or computed in the GPA leading to undergraduate degrees.
• Upon approval for academic renewal the student has the status of an entering freshman and a new academic record will begin with no record of attempted hours, quality points or probation/suspension.
• A student who demonstrates competency in a given area may receive credit by exam (CLEP or departmental challenge exam) for courses in which the grade of “C” or higher was earned.
• Delta recognizes academic renewal granted at another institution.
• A student who receives academic renewal may not be eligible for financial aid at Delta.
• A student who receives academic renewal will have the total cumulative grade point average (including courses waived by academic renewal) considered for academic honors awarded at graduation.
• Applying for academic renewal does not ensure approval.

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 of academic renewal.
Financial Aid, Scholarships and Tuition Assistance

Federal Financial Aid, Scholarships and Tuition Waivers
A college education is one of the most important investments a student can make. The Office of Financial Aid is committed to helping students reach their educational goals who would otherwise not be able to do so. We offer federal, state and institutional financial aid resources to assist students in funding the costs associated with their education. Though it is felt that the primary responsibility for financing postsecondary education rests with students and their families, every effort is made to provide necessary supplemental funding to ensure that no student is denied the opportunity to attend Delta because of financial limitations.

Federal financial assistance and scholarships are available for degree-seeking students. Students may also apply for various types of waivers to assist with the payment of tuition. Students may be offered a single type of assistance or a combination package depending on the level of need and eligibility requirements. Aid may be provided by or through the college, federal and state agencies, foundations, or corporations. Apply early!

Types of Federal Financial Aid

Federal Pell Grant
The U.S. Department of Education provides federal grants to undergraduate students who are U.S. citizens or eligible non-citizens. Pell Grants are considered a form of "gift-aid" and do not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned their first bachelor’s degree and who demonstrate exceptional financial need. Eligibility is determined with information provided on the FAFSA form and is a direct result of the students’ expected family contribution (EFC) and enrollment status. Delta must receive a valid Institutional Student Information Record (ISIR) which is generated and sent to us electronically if you listed Delta’s school code: 041301 on the FAFSA. Pell award amounts are determined annually by Congress and based on your anticipated enrollment that you indicated on your FAFSA. If you are not enrolled full-time your Pell award will be reduced proportionately based on the number of hours you are enrolled in as of the 10th class day of the semester.

Federal Direct Student Loan Program
Louisiana Delta Community College is participating in the William D. Ford Federal Direct Loan Program beginning in the Fall of 2014. Student borrowers obtain loan funds directly from the federal government (U.S. Department of Education). The official website is [www.studentloans.gov](http://www.studentloans.gov). This site is the source for information from the U.S. Department of Education on how to apply and manage student loans.

When a student submits the Free Application for Federal Student Aid (FAFSA), they are applying for all federal aid programs for which they may be eligible, including direct student loans.

Federal Direct Student Loans are available for students meeting certain qualifications. A student enrolled in a degree seeking program at least six credit hours, not in default on a federal loan or owe a repayment on a federal grant, and meet all other eligibility requirements such as Satisfactory Academic Progress (SAP), may qualify for a Federal Direct Student Loan.

The Office of Financial Aid has federal direct student loan information and forms online at [www.ladelta.edu/financialaid](http://www.ladelta.edu/financialaid).
Types of Federal Direct Student Loans

**Subsidized Direct Loan** is based on financial need as determined by the Free Application for Federal Student Aid (FAFSA). The government pays the interest as long as a student remains enrolled at least half-time (six credit hours) in a degree seeking program and meet all other eligibility requirements. The amount a student can borrow during each academic year is based on their grade level.

If a student is a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that they can receive Subsidized Direct Loans. Generally, a first-time borrower is one who did not have an outstanding balance or principle or interest on a Direct Loan on July 1, 2013. If this limit applies, a student may not receive Subsidized Direct Loans for more than 150 percent of the published length of your program. This is called “maximum eligibility period.” A student’s maximum eligibility period is based on the published date of their current program. A student can find the published length of any program of study in our college academic catalog on-line at www.ladelta.edu.

Because the maximum eligibility period is based on the length of the current program of study, the maximum eligibility period can change if a student changes to a program that has a different length. Also, if a student receives Subsidized Direct Loans for one program and then changes to another program the loans they received for the earlier program will generally count toward their new maximum eligibility period.

**Unsubsidized Direct Loan** is available to students regardless of demonstrated need (determined by the FAFSA). For independent students, this loan may supplement the funds obtained through subsidized loans. Students are responsible for all interest payments, including the time that a student is in deferment. It is advisable; if possible, the student should make the interest payments while in school. The student does, however, have the option of capitalizing the interest. This means that the unpaid interest will be added to the principal amount of the loan at regular intervals, and the student will ultimately owe more money.

Students may apply for a Subsidized and/or Unsubsidized Direct Loan at www.studentloans.gov.

**Federal Direct Parent PLUS Loan**

An unsubsidized loan for the parents and stepparents of a dependent student. Parent PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. The parent must be the student’s biological parent or student’s stepparent, if the biological or adoptive parent has remarried at the time of application. The dependent student must be enrolled at least half-time (six credit hours or more) in a degree seeking program, meeting Satisfactory Academic Progress (SAP) and meet all other eligibility requirements. For federal aid purposes, a student is considered “dependent” if he or she is under the age of 24, unmarried, and has no legal dependents at the time the FAFSA is submitted. (Exceptions are made for veterans, wards of the court, and other special circumstances.) If a student is considered dependent, then the income and the assets of the parent have to be reported on the FAFSA.

The borrower will be subject to a credit check to determine eligibility. The parents and their dependent student must be U.S. citizens or eligible noncitizens, must not be in default on any federal education loans or owe an overpayment on a federal education grant and must meet other general eligibility requirements for the federal aid programs.
The borrower is responsible for all interest payments; however, the repayment period for this loan is determined by your lender. Parents may request a PLUS loan at www.studentloans.gov.

Go Grant
The Louisiana Go Grant Program is provided to support nontraditional and low to moderate-income students who need additional aid to afford the cost of attending college. The Go Grant award is a state grant and does not have to be repaid. To be eligible for a Louisiana Go Grant, you must meet the following criteria:

- Louisiana Resident*
- Complete the current year FAFSA and be eligible to receive a federal Pell Grant
- Have an Education Cost Gap (ECG) greater than $0**
- Be a student enrolled in an eligible Louisiana institution on a part-time or full-time basis who
  - Entered college as a first-time freshman during academic year 2007-2008 or later or
  - Entered college as a first-time freshman during the 2007-2008 academic year or later and have become eligible for a federal Pell grant after the freshman year or
  - Be age 25 or older and have entered college as a first-time freshman before the 2007-2008 academic year and have had a break in enrollment of at least two consecutive semesters, not including a summer semester or term, immediately preceding the period of enrollment for which the student is being considered for receipt of a grant.

Any student who was a first time freshman beginning with the 2007-2008 academic year or later who was not initially Pell eligible but subsequently becomes Pell eligible then also qualifies for a Go Grant award. To receive a Go Grant in subsequent years, students must file a FAFSA annually, continue receiving a Pell Grant, have an ECG greater than $0, and maintain steady academic progress. Then maximum annual award is $2000 and the award can be renewed for subsequent years to a maximum lifetime award of $10,000 per student.

Supplemental Educational Grant (SEOG)
SEOG is considered gift-aid that does not have to be repaid. Each year, unlike Pell Grants, the amount of FSEOG a student receives depends not only on his/her financial need but, also, on the amount of other aid the student receives and the availability of funds. Each school participating in FSEOG receives a certain amount of FSEOG funds each year from the U.S. Department of Education. Students who demonstrate exceptional need will be considered first for these funds. This is why it is important for students to apply early to be considered for these funds. Not everyone who qualifies for FSEOG will receive the grant. The amount of an individual’s award is based on the availability of funds and the student’s demonstrated financial need. The maximum award for the academic year is $600, with the usual award being $300 per semester. If you completed a FAFSA, you have applied for the FSEOG grant. Funds are limited.

Federal Work Study Program
This program is subsidized by the Federal Government and provides part-time work through the various departments on campus and through public or private non-profit organizations off campus for qualifying students. In order to qualify, students must demonstrate financial need for the earnings from part-time employment. Under the United States Office of Education guidelines, priority must be given to the students having the greatest financial need. Students must complete the Free Application for Federal
Student Aid to qualify. Funds are limited; therefore, students need to apply on the FAFSA by the April 15 priority deadline.

Important Financial Aid Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15</td>
<td>Financial Aid Application priority deadline for fall semester</td>
</tr>
<tr>
<td>June 30</td>
<td>Satisfactory Academic Progress (SAP) Appeal priority deadline for fall semester</td>
</tr>
<tr>
<td>November 15</td>
<td>Financial Aid Application priority deadline for spring semester</td>
</tr>
<tr>
<td>November 30</td>
<td>Satisfactory Academic Progress (SAP) Appeal priority deadline for spring semester</td>
</tr>
</tbody>
</table>

Five Easy Steps to Apply for Federal Financial Aid

**STEP 1: Apply for Admission at Louisiana Delta Community College**
You must be accepted in an Associate Degree program before Delta can determine your eligibility for financial aid.

**STEP 2: Complete the Free Application for Federal Student Aid (FAFSA)**
The FAFSA is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) starting on January 1st of each year. You may sign your application electronically using your federal student aid personal identification number PIN. If you do not have a pin you can apply for one at the same time you complete you FAFSA. If you are dependent, your parent(s) should apply for a PIN also. Be sure to list Delta’s school code – 041301 – on the application so that Delta can receive your results electronically. Transfer and continuing Delta students must meet Delta’s minimum Satisfactory Academic Progress standards to receive federal financial aid.

**STEP 3: Carefully examine your Student Aid Report (SAR)**
Once your FAFSA application is processed you will receive an email from the Federal Processor with a link to your Student Aid Report (SAR). Be sure to check over your SAR for any errors. If you have to make corrections, you can do so electronically. Be sure both you and your parent(s) re-sign the corrections electronically with your PINs.

**STEP 4: Complete Tracking Requirements**
Once the Office of Financial Aid receives your SAR, you may check LOLA Self Service to see any additional documents required to complete the verification process. These documents must be submitted by the priority deadline to ensure that Delta will have enough time to process your request by the fee payment deadline. Allow a minimum of 4 to 6 weeks for your aid application to be reviewed and processed

**Step 5: Accept your Award and Terms and Conditions on LOLA**

Satisfactory Academic Progress (SAP)
The federal government mandates that students must maintain SAP toward the completion of their degrees within a reasonable period of time in order to be eligible for Title IV financial aid programs.
Satisfactory Academic Progress (SAP) for federal financial aid is defined as:

- Earning (passing) a required number of hours (67% of all hours attempted) and
- Achieving and maintaining a required grade point average.
- Total attempted hours must not exceed 150% of the published length of the students' degree program.

The SAP policy and procedure include both a qualitative (such as the use of cumulative grade point average) and a quantitative (such as a maximum time-frame for completion) component.

The minimum progress preliminary evaluation is reviewed at the end of the Spring semester with the official evaluation reviewed at the end of the Summer semester.

Your entire academic record is reviewed, including semesters when you did not receive federal financial aid.

Academic Amnesty does not affect or alter the student’s financial aid records financial aid eligibility. Student who are granted Academic Amnesty must also submit a financial aid appeal, if not making Satisfactory Academic Progress.

Satisfactory Academic Progress (SAP) Appeal Procedures
Students who do not meet the minimum requirements for SAP are no longer eligible to receive federal financial aid. However, students do have the option to appeal. Students with extenuating circumstances beyond their control that affected their ability to meet SAP standards may appeal to the Student Affairs-Financial Aid Appeals Committee to have their financial aid reinstated. The Financial Aid Appeal process is available on our website at: www.ladelta.edu and must be completed and submitted along with an appeal statement and all supporting documentation. The documentation must be directly related to the events that affected the student’s ability to meet SAP standards. An undocumented appeal will not be approved.

If A SAP Appeal is approved, the student will be placed on an Academic Plan. The student will be eligible for aid as long as the student adheres to the Academic Plan. Aid will be awarded, with an Academic Plan, up until the student has reached 150% of their degree program. However, students approved for a Maximum Hour appeal may not receive aid beyond the hours indicated on the Maximum Hours Appeal Form.

Visit www.ladelta.edu for more information regarding SAP and to access a copy of the Financial Aid Appeal.

Academic Renewal
The Office of Financial Aid does not recognize academic renewal for federal financial aid purposes.

Transfer Students
Transfer students are required to meet the minimum academic standards set by LA Delta in order to receive Federal Financial Aid. A transfer student must supply the Admissions Office with transcript(s) from all previous institutions of attendance. The academic grades and cumulative hours earned and attempted will be reviewed for satisfactory progress before financial aid eligibility can be determined.
Veteran’s Benefits
On April 27, 2012, President Obama signed Executive Order 13607: Establishing Principles of Excellence for Educational Institutions Serving Members, Veterans, Spouses, and Other Family. These principles were developed as institution guidelines to assure financial and educational transparency to our service members, veterans and families, as well to ensure they have access to the information needed to make informed decisions concerning their well-earned Federal military and veteran’s educational benefits.

As a VA approved institution, Louisiana Delta Community College proudly commits to the Principles of Excellence. We have and will continue to provide prospective and continuing military students and family member’s information regarding cost and quality of education at Delta along with high quality academic and student support services.

By participating in the POE, Delta is officially a "VA Friendly" school and will be listed as so on the GI Bill website.

The Point of Contact (POC) for students on all campuses is Enrollment/Student Services. The POC will then notify the School Certifying Official (SCO). The college has the following certifying officials: Ms. Gwenn Hall, Monroe Campus, 318-345-9126

Scholarships

**Taylor Opportunity Program for Students (TOPS) and TOPS TECH**
Tops is a merit-based scholarship program administered through the Louisiana Office of Student Financial Assistance (LOSFA) in Baton Rouge. The Free Application for Federal Student Aid (FAFSA) must be completed by students who are applying for TOPS. LOSFA updates a master roster. This roster identifies TOPS eligible students based on FAFSA information, high school core curriculum requirements, ACT scores, and GPA. An official offer will come from LOSFA if you are eligible. You can check your current eligibility status at [www.osfa.state.la.us](http://www.osfa.state.la.us).

Students who are eligible to receive a TOPS award must be enrolled full-time (12 or more hours) unless you have been approved for an eligible part-time status. If you are eligible for a TOPS Tech award, you must enroll in a technical major. TOPS pays for tuition only and students are responsible for any additional mandatory fees. TOPS Performance and Honors awards are eligible for an additional stipend each semester.

**Foundation Scholarships**
Every Fall and Spring semesters Delta offers a number of Foundation Scholarships that cover all or a part of the tuition and fees for eligible students. Applications and more specific eligibility criteria are available on Delta’s website at [http://www.ladelta.edu](http://www.ladelta.edu).

**Outside Scholarships**
If you applied for a scholarship from a private foundation, company or community group, you must contact the Office of Financial Aid. We process these funds, however, these scholarships are awarded based upon criteria designated by the donor. If a donor wishes to send a check on your behalf directly to Louisiana Delta Community College, please request that the check be made payable to Louisiana Delta Community College and mailed to the Office of Financial Aid, 7500 Millhaven Road, Monroe, LA 71203.
Tuition Waivers

Louisiana Delta Community College (LDCC) Employee Tuition Fee Waiver
This program is designed to encourage employees to continue their education through completion of an associate’s degree. It provides assistance for employees by covering part of the tuition costs. Applicants must be full-time and have been employed at Delta for at least one year in a permanent position. Applicants must complete the LDCC Employee Tuition Fee Waiver form available on the Delta website at www.ladelta.edu.

Louisiana National Guard Tuition Exemption
Members are exempt from tuition at any state-funded college or university for 5 years or a bachelor’s degree; whichever comes first. For more information visit www.la.ngb.army.mil or call 1-800-GOGUARD.

Louisiana Vocational Rehabilitation Grants
Vocational Rehabilitation provides assistance with educational costs for students with permanent disabilities that constitute a job handicap. This program usually covers the expense of tuition and fees. Eligibility is based on an individual with a disability benefiting from vocational rehabilitation services in terms of achieving employment, including supported employment. Students may apply at the Monroe Regional Office, 122 St. John St., Suite 311, Monroe, LA 71201 or call 318-362-3232 or 1-800-737-2973.

Strategies to Empower People (STEP) Program
Strategies to Empower People (STEP) Program: STEP is a family case management program designed to help all work-eligible recipients of the Family Independence Temporary Assistance Program (FITAP) move toward financial independence. The Office of Family Support works with a network of community resources to connect these individuals with the resources they need in order to receive training to gain employment, improve workplace skills and move up the career ladder.

STEP participants may attend any Community or Technical College within the Louisiana Community and Technical College System (LCTCS). The cost of tuition, fees, books and supplies are covered for eligible STEP participants. Interested students should apply with their local Office of Family Support to determine if they are eligible for this program.

SGA Waivers for Officers
Student Government Association waivers of in-state tuition, exclusive of student self-assessed fees may be granted to the four highest ranking SGA officers. These officers include President, Vice-President, Secretary and Treasurer. The waivers for the officers cannot exceed the cost of four full-time equivalent students.

Return of Title IV Funds Process for Federal Financial Aid
Students who receive Title IV financial aid will be subject to the Return of Title IV Funds calculation if they withdraw before completing 60% of the semester in which they were disbursed Title IV financial aid.

The Return of Title IV Funds Procedure calculates the student’s percentage of earned aid by using the following formula: The pro-rated percentage of earned aid = number of calendar days attended/number of calendar days in the enrollment period.

The number of calendar days attended is calculated by counting from the first day of the semester to the student’s official withdrawal date. The number of calendar days in the semester is calculated by
counting from the first calendar day of the semester/summer session to the last calendar day of the semester/summer session. Weekends and holidays (excluding Mardi Gras) are included in the number of calendar days.

Students who stop attending classes and do not officially resign from Delta will also be subject to this procedure. All instructors involved are contacted to verify the last date of class attendance. Students who are awarded financial aid and withdraw from their classes on or before the 14th class day will be required to pay back all or a portion of the financial aid they receive.
Student Billing and Refunds

Refunds - Add/Drop of a Class

Procedure Statement
Delta provides refunds to students who are enrolled at Delta and who are resigning from all classes or dropping a course during the official drop period defined each academic semester.

Adding a Class
Tuition and related fees for classes added to a student’s schedule are due at the time the “Add” is processed.

Refund – Tuition and Related Fees Policy and Procedure
(equivalent for summer session/term or alternative session)

<table>
<thead>
<tr>
<th>Withdrawal Prior to 1st Day of Class</th>
<th>Tuition, All Fees</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop* and Resignation: Days 1-4 (Official Schedule Change Period)</td>
<td>Tuition, Refundable Fees</td>
<td>100%</td>
</tr>
<tr>
<td>Resignation: Days 5-10</td>
<td>Tuition Only</td>
<td>75%</td>
</tr>
<tr>
<td>Resignation: Days 11-17</td>
<td>Tuition Only</td>
<td>50%</td>
</tr>
<tr>
<td>Cancelled Class</td>
<td>Tuition, Refundable Fees</td>
<td>100%</td>
</tr>
</tbody>
</table>

Above are subject to change with a Letter of Exception

* After official schedule change period, no refunds will be given for dropping a course or courses

  a. Students receiving financial assistance may not be refunded an amount greater than the amount paid by the students.

  b. Delta reserves the right to deduct all monies owed before refunding.

  c. A formal appeal process shall be in place for hearing complaints due to denial of all or part of refunds.

Higher One Debit Cards
Students with credit balances have the option of receiving refunds on the Higher One Debit Card. Check Delta’s Student Billing Office for additional information. Refund checks are mailed approximately 3 weeks after a student is deemed to be eligible for a refund.

Student Debt/Drop for Non-Payment Information
Students indebted to Delta will not be allowed to reenter or receive an official transcript of scholastic work. A student may be dropped from class for non-payment of tuition/fees and/or other debts when due or when a check offered by the student is not honored by the bank on which it was drawn. There will be at minimum a purge for non-payment prior to the first day of class and a purge for non-payment prior to the census date for the term. All purge dates are advertised on the Academic Calendar and campus media. The student is responsible for informing Enrollment Services of any change of address from that given at registration. Delinquent student debts are subject to being assigned to an
independent collection agency, at which time a collection fee of 30% will be added and collected in addition to the original debt.

**Deferred Payment Plan**
- The Deferred Payment Plan for Louisiana Delta Community College is administered by CashNet. There will be NO deferred payment plan for summer session(s). There is a $30 administrative fee charged by CashNet for each deferred payment plan agreement.
- All full payments are processed immediately. All down payments are processed immediately upon completion of the CashNet deferred payment plan agreement.
- Students may make full payments through CashNet at no charge.
- When an agreement with CashNet is terminated [usually due to a closed or frozen account] the tuition and fees for the semester will become immediately due to LDCC. Accounting will advise Enrollment Services, that the student’s transcripts and all future services to that student by LDCC be withheld until amount is paid in full. Accounting will begin collection efforts after the last day to drop with a W grade. Accounts of this nature will be turned over to the collection agency at the end of the semester.

**Returned Checks**
The charge for each returned check is $25.00. When a check is returned, the student will forfeit all check writing privileges with Delta in the future. Putting a stop payment on a check will not constitute an official resignation from the College. All returned checks are turned over to the District Attorney’s office for collection.

**Credit / Debit Cards**
Students may pay for tuition or other charges with a debit or credit card online or in person. If paying in person, the cardholder must have a valid ID available. If a credit card charge is disputed by the cardholder, the Student Billing office will advise the Enrollment Services department that all future services will be withheld for this student until such time the disputed charges has been resolved.
Tuition, Fees, and Registration

*Louisiana Delta Community College Tuition and Mandatory Fee Schedule (Effective Fall 2015)*

View the Tuition and Mandatory Fee Schedule on the Delta website.

**Cross Enrolled Students – Reimbursement of Fees**

Students who are cross-enrolled at ULM and wish to receive a reimbursement of library and student life fees must present verification of fees paid at ULM by the 14th class day. Students are not eligible for a reimbursement of fees after the 14th class day or the equivalent time in summer sessions.

**Registration**

Those students who have completed their application for admission to the College and have been admitted are eligible to register for classes. Prior to registration all students must:

- Meet with the designated faculty member for advisement and verification of the selection of appropriate course(s) for the degree program being pursued by the student.
- Meet with a financial aid advisor (if applying for federal financial aid) to verify that all necessary documents have been completed and received by the Financial Aid Office.
- Fulfill all financial obligations or make appropriate financial arrangements with the business office with regards to tuition, fees, fines, etc.
- Changes to this schedule may only be made as directed by the LDCC Office of Enrollment Services.
Instructional Protocols

Scheduling/Registration/Class Attendance

Academic Load

The number of credit hours attempted determines a student’s classification as either full-time or part-time. Any student receiving financial aid should contact the Office of Student Services / Financial Aid to verify the definition of “full time” according to Delta Financial Aid guidelines.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than half time</td>
<td>Fall/Spring</td>
<td>1-5</td>
</tr>
<tr>
<td>Half time</td>
<td>Fall/Spring</td>
<td>6-8</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>Fall/Spring</td>
<td>9-11</td>
</tr>
<tr>
<td>Full time</td>
<td>Fall/Spring</td>
<td>12 or more</td>
</tr>
<tr>
<td>Less than half time</td>
<td>Summer</td>
<td>1-2</td>
</tr>
<tr>
<td>Half time</td>
<td>Summer</td>
<td>3-4</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>Summer</td>
<td>5</td>
</tr>
<tr>
<td>Full time</td>
<td>Summer</td>
<td>6 or more</td>
</tr>
</tbody>
</table>

Assignment of Faculty

Delta reserves the right to change faculty members listed in the course schedule because of course cancellation, class splits or other conditions that necessitate the reassignment of faculty. Students should be cautioned that the listing of an instructor’s name in the course schedule is no guarantee that the specific instructor will teach the course.

Attendance

Class attendance is regarded as an obligation and a privilege. Students are expected to regularly and punctually attend all classes in which they are enrolled. Failure to do so may jeopardize a student’s scholastic standing and may lead to suspension from the institution.

Each instructor keeps a permanent attendance record for each student in each class. These records are subject to inspection by appropriate College officials at any time. Faculty members are required to state in the course syllabi and to explain to the students their expectations concerning class attendance prior to the close of the add/drop period. The extent to which attendance and participation in class will impact the grading rubric will be specifically outlined in the syllabus.

In order for students to achieve maximum benefit from courses, the institution has developed an attendance protocol. This protocol involves informing students, through the course syllabus, of specific penalties for unexcused absences. Students should consult their syllabus for specific details and consult with their instructor prior to missing class.

Students seeking excused absences must submit the reasons for their absences in writing to their instructor when they return to class. Excessive unexcused absence is considered:
Five classes in courses that meet M-W-F during fall and spring terms

Three classes in courses that meet M-W or T-R during fall and spring terms

Two classes in courses that meet once a week during fall, spring, and summer terms

Course Cancellation
Delta reserves the right to cancel any course listed in the course schedule. In the event that a student is in the last semester of studies prior to graduation and a required course is cancelled, the student should consult his/her advisor and the Dean and Division Chair.

Course Load
Only an exceptional student, upon approval from the Program Director and Division Chair, may enroll in more than 18 credit hours in the Fall/Spring semester or 12 hours in the Summer semester (6 hours per 5 week session). The maximum allowable course load is 21 credit hours (13 hours in the summer session).

Developmental Course Sequence
All students entering Delta must present their ACT/Compass scores, placement survey results or transcripts as evidence of their proper placement in reading, math and English. It is imperative that Delta students complete all developmental courses in a timely fashion. To firmly support their academic preparation and achievement, students in their first semester should enroll in any developmental courses required. They must continue to progress through the sequence until all required courses are complete.

Freshman Orientation
Delta hosts Freshman Orientation prior to each Summer in preparation for the Fall semester or as a part of the curriculum in some programs. The purpose of orientation is to make students aware of their personal and academic responsibilities, to promote an understanding of Delta policies and procedures and to introduce the programs and services that are available.

Academic Seminar Exemption
A transfer student can be considered for exemption from Academic Seminar if one or more of the following criteria are met. If the student:

- Possesses an earned degree from another college or university
- Has taken 30 or more credit hours of college-level work and has a cumulative GPA of 2.0 or higher
- Has successfully completed an equivalent course from another college or university

Schedule Changes
Students will be permitted to add and drop courses and make schedule changes according to the dates published in the academic calendar. Students are responsible for adding and dropping their classes themselves through Banner Self-Services (LoLA). Students who are not able to add/drop themselves due to technical difficulties or special circumstances must use paper add/drop forms, which are available from the Enrollment Services offices at each campus. It is the student’s responsibility to follow the
procedures noted on the add/drop slip. Incomplete add/drop forms will not be accepted and the schedule changes will not be made.

Students may add classes the first three days of a semester or equivalent time for summer sessions/terms or alternative sessions, as long as the classes have not met for a second time. The Add/Drop period may be extended if the College determines that a longer time period is necessary (for example, Acts of God, technical difficulties with registration, etc.). Any such changes will be posted to the Academic Calendar. In the case of a class taught once a week, the class cannot be added after it has met for the first time. Tuition and related fees must be paid at the time classes are added.

Students may drop classes during the Add/Drop period and the classes will not appear on the official transcript. After the close of add/drop students may withdraw from classes or resign from the college with the grade of “W” provided this transaction is processed by the deadlines indicated on the official Academic Calendar.

Withdrawal/Resignation
Students may withdraw from courses or resign from the College with a grade of “W” up to the deadline published in the official calendar. After the published date, students may not withdraw from courses. (If extenuating circumstances exist, a student may appeal to the Registrar.) Students leaving the institution must resign by completing a form in the Office of Enrollment Services. Students who stop attending classes without officially withdrawing will receive an “F” in all courses. Withdrawing from courses, or resigning from the College after the refund period, will not reduce the student’s financial obligation to the College and may affect eligibility for continued financial aid.

Medical Withdrawal and Re-Entry
Louisiana Delta Community College (LDCC) is committed to the academic success and personal growth of its students. As part of that commitment, all LDCC locations are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the College community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This process does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat.

In addition to taking action to protect the security and safety of the campus community, a college may address the student’s conduct to determine if action under these guidelines or under the student disciplinary process is appropriate. When a student’s conduct that directly threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student’s conduct either in accordance with these guidelines, or through the student disciplinary process. If the student’s conduct constitutes a threat solely to him or herself, it should be addressed under these guidelines rather than the disciplinary process. Additional information can be found in the Student Handbook on the College’s website at www.ladelta.edu.
No Show Process
Students who have completed all the necessary requirements for registration in the College but have not attended classes are considered “No Show” students. This No Show status will be determined by the official 14th day (or equivalent for a given term) roster report. Courses for this semester/term will appear on the student’s official academic record as hours attempted and a grade will be assigned to them.

Reservist and National Guard Mobilization/Activation Process
In compliance with the policies set forth by the Board of Regents of the State of Louisiana and in recognition of the needs of students who are subject to unforeseen mobilization/activation in response to local, regional, national and international emergency situations, Delta has established the following process:

If activation/mobilization occurs:

- During the first fourteen class days of a regular semester [seven (7) days for summer sessions], it will result in the complete withdrawal of the student without penalty or grade. Tuition and fees that have been paid will be refunded at 100%.
- During the period between the fifteenth (15) class day [eighth (8) class day for summer sessions] and the last day to withdraw from classes with the grade of “W”, it will result in the awarding of the grade of “W” in all classes in which the student was officially enrolled. Tuition and fees that have been paid will be refunded at 100%.
- During the period between the day following the last day to withdraw from a class with the grade of “W” and approximately one to two (1-2) weeks (five (5) to ten (10) class days) prior to the end of a regular semester [three (3) to six (6) class days for a summer session], it will result in the student:
  - Choosing to take the grade of “W” for all courses in which the student is officially enrolled. Tuition and fees that have been paid will be refunded at 100%
  - Requesting, with the approval of the instructor, to take an incomplete grade in some or all of these courses
- During the last five (5) to ten (10) days of a regular semester [three (3) to six (6) class days in a summer session], it will result in the student:
  - Requesting one of the two previous options
  - Requesting, with the approval of instructors, to receive a final grade based on the student’s work in the course up to the date of activation/mobilization.
  - Requesting, with the approval of instructors, to take early final examinations.

Grading/Academic Standing

Grading and Quality Point System

Definitions:

Quality Hours – Credit courses that carry a grade of P, CR and S are included in earned hours but not quality hours. Courses that a student registers for but later withdraws from with a grade of W are included in attempted hours but not in quality hours. Credit hours for which a student registers and receives a grade of A through F are included in quality hours.
**Cumulative Quality Hours**—Hours for which a student registers for and receives a grade of A through F at Delta, as well as quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of F).

**Adjusted Quality Hours**—Credit hours for which a student registers and receives a grade of A through F, excluding those credit hours removed from the calculation of a student’s grade point average through a repeat/delete process and/or those credit hours removed through academic renewal.

**Adjusted Cumulative Grade Point Average**—This GPA is adjusted to exclude those quality hours and grades that have been removed from the calculation of the student’s grade point average through a repeat/delete process and/or academic renewal.

- A Excellent = 4.0
- B Good = 3.0
- C Average = 2.0
- D Below Average = 1.0
- F Failure = 0.0
- I Incomplete (Computes as an F until resolved)
- P Passing (No advantage to grade point average)
- N No Credit (No penalty to grade point average)
- R Repeat (Course has been repeated and the last grade earned is used to compute GPA)
- W Withdrawal (Shows as attempted hours but does not impact on Grade Point Average)
- Z Academic Renewal (Grade assigned to courses as the result of Academic Renewal AU-Audit)

**Developmental Course Grading**
The letter grade of A, B or C will be given to students who pass a developmental course. The grade of N indicates that the course was not passed and must be repeated. The grade of F is given in a developmental course for excessive absences only and the course must be repeated.

**Standard G.P.A. Calculation**
1. Multiply the grade value of the course by the semester hours for that course. The product of the multiplication will be the grade points.
2. Divide the total grade points by total attempted hours.

**Example:**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Grade Value</th>
<th>Times</th>
<th>Credit Hours Attempted</th>
<th>Equals</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110</td>
<td>A=4</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>12</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>B=3</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>9</td>
</tr>
<tr>
<td>SCIE 114</td>
<td>C=2</td>
<td>x</td>
<td>4</td>
<td>=</td>
<td>8</td>
</tr>
<tr>
<td>CINS 101</td>
<td>D=1</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>3</td>
</tr>
<tr>
<td>SPCM 110</td>
<td>F=0</td>
<td>x</td>
<td>3</td>
<td>=</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td>16</td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

Divide 32 (Grade Points Column) by 16 (Credit Hours Attempted Column) and the G.P.A. = 2.0
Scholastic Honors

Chancellor’s List: At the end of each regular semester, the Chancellor’s List is published recognizing those full-time students, and part-time students who have earned at least 12 hours at Delta and are currently enrolled in at least six hours of course work, and have earned a semester GPA of 3.75 or higher.

Dean’s List: At the end of each regular semester, the Dean’s List is published recognizing those full-time students, and part-time students who have earned at least 12 hours at Delta and are currently enrolled in at least six hours of course work, and have earned a semester GPA of 3.50 to 3.74.

Academic Status
There are three categories of academic status: academic good standing, academic probation and academic suspension. Although students will usually receive official notification of academic status, such notification is not prerequisite to students being placed in one of these categories. It is the responsibility of the student to determine his/her academic status prior to the beginning of the next enrollment period.

Good Standing: A student who is not on probation or suspension is in good standing.

Academic Probation: Students will be placed on academic probation whenever their adjusted cumulative grade point average falls below the institution’s established scale (see Delta Minimum Academic Standards table below). Once on academic probation, a student will remain on probation (as long as each semester average is at least a 2.000) until the adjusted cumulative grade point average of 2.000 or higher is achieved. Individual institutions are encouraged to provide academic advising and/or intervention for these students.

Once an adjusted cumulative GPA of 2.000 or higher is achieved, a student will be removed from probation.

Delta Minimum Academic Standards

<table>
<thead>
<tr>
<th>Adjusted Cumulative Quality Hours Attempted</th>
<th>Adjusted Cumulative G.P.A. at Which a Student is Placed on Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-30 hours</td>
<td>1.75</td>
</tr>
<tr>
<td>31-60 hours</td>
<td>1.99</td>
</tr>
</tbody>
</table>

No student will be placed on probation until he/she has attempted at least 15 semester hours.

Academic Suspension: Students who are on academic probation and who fail to achieve a semester grade point average of at least a 2.000 will be suspended for one semester. If a student is suspended at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

A student who has been academically suspended from Delta at the conclusion of the spring semester may attend a summer session at the home institution without appeal. If the summer grades raise the student’s adjusted cumulative grade point average to a 2.000 or higher, the student is eligible to enroll in classes for the fall session without submitting a formal appeal. If the student's adjusted cumulative
grade point average is not at or above 2.000 at the conclusion of the summer session(s), the academic suspension remains in effect for the fall semester.

**Suspension:** A student who is on academic probation and has attempted at least 24 hours of course work will be suspended from Delta at the conclusion of any enrollment term in which he/she fails to earn a minimum GPA of 2.0. Students suspended for the first time at the end of the Spring Semester may attend summer school without appeal. If the student raises the adjusted cumulative GPA to at least a 2.0, the suspension will be lifted. Students suspended for a second time may not enroll at Delta for one year. A student who has been suspended from Delta must apply for readmission in order to return.

**Incomplete Grades**
A student enrolled in a course in which he /she is in good academic standing ("C" or higher) and is making satisfactory progress, but because of circumstances beyond the student's control cannot complete the course, may request an "I" grade. The student must have been attending classes on a regular basis. The student must initiate the request and both the instructor and student must sign the Incomplete Grade Contract Form. These forms are available from the instructor. The contract will contain the reason for requesting the "I" grade, an outline of the work that is to be completed and the deadline by which the work is to be completed. Unless otherwise stated, work must be completed and the "I" grade converted to a letter grade no later than the last day to withdraw from a class with the grade of "W" (as stated on the Academic Calendar) the semester following the semester the "I" grade was earned. If the "I" grade is not removed, it automatically becomes an "F". Exceptions to this deadline must be approved by the appropriate Dean/Campus Director.

**Grade Appeal**
All academic appeals related to grades received in courses must be lodged within 45 calendar days from the date the semester ends. Failure to appeal within the 45 day period will result in the waiver of the student’s rights to appeal the grade.

**Conditions for Appealing a Final Grade**

- Only final grades in a course may be appealed.
- In order to avoid any misunderstanding of the reasons that a final grade may be appealed, the following is a list of conditions which may be grounds for a grade appeal:
  - A student believes that his/her academic standing does not reflect the quality or quantity of effort put forth, or which is the result of extenuating circumstances.
  - A student contends that the instructor has violated the instructors’ own specified grading standards or has imposed criteria different from those used to evaluate the academic work of other students in the class as outlined in the course syllabus.
  - A student has been given either the grade of “F” in a course or a lower grade in a course than she/he earned by his/her academic work because the instructor accuses the student in violation of College rules or regulations which should be administered by the Office of Academic Affairs and not by the instructor in any given course.
  - When the instructor demands as a condition of passing a course any conditions not germane to the subject matter of the course.
When a student contends that the instructor has made a calculation error and that student has tangible evidence to support the error.

**See additional information specific to Associate of Registered Nursing (ASN) students below**

**Stages of the Appeals Process for Grade Appeals**

1) The grade appeal begins with the student’s meeting with the faculty member in regard to the disputed course grade. If the faculty member agrees that a course grade change is warranted, the faculty member will complete an LDCC Grade Change Form and forward the form to the Registrar with a copy to the division chair and dean.

2) If the faculty member and the student cannot come to a resolution, the student may meet with the Division Chair.

3) If the grade has not been resolved through meetings with the faculty member and/or division chair, the student should schedule a meeting with the Dean over the course in which the grade was received. Students consulting the dean without first meeting with the faculty member will be referred back to the faculty member. The Dean reserves the right to speak with the student in question as well as the instructor whose grade is contended. The Dean may also need to consult with the appropriate Academic Supervisor or Campus Director if the situation requires.

4) If the grade has not been resolved through meetings with the faculty member, division chair, and/or the Dean, the student may submit a written appeal letter and any supporting documentation to Enrollment Services within 45 days after the end of the semester in which the grade was earned. The end of the semester is marked by the date grades are due.

5) These copies will be distributed to the instructor of the course, the appropriate academic dean, and the appropriate division chair. The instructor is required to respond within two working days, and may add documentation to the appeal. The Registrar will evaluate the appeal before turning it over to the appeals committee to determine whether the appeal meets the conditions for an appeal as stated above.

6) The Academic Appeals Committee reviews the appeal and either approves or declines the appeal.

7) The Registrar informs the student of the decision of the Appeals Committee within 15 class days.

8) The ultimate stage in the appeals process would be a final review by the Vice Chancellor of Academic Affairs through a second written appeal from the student to that office. Additional documentation supporting the necessity for an additional appeal must be submitted to the Vice Chancellor of Academic Affairs’ office with the second written appeal letter within 15 class days. The Vice Chancellor of Academic Affairs reserves the right to meet with the student whose grade is being appealed and the faculty member who submitted the grade.

9) The Vice Chancellor of Academic Affairs will inform the student in writing of the final decision. The decision at this point will be binding to all parties.

**Grade Appeals Process – ASN Students**

1. A student must initiate a written appeal of a final grade within 7 days after the end of the semester in which the grade was earned. The end of the semester is marked by the date the grades are due.
2. The grade appeal begins with the student's submission of an appeal letter stating specifically what grade is being appealed and why, any special circumstances relevant to the specific course/grade, and supporting documentation to be considered to the Nursing Faculty Association's Appeals Committee.

3. If the Nursing Faculty Association's Appeals Committee does not grant the student's appeal, the student may appeal to the Division Chair of Nursing and Allied Health within 21 days after the end of the semester. The end of the semester is marked by the date the grades are due.

4. If the grade has not been resolved after consideration of the Nursing Faculty Association's Appeals Committee and/or meeting with the Division Chair of Nursing and Allied Health, the student should schedule a meeting with the Dean over the course in which the grade was received within 30 days after the end of the semester. The Dean reserves the right to speak with the student in question as well as the Chair of the Nursing Faculty Association's Appeals Committee and/or the Division Chair of Nursing and Allied Health. The Dean may also need to consult with the appropriate Program Director, Program Coordinator, Lead Faculty, Academic Supervisor, or Campus Director if the situation requires.

5. If the grade has not been resolved through meetings with the faculty member, division chair, and/or the Dean, the student must submit an appeal letter and any supporting documentation to Enrollment Services. The Registrar will evaluate the appeal before turning it over to the appeals committee.

6. The Academic Appeals Committee reviews the appeal.

7. The Registrar informs the student of the decision of the Appeals Committee.

8. The ultimate stage in the appeals process would be a final review by the Vice Chancellor of Academic Affairs through a second written appeal from the student to that office. Additional documentation supporting the necessity for an additional appeal must be submitted to the Vice Chancellor of Academic Affairs’ office with the second written appeal letter. The Vice Chancellor of Academic Affairs reserves the right to meet with the student whose grade is being appealed and the faculty member who submitted the grade.

9. The Vice Chancellor of Academic Affairs will inform the student in writing of the final decision. The decision at this point will be binding to all parties.

Repeating Course Work

Students will be allowed to repeat, one time, a course in which a grade of “C” or lower was earned. Special approval from the Division Chair/Dean is required for a student to repeat a course more than once. The last grade earned will be used to determine acceptability of the course for prerequisite and degree requirements. The first grade will be flagged as repeated and maintained on the academic record, but only the last grade will be used to compute the student’s grade point average for graduation. This repeat procedure applies only to courses taken at Delta.

Repeating an equivalent course at Delta cannot negate the grades earned for courses taken at another institution. When calculating grade point average for awards and honors, an unadjusted GPA (cumulative) will be used. Professional programs within the College may set specific rules regarding the treatment of repeat courses in calculating the GPA necessary for entry into and graduation from those programs. Developmental courses may be repeated up to three times.
Students seeking a credential less than an associate degree will continue to enroll in developmental education each fall or spring semester until they accomplish one of the following: 1) master the competencies for the developmental education course as specified in the course syllabi; or 2) successfully complete all program-content specific course work required for the credential.

**Grade Reports and Official Transcripts**
Grade reports reflecting the result of a student’s course work will be generated by the Enrollment Services (Registrar) Office within five (5) business days following the end of each semester/session. Questions about the information on the grade report should be directed to Enrollment Services. A request for an official transcript requires the signature of the student and payment of a transcript fee (see Tuition/Fee Chart). Transcript request forms are available at the Enrollment Services Office and on the official website at www.ladelta.edu.

**Graduation Requirements**

**Graduation Preparation**
A student should meet on a regular basis with his or her academic advisor to ensure that progress is being made toward the completion of a degree. The academic advisor holds initial responsibility to determine the application of transferable course work to a degree program after Enrollment Services has identified the transferable courses.

An official degree audit must be requested from the advisor upon the completion of 42 semester hours. To verify that they have satisfied all graduation requirements, all candidates for graduation must report to the academic advisor during the period specified in the Academic Calendar.

**Associate Degree Graduation Requirements**
A candidate for an Associates degree must meet the following requirements.

- Complete all work in the curriculum described in the College Catalog in effect at the time of first enrollment at Delta. If students change their program of study or major, or if they do not enroll at Delta for a fall or spring semester, they must use the catalog in effect at the time of the change of program of study or the return to Delta.
- Receive approval in writing from the VCAA for any deviation from the curriculum, as stated in the catalog being followed.
- Complete a minimum of 60 semester hours of acceptable college-level work.
- Complete the required General Education courses with the grade of “C” or higher.
- Complete **ENGL 101** and **ENGL 102** with grades of C or higher, which demonstrates proficiency in written communications, as required by the Board of Regents.
- Complete a minimum of three hours of college algebra with the grade of “C” or higher and demonstrate proficiency in mathematics as required by the Louisiana Board of Regents. Some degrees require an additional three hours of mathematics at a level above college algebra.
- Have a cumulative Grade Point Average (GPA) of 2.0 or better on all course work, including a GPA of 2.0 or higher on all course work attempted at Delta.
- Complete a minimum of 25 percent of the semester hours required for the degree through instruction at Delta with the last 15 hours taken at Delta. Appeals to this rule may be made with the VCAA.
• Be enrolled and in attendance at Delta during the semester of graduation. Appeals to this rule may be made to the Vice Chancellor of Academic Affairs.

• Fulfill all obligations and regulations, including financial, to the College prior to established dates. Financial aid recipients must attend an exit interview before they will be allowed to participate in graduation or receive a diploma. Students should contact the Office of Student Services for details.

• Make application to the academic advisor for graduation by the deadline noted in the Academic Calendar in the semester prior to the semester in which graduation is anticipated.

• Participate in commencement exercises. Written notification must be made to Enrollment Services if the candidate will not be participating in commencement exercises.

**Multiple Degrees or Simultaneous Degrees**

Students who wish to pursue multiple Associate Degrees simultaneously at Louisiana Delta Community College must complete fifteen semester hours in addition to the requirements for the first degree and complete all requirements for both degrees. The academic faculty has final approval in the awarding of degrees. Before pursuing multiple degrees, a student must receive approval from the Program Director or Department Chair and VCAA. Students will earn a diploma for each degree, and the degrees will be posted on the transcript. The following additional requirements apply:

- Students must earn a minimum of 15 hours at Louisiana Delta Community College excluding repeated courses, and courses that are not going toward the degree, in addition to the total required for the first degree (15 additional hours for an associate)

- A simultaneous or subsequent degree in General Studies may be earned only if the Thematic Concentration Group does not include the academic area in which the student is presently pursuing a degree.

- An Associate of General Studies may be awarded only once, regardless of the various major concentrations.

**Graduation with Honors**

Delta encourages students to achieve at their highest ability to attain their educational and career goals. All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be used to calculate the grade point average for honors designations. Students who have earned an associate degree and maintained a cumulative grade-point average of 3.5 or above will receive honors recognition in the commencement program as noted below:

<table>
<thead>
<tr>
<th>Grade Point Range</th>
<th>Honors Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.50 – 3.69</td>
<td>Cum Laude</td>
</tr>
<tr>
<td>3.70 – 3.89</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.90 – 4.0</td>
<td>Summa Cum Laude</td>
</tr>
</tbody>
</table>

Delta also recognizes students earning a grade point average of 3.0 - 3.49.
Section 1 of the Code of Student Conduct

Statement of Authority
The College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as “responsibilities” as well as the rules of the College and its departments. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The College reserves the right to review any action taken by civil or judicial authorities regarding any LA Delta student or student organization.

All students admitted to the College accept the responsibility to conform to all LA Delta rules and regulations. The College will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them.

Honor Code
All members of the College community are expected to respect the principles of honesty and mutual trust embodied in the honor code. Students are responsible for preparing their own written work in every class unless specifically permitted by the instructor to combine efforts on an assigned project. Students are expected to understand the meaning of plagiarism and to avoid all suspicion of plagiarism in papers prepared. Furthermore, students are expected neither to sanction nor to tolerate violation of the honor code by others.

Students will not give or receive any unauthorized aid on any examination or paper. If a student witnesses anyone else doing so, that student must be reported immediately to the faculty member and/or the appropriate College administrator.

Academic Misconduct
A student may be formally charged with misconduct for violation of any of the “Regulations Governing Student Behavior.”

a. In cases of violations of academic integrity (academic honesty/dishonesty) or a student’s failure to adhere to minimum professional standards, the faculty member has the authority to assign a course grade of an “F” to the student and/or may refer the case to the Academic Appeals Committee for action.
b. In cases of behavioral misconduct in the classroom, the faculty member has the authority to dismiss the student from the class for 24 hours.

A student charged with misconduct retains all College rights until due process is completed, unless there is evidence that the student:

a. has been convicted of a felony within a year;
b. has been formally charged with commission of a felony of such nature that the student’s presence on campus is potentially dangerous to the safety of the College;
c. has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the College, whether or not civil or criminal charges have been made or penalties imposed.
In the above situations, the student may be temporarily barred from the campus until due process is completed.

Types of Academic Misconduct

Although all academic misconduct is wrong, premeditated acts of academic misconduct represent a greater threat to the integrity of the College than do unpremeditated acts of academic misconduct. The following definitions of and distinctions between unpremeditated and premeditated academic misconduct are established.

Unpremeditated academic misconduct is an act of academic misconduct taken without advance contemplation, prior determination, or planning, or full understanding that the act is considered academic misconduct: e.g., on the spur-of-the-moment, seizing the opportunity to cheat; collaboration to a greater degree than is permitted in a particular situation; and careless or incomplete documentation of sources.

Premeditated academic misconduct is an act of academic misconduct which grows out of advance contemplation or meditation, prior deliberation, or planning which may, but not necessarily, include the preparation of a written plan or notes. Although prior thought and planning is requisite to premeditation, this prior thought and planning need not exist for any particular period of time before it is carried into effect.

Categories of Academic Misconduct

Cheating is the intentional use of inappropriate assistance, information, materials, or study aids in any academic exercise. Cheating includes the use of unauthorized assistance, information, or materials on tests, homework, quizzes, papers, projects, and all other academic assignments. Additionally, students who provide such unauthorized assistance are also responsible of cheating.

Fabrication is defined as altering official college documents, forging signatures of college officials or other individuals, or changing grades and other academic records. Fabrication also includes submitting false records to gain admission to the College. Furthermore, any oral or written misrepresentation of truth in any communication with College administrators, faculty, or staff is also fabrication.

Plagiarism involves submitting another person’s ideas, words, data, arguments, or sentence structure as the student’s own without proper documentation.

Misrepresentation is intentionally presenting oneself as someone else, or intentionally misrepresenting a condition or situation to gain credit or concessions on academic work, including make-up tests, projects, and class assignments.

Violation of class rules is the intentional failure to follow the class guidelines concerning assignments and behavior.

Complicity is the willing involvement with others in any academic misconduct.

Software Fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

Multiple submissions of work involve handing in academic work that was done previously by the student for another class, or by someone else.
Disciplinary Sanctions for Academic Misconduct

Depending on the type of violation, the number of times a student has committed an offense, and the discretion of the instructor, penalties may include any combination of the following:

- Assignment of a reduced grade on a paper, project, assignment, or exam
- Reduction of final grade for the course.
- Assignment of a grade of “F” for the course
- Assignment of a grade of zero on a paper, project, assignment, or exam
- Verbal Warning – An oral explanation by the faculty member of violation and possible consequences if misconduct continues
- Written Reprimand – From the faculty member to the student on whom the penalty is imposed, placed in the student’s permanent discipline record.
- Academic Probation – A specified period of testing imposed on a student during which further violations may result in suspension from the College.
- Removal from the course in which the academic misconduct occurred with a letter grade of “F”
- Counseling – Students are directed to seek counseling for a period of time to be designated by the counselor.
- Academic Suspension – This suspension is for a specified period of time and the student may apply for readmission to the College subsequent to expiration of the specified time. (to be used by the Vice Chancellor for Academic Affairs or Academic Appeals Committee.)
- Expulsion – permanent separation from the College. (to be used by the Vice Chancellor for Academic Affairs or Academic Appeals Committee.)

If the student is suspended or expelled before the published automatic “W” grade deadline date, the student will receive a “W” in currently enrolled course(s). If the student is suspended or expelled after the published automatic “W” grade deadline date, the student will receive an “F” in currently enrolled course(s).

In cases of serious violations, a notation that the student is not eligible to return to the College is noted on the student’s Academic Transcript until it is cleared. In cases of dismissal from the College, the record is permanent.

Administration of Penalties

Faculty members assign penalties to the student based on the above criteria. Student appeals of the penalty are directed to the appropriate Academic Supervisor. Should the student’s violation of the Code Academic Honesty warrant probation, suspension, or expulsion, the matter is referred to the Academic Appeals Committee. Appeals of penalties are directed to the Vice Chancellor for Academic Affairs.

Due Process for Academic Misconduct

Instructions for Documenting Alleged Acts of Academic Misconduct:

If an alleged act of academic misconduct occurs in a class, the following due process steps will be followed:
1. **Initial Hearing:** The faculty member will notify the student verbally and or in writing of the alleged charges and evidence against the student. The faculty member will document all evidence and determine the sanctions.

2. Within 10 working days of finding misconduct, the faculty member informs student of allegation, possible action and opportunity to respond. The student will be given the opportunity to refute the charges in writing and appeal the sanction to the Academic Dean.

3. Within 5 working days of student’s response of meeting, faculty member gives written notice of sanction(s) and college hearing option. If the charges are to be dismissed, the Academic Dean will document and give notification to the faculty member and student.

4. If the charges are deemed to be justified and the student does not agree with the charges and or sanctions, the student may request a hearing with the Academic Appeals Committee. The Academic Dean will set-up the hearing within five working days of receiving the student’s request.

5. The Academic Dean will notify the student within five working days by letter of the date, time, and place of the hearing. The letter of notice shall be either hand-carried to the student while on campus or sent by certified mail, return receipt requested, addressed to the student at the address appearing in official college records. The letter of notice will direct the student to appear before the Academic Appeals Committee on the date, time, and place specified for the hearing. The letter of notice will specify a hearing date no fewer than three but not more than ten working days after the receipt of the letter.

6. Prior to the hearing, the Academic Dean will inform the student of the following rights of due process:
   - The student defendant has the right to a closed hearing
   - The student defendant has the right to appear at the hearing alone or with an attorney, advisor, or friend. The attorney, advisor, or friend may advise the student defendant but may not address the committee.
   - The student defendant has the right to be presumed not responsible until proven responsible and to have the specified College Unit decide responsibility based on a reasonable standard of proof presented during the hearing. The standard of proof for responsibility rests with the person(s) bringing the charge(s).
   - The student defendant has the right to argue on his/her behalf.

7. At the hearing, the Academic Appeals Committee will consider the evidence presented. If the student is found responsible of academic misconduct, the Committee will decide whether the academic misconduct is unpremeditated or premeditated and will impose the appropriate sanction for the academic misconduct.

8. The Chair of the Academic Appeals Committee will inform the student defendant and the Academic Dean in writing of the outcome of the hearing within five working days.

9. The Academic Dean will inform the faculty member of the outcome of the hearing. Written documentation will be forwarded to the Office of Student Services to be placed in the student’s file.

10. The student defendant has the right to appeal within five working days in writing the decision or any sanction resulting from it to the Vice Chancellor of Academic Affairs who makes the final decision on the case.
**Academic Misconduct Hearing Sanctions**

- Any administrative sanction listed in Section 1.03 (Disciplinary Sanctions for Academic Misconduct)
- Suspension – forced withdrawal from the College for a specified period of time
- Expulsion – permanent, forced withdrawal from the College
- Bar Against Readmission – written notification issued to a student who has left the College that he/she will not be allowed to re-enroll until the pending discipline matter has been resolved. The penalty terminates on clearance of the discipline matter. This sanction may also be imposed in cases of severe disciplinary infractions and/or in the event of a threat of safety to the College community. Students may appeal to the Academic Appeals Committee for readmission to the College after one year.

If the student is suspended or expelled before the published automatic “W” grade deadline date, the student will receive a “W” in currently enrolled course(s). If the student is suspended or expelled after the published automatic “W” grade deadline date, the student will receive an “F” in currently enrolled course(s).

**Student Records**

**Change of Catalog**

Students are expected to complete the requirements for a degree as listed in the catalog in effect at the time they first enrolled. If a student changes his/her major, the catalog in effect at the time the official change of major is processed must be followed. Also, if students fail to enroll at Delta for two consecutive non-summer semesters, the catalog in effect at the time they return must be followed. As an alternative, students may choose to graduate under the catalog in effect at the time they complete the program requirements.

**Change of Major**

A degree-seeking student may transfer from one degree or certificate program to another. A non-degree-seeking student may declare a major after meeting the admission requirements for a degree- or certificate-seeking student. Such application is made in the Office of the Enrollment Services.

**Student Records**

**Admissions Office**

The Registrar and Assistant Director of Admissions oversee the operation of the Admissions Office personnel, policies and procedures. The main functions of this office are to take applications for admissions and collect other required documents and evaluate credentials. Placement testing is conducted by the Admissions Office prior to each registration period, and at other times by appointment. For additional information, students should contact the Admissions Office.

**Registrar’s Office**

The Registrar is responsible for the maintenance and security of student academic records as well as the scheduling of early, regular and late registration sessions each semester. The dates for registration, add/drop and the deadline to withdraw from classes or resign from the College are published in the
Academic Calendar. Registration is not complete until all appropriate fees and tuition have been paid or payment arrangements have been made.

**Transcripts**
Student records, including academic transcripts, are housed in the Office of Enrollment Services. Copies of these records are available to students through written requests. Transcripts will not be sent to a third party without a written release signed by the student unless the request is from an authorized agency of the government. Students must notify Enrollment Services of changes in mailing address, legal name or phone number. Students are held responsible for all communications sent by the College to the last address provided.

**Change of Name**
A student seeking to change his/her name must complete the Change of Name Form available in the Enrollment Services Office and provide supporting documentation that this is the student’s legal name. The acceptable document to verify a name change is an original social security card with the new name listed on it.

**FERPA**
Delta recognizes that maintaining student information and academic records is vital to the student’s education and to institutional research. The College is obligated to exercise discretion in recording and disseminating information about all students to ensure privacy is maintained. In accordance with the Family Education Rights and Privacy Act (FERPA) - Sec. 513 of P.L. 93-380, Education Amendments of 1974, amending the General Education Provision Acts Sec. 438, postsecondary students attending Delta have access to their official records. Delta assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parents’ latest Federal Income Tax return. The Act further provides that certain information designated as “Directory Information” may be released by the College about the student, unless the student has informed Enrollment Services in writing that such information should not be released.

**Student Identification Number (SID)**
Social security numbers are no longer used to identify student records at Delta. Students will be issued a Student Identification Number (SID) when they make application for admission to the College. This will be used to access a variety of services at Delta.

While the social security number will still be required, it will be used for internal reporting purposes and not as the primary identification number for accessing student information. The Social Security number is only used by the College as an identifier in the record system and is not released to any unauthorized agency without consent of the student.

**Directory Information**
At the College’s discretion, Directory Information, in accordance with the provisions of the FERPA, may be made available including: student’s name, local address and phone number, home address and phone number, email address, date and place of birth, major field of study, dates of attendance (past and current), full or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received and dates, and most recent previous educational agency or institution attended. Students may withhold Directory
Information by notifying the registrar in writing within two weeks after the first day of class. Student requests for non-disclosure will be honored by the College for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Office of Enrollment Services.

**Student E-Mail Addresses**
Delta’s official communication method to students is through Delta student e-mail addresses. Students are assigned e-mail addresses once admitted to Delta. Students are encouraged to check their e-mails daily for announcements, student financial aid award letters, student bills, Enrollment Services messages, or information regarding emergencies. Students who have questions regarding Delta e-mail addresses may contact the Office of Information Technology.
Student Success Services

Delta is committed to providing student services to assist and support students and to provide enrichment of their College experiences. Further Information about student success services is available from the Department of Student Success Services, which includes the Office of Financial Aid, Career Services, Counseling and Disability Services, and Student Life, under the supervision of the Dean of Student Success Services.

Free Expression Statement

Louisiana Delta Community College supports free expression as stated in the First Amendment of the U.S. Constitution. The college in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced but does make provision for the expression of diverse viewpoints.

Career Placement

The LA Delta Office of Career Services facilitates many career-related programs throughout the academic year to assist students wherever they are in their career development. The programs include a variety of workshops and seminars including topics such as Job Search Strategies, Interviewing Techniques, Job Fair Etiquette, Resume Development, and Dressing for Success.

Other services include:

- Kuder Journey an online career resource available for students to take career assessments, conduct career and major exploration, select and save their career, major, and educational goals as well as receive information on resumes, interviewing and job searching.

- Mock Interviews are facilitated by Career Services staff and are designed to help students develop and enhance their interviewing skills.

- Students can receive help in finding employment after graduation by completing the Job Search Assistance and Release Form. Students are notified when employers post full-time and part-time positions with LA Delta Office of Career Services.

- Career Exploration and Job Fairs, Health Sciences Career Fairs, Technology Career Fairs and on-campus interviews are provided annually to Delta students and alumni to help them gain experience and make valuable connections with recruiters from various occupations.

- Career Services staff assist students with employment opportunities on-campus through the federal work study program. Interested students complete the Federal Work Study Job Application to gain work experience while pursuing their degrees.

- Individual career and job search counseling are provided as well as assistance with resumes and cover letters.

Identification Cards

All LA Delta students are required to obtain College identification cards. Students are given information about obtaining identification cards from the Office of Student Services during pre-registration activities. The card allows students to use College facilities. Students must validate their identification cards each semester or summer term with the Office of Student Services on the campus they are taking classes.
Cards must be shown when requested by College staff. Identification cards are non-transferable and students who misuse these cards are subject to disciplinary action. The cost of the identification card is $5.00. If an identification card is lost, it must be reported and replaced; a $5.00 replacement fee will be assessed.

**Alcohol & Drug Statement**

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

This program must include the following:

1. Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity.
2. Description of legal sanctions.
3. Clear statement of the College’s sanctions for violations.
4. Description of any drug and alcohol counseling, treatment, or rehabilitation services;
5. Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The following conduct is prohibited:

a) The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics or other controlled substances, including marijuana.

b) The use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia.

c) The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on College property, or at any of its activities, except as expressly permitted by College regulations and the law.

d) The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.

e) Operating or attempting to operate a motor vehicle while intoxicated.

f) Public intoxication on College property.

g) Furnishing, serving and/or otherwise providing alcoholic beverages to persons under 21 years of age.

**College Sanctions**

Students who violate the provisions stated above will be subject to sanctions, which could include criminal prosecution, suspension and/or expulsion.

**AREA PROGRAMS AVAILABLE FOR DRUG AND ALCOHOL COUNSELING, TREATMENT, REHABILITATION OR SUPPORT SERVICES CAN BE LOCATED BY CONTACTING THE OFFICE OF STUDENT COUNSELING AND DISABILITY SERVICE, LOCATED IN SUITE 144 OF STUDENT SERVICES PHONE 318-345-9152.**

**Cell Phone and Pagers**

Cell phones and pagers must be set on vibrate or turned off while students are in the classrooms. In an emergency situation, the instructor may give a student permission to use a cell phone or pager.
**Communication Procedures for Students**

Delta assigned student e-mail accounts shall be the College’s official means of communication with all students. The college also retains the right to send official correspondence via traditional methods.

All enrolled students will be assigned an official Delta e-mail account. Official college communications shall be sent to their individual e-mail account, including, but not limited to, announcements of college-related activities, and student services notifications (student activities, student workshops, financial aid notifications, etc.) and actions (notification of probation, suspension, disciplinary actions, etc.)

**Student Obligation**

This method of communication places certain obligations on each student.

- Students understand they have a college e-mail account by virtue of attending Delta Community College.
- Students shall responsibly manage their e-mail account in a frequent and consistent basis (i.e. archiving attachments, deleting old messages, and reviewing new messages, etc.)
- Students understand that the College may have to supplement electronic communication with traditional mail.
- Students are expressly forbidden from soliciting and receiving e-mails containing pornography or any other illicit materials. Violations will result in disciplinary actions, including possible suspension or expulsion from the College.

**College Obligations**

This method of communication places certain obligations on the College and employees.

- The College will never lease or sell a student e-mail address to any advertisers and will take a pro-active approach to blocking unsolicited-bulk e-mail messages that could clutter a student’s e-mail account.
- The College will provide access to computers with Internet capabilities on campus (e.g. open computer labs)

**Forwarding of e-mail**

The college will not automatically send or forward e-mail messages to non-college accounts. However, students have the ability to merge their Delta emails with their personal emails. Students can go to Student Success Services on each campus for assistance.

**Management of Student Accounts**

The Information Technology Department is responsible for the establishment of the student e-mail accounts. Accounts will be provided with 30mg of storage space per students. Accounts will be active as long as a student is enrolled at Delta. When students are within 90% of their mailbox quota, they will receive a message notifying then that their mailbox is almost full.

**Examples of Appropriate Student Wide Distribution**

- Communicating Student Service Information
- Notification concerning students’ change of course schedules (drop/adds), general petitions and withdrawals
- Notification of cancellation of registration
• Academic Department Information such as class changes, registration issues, new courses and events
• New student information about academic support services and academic policies and procedures
• Payment deadlines and other business office/cashier information
• Surveys

Privacy of e-mail
Delta uses various methods to protect the security of its computers and network resources and its users’ accounts.

**Dress Code**
Although Louisiana Delta Community College does not have an official policy concerning dress code, the students, faculty, and staff of the College take pride in exhibiting an appropriate and professional appearance while on campus and while representing the College. Therefore, all LA Delta students are expected to dress in an appropriate manner while on campus, while in the classroom, and while representing the College within the community. This would include shirts, shoes, and pants/shorts/dress. Student’s apparel should be neat, clean and in good taste. Clothing bearing profane or offensive language will not be allowed on any LA Delta campus. Also “sagging” pants are not appropriate and not allowed on campuses. Offenders may be asked to leave campus, change clothing and/or issued violation citations. Repeat offenders will be referred to the Director of Student Services/Coordinator for Student Affairs for appropriate disciplinary action. Some Departments maintain a student dress code based on the program curriculum, such as Process Technology. Contact the Departmental Supervisor for more information.

**Search and Seizure**
Lockers and desks are the property of LA Delta Community College campuses and are loaned to students for the purpose attaining an education. As the property of the College, they are subject to search for contraband at any time upon the reasonable belief of the Campus Security that said lockers and desks may contain material that is not allowed on the College campus. Having a toolbox and operating a motor vehicle on campus are privileges granted to students. The granting of these privileges is conditioned upon the agreement that these articles may be searched by Campus Security if the student is suspected of having contraband materials such as weapons, illegal substances or drugs, alcoholic beverages, or other similar material. Local law enforcement authorities may be included in this process if Campus Security determines a need for such involvement.

**Student Concerns**
Each student has the right to express an opinion, make a suggestion, or submit a concern. Students who wish to lodge a concern must submit a formal written concern to the Department of Student Success Services by completing the Incident Report/Student Concern Form that is located on www.ladelta.edu. The Dean of Student Success Services/Coordinator for Student Affairs will investigate the incident, determine a resolution, and respond in writing to the student within ten working days. In addition, students always have the option of contacting the Department of Student Success Services at each of the campuses with their concerns
**Tobacco-Free Campus**

All buildings of Louisiana Delta Community College are smoke-free and tobacco-free. Smoking, chewing, snorting and or any use of tobacco products or tobacco “like” products (such as e-cigarettes) by employees, students, and visitors are prohibited in buildings and on the college grounds.

**Visitors in Classroom/Children of Students/Animals on Campus**

In order to maintain an academic environment conducive to the well-being of all students, Louisiana Delta Community College prohibits visitors to the academic classroom without prior approval from the instructor, Academic Dean or Academic Division Chair.

This protocol applies to the presence of children or pets of enrolled students. Children should not be left unattended in the parking lots, the student area, the buildings’ lobbies, or any of the service areas. Such a protocol protects the children and eliminates distractions for other students. All types of animals are prohibited on campus with the exceptions of those animals that assist students with disabilities and those animals that are used as part of teaching or instruction.

**Weapons**

Louisiana Delta Community College is a firearms-free campus. The possession of firearms, explosives, knives, weapons, or any item that may be construed as such is expressly prohibited on all College campuses. The possession of such weapons may result in disciplinary action up to and including dismissal, and could also include criminal prosecution. There are some limited exceptions to this policy; for example, certified and licensed law enforcement personnel who are authorized to carry a firearm and select students attending law enforcement training classes and approved to carry a firearm by the administrators of those training sessions.

**Counseling and Disability Services**

**Counseling Services**

Personal counseling services are offered to Delta students to help them realize, develop and fulfill their personal potential in order to maximally benefit from their college experience. Confidential and individual appointments are available for students to help them manage the challenges of college life including if they have concerns such as but not limited to depression, anxiety, alcohol and drug abuse assistance, stress, self-esteem, eating and body image, grief and loss, issues about sexuality, and relationship issues. The goal of counseling services at Delta is to promote the overall educational programs by helping students strengthen communication skills, establish goals, and adjust to their academic and social environment. Students are directed to make an appointment with the counselor during regular office hours.

Classroom visits, workshops, and seminars are offered annually including, but not limited to such topics as stress management, sexual assault awareness, breast cancer awareness, and healthy relationships.

**Disability Services**

Louisiana Delta Community College (LA Delta) strives to serve students with special needs through compliance with Sections 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008. These laws mandate that postsecondary institutions provide equal access to programs and services for students with disabilities without creating changes to the essential elements of the curriculum. While students with special needs are expected to meet our
institution’s academic standards, they are given the opportunity to fulfill learner outcomes in alternative ways. Examples of accommodations may include, but are not limited to, testing accommodations (tests read aloud, extended time), sign-language interpreters, relocation of inaccessible classrooms, permission to record lectures and note-taking assistance.

LA Delta students requesting reasonable accommodations must self-identify with the Office of Student Counseling and Disability Services, a department located within the Department of Student Success Services. LA Delta provides reasonable accommodations and services to ensure access to all qualified students with disabilities who self-identify with the counselor. The requested accommodations must relate directly to the disability and the relationship must be documented in the student’s medical or psychological reports.

Students must complete an Application for Services Form located on the College’s website and provide documentation of the disability in order to initiate disability services. Each student’s request is reviewed on a case-by-case basis to ensure that individual needs are met. Also, students requesting accommodations must complete a Semester Accommodation Request Form every semester and can be found on the College’s website. Coordinators for Student Affairs at each LA Delta Campus are responsible for receiving the intake forms for students seeking assistance through Disability Services.

**Campus Safety, Security, and Conduct**

**Campus Safety/Security**

**Campus Alerts.** Delta uses FirstCall, an emergency notification system that alerts students through voice mail, email or text messaging in the event of a campus emergency. Students, faculty and staff are strongly encouraged to register for this service at the time of registration or on the www.LaDelta.edu website.

**Parking Regulations**

All students who park a motor vehicle on College property must display a valid parking decal on the vehicle. The cost of the parking decal is $45 and is good for fall, spring, and summer. Students attending spring to summer pay $30, and those attending summer sessions only pay $15 for the decal. Students purchase and receive parking decals at the Student Billing Window.

On autos or trucks, parking decals should be placed or affixed on the driver’s side rear window. Vehicles that do not have the decal will be issued a citation.

If there are questions or problems concerning the parking permit, please contact the Safety Department 345-9105.

**Parking Procedures for Students with Special Needs**

Students with special needs are provided parking accommodations on the campus. The student must provide documentation of the special need to the Office of Student Services or Campus Safety. Campus Safety will assign a Special Needs Parking decal if the subject doesn’t have a disabled placard and has purchased a campus parking decal as described previously.
**Library and Student Success Center (SSC) Services**

**Student Success Center**
The Student Success Center is a learning resource and tutoring center that provides students with the opportunity to develop academically. There is a center at all Delta locations which was established in 2002 and has progressed into a center with many electronic resources to support student learning. The centers are equipped with computers with online access to enhance diverse learning, access tutorials, participate in online classes and take online exams. Students are privileged to free tutoring without the need of an appointment. As well as a comfortable study atmosphere and information gathering location to ensure life-long learning. The center’s staff provide encouragement, coaching, and learning strategies to assist students in becoming independent learners.

**Hours of operation:**
- **Main Campus** 7:00AM – 7:00PM Monday – Thursday; Friday 7:30AM – 4:00PM; closed Saturday and Sunday.
- The operating hours vary at off-site campuses base on program schedules.

**Library**
The Delta Library is completely operational on all campuses. The collection holds many core items for the curriculums offered by the college. The collection to date has total of 79,216 items records which includes: books, serials, e-books, magazines, e-magazines, journals, e-journals, anatomy models, and databases some from the LOUIS consortium and other independent resources. Students have access to two computer labs and printers on the main campus for their educational needs. The off-site locations also provided printing and copying along with the use of computers. Off-site locations have access to print items from the main library within 24 hours of request. All locations have the option of getting a LALINC card upon request from the main campus; which will provide students, faculty and staff with access to check-out items from other LOUIS member libraries. Delta students have additional access to librarians via phone and/or email.

**Hours of operation:**
- **Main Campus** 7:00AM – 7:00PM Monday – Thursday; Friday 7:30AM – 4:00PM; closed Saturday and Sunday.
- The operating hours vary at off-site campuses base on program schedules.

**Student Handbook**
A copy of the LA Delta Student Handbook can be downloaded from the Delta website at [www.ladelta.edu](http://www.ladelta.edu). It contains important information that every LA Delta student needs to know, including the Code of Student Conduct, Academic Integrity expectations, college rules and regulations, as well as policies and procedures that govern student life. Students are responsible for understanding their rights and responsibilities and becoming familiar with the contents of the publication.

**Code of Student Conduct**
A copy of the Code of Student Conduct can be found within the LA Delta Student Handbook. It describes student’s rights and responsibilities and the expectations for behavior and conduct in the LA Delta community. The procedures that are followed when these expectations are not met are outlined as well. All students must abide by the rules and regulations in the Code of Student Conduct.
**Student Organizations/Activities**

**Student Activities and Organizations**

A well-rounded education involves more than simply attending classes or seeking academic pursuits. LA Delta offers extracurricular activities to satisfy students’ needs and to promote life skills. Offering something for everyone, these organizations give students ample opportunity to become involved in planning activities, making new friends, developing leadership qualities and social skills, and receiving recognition for exceptional performance. Students should adhere to all college policies and procedures and the Code of Student Conduct while enrolled at Delta.

Each organization must register its bylaws and constitution with the Department of Student Success Services to become a chartered organization of LA Delta. Each organization must have a faculty advisor who will assist in the development of protocols of the organization and who will serve to advise students. Student organizations may be chartered based upon the recommendation of the Department Chair, Student Government Association and Dean of Student Success Services.

**Student Government Association**

The Student Government Association (SGA) is comprised of students elected to represent the ideas of the students and promote the general welfare of the LA Delta campus community. Through the SGA, students are encouraged to provide input into the decision-making process of the College. SGA also has a voice in the College governance through representation on the College Council, Academic Support Committee, Student Life Fee Committee, Student Technology Fee Committee, and Student Disciplinary Hearing Committee. The open-door policy of campus administrators also allows for student input.

**Other Student Organizations**

ANIME (Otaku Host Club)
Behavioral and Social Science Organization (BSSO)
LA Delta Christian Fellowship Club (DCF)
LA Delta Early Childhood Organization (DECO)
Fine Arts Organization: Cultural Understanding and Services (FOCUS)
Phi Theta Kappa Honor Society
SciQuest
LA Delta Student Nurses Association
Spanish Club
LA Delta Bass Fishing Club
National Technical Honor Society

**Campus Bookstore**

Students have a variety of options in purchasing textbooks. Students may use our campus bookstore, LA Delta Bookstore, or any online book vendor may serve textbook and supply needs for Delta students.

Students who choose to use the LA Delta Bookstore may pay for books with cash, checks, VISA, MasterCard, American Express, or Discover cards. Students may complete the Textbook Reserve Form and books will be ready for pick-up. (Ext. 9009).
LA Delta Bookstore hours
8:00 – 6:00 PM Monday-Thursday
8:00 – 4:00 PM Friday

Store hours the first week of class
8:00 – 7:00 PM Monday-Thursday
8:00 – 4:00 PM Friday

Book Refunds
Copies of the book refund processes and buyback procedures are available at the respective bookstores.

Book Store Credit
Students eligible for financial aid and who have credit balances after tuition and fees are paid may receive a bookstore credit at the Delta Bookstore beginning the first day of class. Students must complete a Title IV authorization form to receive the credit. Forms are available on Delta’s website under Financial Aid Forms. Check with the Office of Financial Aid for additional information.

Student Life
There is much more to a LA Delta education than just study and research in classrooms, work areas, and laboratories. The Department of Student Success Services provides numerous events, activities, and services that complement academic pursuits and provide opportunities for students to grow, develop new interests, and support student success. Students can participate in student organizations and clubs, work in the student government, or perform in theatrical productions. Such activities are an integral part of your education and many are funded by the Student Life Fee.

- **Amphitheater**: Concerts, theatrical performances, SpringFest, and other events are held at the Amphitheater which is located on the grounds of the main campus in Monroe.

- **Clubs and Organizations**: A number of chartered student organizations are available to students. All College policies and procedures and the Code of Student Conduct will be adhered to while members are participating in any student activity, club, or organization. Student clubs and organizations are open to all students without regard to race, color, national origin, gender, age, religion, qualified disability, marital status, veteran’s status, or sexual orientation.

- **Subway**: Breakfast, lunch and snack items are available for students to purchase on the Monroe campus.

- **LA Delta Theater**: The Delta Theater is located on the third floor of the Louisiana Purchase Building on the Monroe campus. Theatrical and musical performances are held throughout the year, such as the SGA sponsored Black History Program and the FOCUS sponsored Celebration of the Arts.

- **LA Delta’s Children Lab School**: The Monroe campus houses a Children’s Lab School that is open to children ages 3 and 4 years old. Applications are available at the operator’s desk or contact Ms. Donna Guice at dguice@ladelta.edu.
• **Student Commons Area**: Each campus offers a designated student lounge area with wireless internet access where students can relax, study, watch T.V. or just hang out with friends. Study tables, snack machines and microwaves are available.

• **Student Government Association**: The Student Government Association (SGA) is elected to represent and to execute the student will and to promote the general welfare of all students. Through the SGA, students are encouraged to provide input into the decision-making process of the College.

• **Campus Housing**: LA Delta does not offer on-campus housing; however, ULM campus housing is made available to LA Delta students who wish to live on-campus provided space is available. Students must be enrolled full-time and purchase a meal card in order to live on-campus. Application for housing can be obtained from ULM’s Office of Residential Life. Applications must be submitted to ULM’s Office of Residential Life. All payments of fees are made in advance to ULM. For more information call 318-342-5240.

**Children’s Center**
The Louisiana Delta Children’s Center, a Class A, 5 Star early childhood laboratory, is located at the Monroe campus. The Center provides enrolled children an opportunity to engage in high quality early experiences that will enhance life-long learning. The Lead Teacher has an AAS in Care and Development of Young Children and oversees practicum students studying early childhood education. Enrollment is open to 3 and 4 year olds. Applications can be picked up at the front desk of the Monroe campus or by emailing the director, Donna Guice, at dguice@ladelta.edu.
General Education

General Education Requirements
The general education requirements below are to be used in conjunction with the Associate of Arts/Science Louisiana Transfer (AALT and ASLT) degrees. General education courses should be selected so that they meet the requirements of the associate degree being pursued as well as the requirements of the anticipated major at the university to which the student intends to transfer. Students completing a Louisiana transfer degree must complete all general education courses, as well as all other courses for the transfer degree, with grades of “C” or better.

Delta currently has six General Education Student Learning Outcomes. These are achieved through the successful completion of select courses in the following categories: humanities/ fine arts, social/behavioral sciences, and natural sciences/ mathematics. The General Education Student Learning Outcomes are as follows:

- WRITTEN COMMUNICATION—Students understand how to effectively research and construct a clear, concise essay.
- VERBAL COMMUNICATION—Students create and deliver presentations individually and within groups to apply organization, preparation, and poise.
- MATHEMATICAL COMPUTATION—Students understand and utilize formulas, equations, and quantitative problem solving strategies.
- SCIENTIFIC INQUIRY—Students understand the elements of scientific procedure and apply the scientific method.
- CULTURAL AWARENESS—Students analyze the symbolic and metaphorical value of literature and art.
- HUMAN BEHAVIOR AND INTERACTION—Students understand and identify the progression of psychological development and ethical responsibility.

English Composition 6 Hours
Complete both courses.

- ENGL 101 - English Composition I
- ENGL 102 - English Composition

Humanities 9 Hours
Including 3 in literature.

- ENGL 201 - English Literature
- ENGL 202 - English Literature
- ENGL 203 - American Literature I
- ENGL 204 - American Literature II
- ENGL 205 - World Literature
- ENGL 206 - World Literature
- ENGL 207 - Literature Of The Old Testament
- ENGL 208 - Literature Of The New Testament
- ENGL 211 - Survey Of Short Stories & Novels
• ENGL 215 - Introduction To Drama & Poetry
• FREN 101 - Elementary French I
• FREN 102 - Elementary French II
• FREN 201 - Intermediate French
• FREN 202 - Intermediate French
• HIST 101 - Western Civilization To 1650 A.D.
• HIST 102 - Western Civilization Since 1650 A.D.
• HIST 201 - History Of The United States 1492-1877
• HIST 202 - History Of The Us 1877-present
• PHIL 201 - Introduction To Philosophy
• SPCM 110 - Fundamentals Of Speech
• SPCM 120 - Intro To Public Speaking
• SPCM 130 - Interpersonal Communication
• SPAN 101 - Elementary Spanish I
• SPAN 102 - Elementary Spanish II
• SPAN 201 - Intermediate Spanish I
• SPAN 202 - Intermediate Spanish II

Fine Arts 3 Hours
• ARTS 120 - Art Appreciation
• ARTS 201 - Survey Of Art History I
• ARTS 202 - Survey Of Art History II
• MUSC 101 - Music Appreciation
• THEA 190 - Theatre Appreciation

Natural Sciences 9 Hours
9 hours including a sequence

Students must complete a six-hour sequence in either the biological or physical sciences. The remaining three hours must be in the opposite area (i.e., both biological and physical sciences must be taken).

Biological Sciences Sequence Courses:
• BIOL 101 - General Biology I
• BIOL 102 - General Biology II
• BIOL 201 - Principles Of Biology I
• BIOL 202 - Principles Of Biology II
• BIOL 221 - Human Anatomy And Physiology I
• BIOL 222 - Human Anatomy & Physiology II

Physical Science Sequence Courses:
• CHEM 101 - General Chemistry
• CHEM 102 - General Chemistry II
• CHEM 110 - Chemistry I
• CHEM 120 - Chemistry II
• PHSC 100 - Physical Science I
• PHSC 120 - Physical Science II
• PHYS 210 - General Physics I
• PHYS 220 - General Physics II
• GEOL 101 - Physical Geology
• GEOL 102 - Historical Geology
• SCIE 101 - Introductory Earth Science I
• SCIE 102 - Introductory Earth Science II

Individual Biological Sciences Courses:
• BIOL 210 - General Microbiology
• BIOL 228 - Pathophysiology
• BIOL 230 - Principles Of Zoology
• SCIE 114 - Environmental Science & Lab

Individual Physical Science Courses:
• PHYS 110 - Foundations Of Astronomy

Math/Analytical Reasoning 6 Hours
6 hours specific to degree program
• MATH 105 - College Algebra (Expanded)
• MATH 110 - College Algebra
• MATH 111 - Plane Trigonometry
• MATH 117 - A Survey Of Mathematics
• MATH 120 - Precalculus
• MATH 201 - Business Calculus
• MATH 210 - Introduction To Statistics
• MATH 220 - Calculus I
• MATH 221 - Calculus II

Social/Behavioral Sciences 6 Hours
6 hours with at least 3 at the 200 level
• ECON 201 - Macroeconomics
• ECON 202 - Microeconomics
• GEOG 202 - Cultural Geography
• GEOG 205 - Physical Geography
• POLI 110 - American Government
• PSYC 201 - Introduction To Psychology
• PSYC 225 - Child Psychology
• PSYC 226 - Developmental Psychology
• PSYC 227 - Adolescent Psychology
• SOCL 201 - Introduction To Sociology
• SOCL 202 - Contemporary Social Problems
Programs of Study by School

*School of Health Sciences, Natural Sciences, and Math*

Division of Natural Sciences and Math

- Forensic Science & Technology
- Louisiana Transfer of Science

Division of Nursing and Allied Health

- Barber Styling
- Medical Coding Specialist
- Nurse Assistant
- Nursing - Registered
- Paramedic
- Patient Care Technician
- Practical Nursing
- Respiratory Therapy

*School of Industrial and Process Science Technologies*

Division of Industrial Sciences and Process Technologies

- Air Conditioning & Refrigeration
- Automotive Technology
- Carpentry
- CNC Manufacturing
- Commercial Vehicle Operations (Non-Credit Offering)
- Diesel Powered Equipment Technology
- Drafting & Design Technology
- Electrician
- Industrial Electronics Technology
- Industrial Instrumentation Technology
- Industrial Maintenance Technology
- Process Technology
- Welding

Division of Industrial Sciences and Process Technologies (Non-Credit)

- Commercial Vehicle Operations
School of Liberal Arts & Business Technology

Division of Business

- Business and Technology
- Business Office Administration
- Information Communications Technology: Computer Networking Support

Division of Liberal Arts

- Care and Development of Young Children
- General Studies
- Louisiana Transfer of Arts
- Teaching: Grades 1-5
Programs of Study

- Air Conditioning & Refrigeration (TD, CTS, TCA)
- Automotive Technology (TD, CTS, TCA)
- Barber Styling (TD)
- Business and Technology (AAS, CTS, TCA)
- Business Office Administration (AAS, TD, CTS, TCA)
- Care and Development of Young Children (AAS, CTS, TCA)
- Carpentry (TD, CTS, TCA)
- CNC Manufacturing (TCS, CTS)
- Commercial Vehicle Operations
- Diesel Powered Equipment Technology (TD, CTS, TCA)
- Drafting and Design Technology (AAS, TD, CTS, TCA)
- Electrician (TD, CTS, TCA)
- Forensic Science & Technology (AAS)
- General Studies, Behavioral and Social Sciences (AAS, CGS)
- Industrial Electronics Technology (AAS, TD, CTS, TCA)
- Industrial Instrumentation Technology (AAS, TD, CTS, TCA)
- Industrial Maintenance Technology (TD, CTS, TCA)
- Information Communication Technology – Computer Networking Support (AAS, TD, CTS, TCA)
- Louisiana Transfer of Arts, Fine Arts, Humanities and Social Science Concentration (AALT)
- Louisiana Transfer of Science, Physical Science and Biological Science Concentration (ASLT)
- Medical Coding Specialist (TCA, CTS)
- Nurse Assistant (TCA)
- Nursing – Registered (ASN)
- Paramedic (TD, CTS, TCA)
- Patient Care Technician (CTS, TCA)
- Practical Nursing (TD, TCA)
- Process Technology (AAS, CTS)
- Respiratory Therapy
- Teaching: Grades 1-5 (AS)
- Welding (TD, CTS, TCA)
How to Read the Programs of Study
LDCC programs of study are designed to create pathways to success for our students. In each you will find a listing of courses that often have prerequisites and corequisites. Through advising you will understand the sequential manner in which the courses are listed. In many of our programs you will find additional exit points such as Technical Competency Areas (TCA), Certificates of Technical Studies (CTS), Technical Diplomas (TD), and our highest level of credential - Associate Degrees. Students may take the option to complete any or all credentials listed under any program of study. However, many credentials are stackable. Often accomplishing a higher level credential requires the completion of a combination of lower level credentials. Also in each program of study you will find a listing of lecture, lab, total credit hours, and total clock hours for each course. LDCC adheres to a "collegiate hour" in regard to clock hours. Therefore the time spent in lecture or lab equals a minimum of 750 minutes for each credit pursued.

Statewide Common Course Numbering
In 2009 Act 356 required implementation of a statewide common course numbering system “to facilitate program planning and the transfer of students and course credits between and among institutions.” Understanding the significance of determining course equivalences as critical to developing and maintaining a statewide common course numbering system, the Board of Regents brought together faculty representatives from all of the public colleges and universities starting in the fall of 2011 to discuss this initiative. The Faculty worked to establish common course content to be covered for each course included on the Matrix.

Each course is identified by a four-character "rubric" (i.e. prefix or department abbreviation) and a four-digit number. Each rubric begins with “C” to signify that it is a state “Common” number; therefore you will see the common course number appear in the LDCC catalog beside the name of the LDCC course that is equivalent to the common course. Lectures and corresponding Labs are in the same number group, differentiated by credit value.

All course identifiers correspond to course descriptors listed in the Statewide Course Catalog, published by the Louisiana Board of Regents with direct Faculty input. The Statewide Course Catalog (see document below) is comprised of the academic courses for which there is statewide agreement among discipline faculty representatives as to the minimum course content to be covered so that a student completing the course will be ready for the next course for which it is a prerequisite in a sequence or curriculum.

Course Master Syllabi
Further course information can be found by visiting Louisiana Delta Community College's Master Syllabi page.
Programs of Study Abbreviations

AALT  Associate of Arts Louisiana Transfer
AAS   Associate of Applied Science
AGS   Associate of General Studies
AS    Associate of Science
ASLT  Associate of Science Louisiana Transfer
ASN   Associate of Science in Nursing
CGS   Certificate of General Studies
CTS   Certificate of Technical Studies
TCA   Technical Competency Area
TD    Technical Diploma
Air Conditioning & Refrigeration
CIP Code – 470201

Mission
The mission of the Technical Diploma in Air Conditioning and Refrigeration is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the Heating, Ventilation, Air Conditioning, and Refrigeration service repair industry.

Program Description
The Technical Diploma in Air Conditioning and Refrigeration provides specialized training which prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems.

Learning Outcomes
Graduates of the Louisiana Delta Community Air Conditioning and Refrigeration program will be able to:

- demonstrate an understanding of mathematical principles needed to install and troubleshoot HVAC equipment.
- demonstrate knowledge of the proper refrigerant handling techniques.
- explain the principles of the refrigeration process.
- diagram, install, and troubleshoot electrical devices and circuits as applied in the HVAC industry.
- install and troubleshoot domestic air conditioning and refrigeration systems.
- 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.
- demonstrate an understanding of industry safety procedures.

Gainful Employment
Click here for Gainful Employment information.

<table>
<thead>
<tr>
<th>Degree Requirements</th>
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<tbody>
<tr>
<td>Course</td>
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<tr>
<td>HACR1150              HVAC INTRODUCTION</td>
</tr>
<tr>
<td>HACR1160              PRINCIPLES OF REFRIGERATION I</td>
</tr>
<tr>
<td>HACR1170              PRINCIPLES OF REFRIGERATION II</td>
</tr>
<tr>
<td>HACR1180              PRINCIPLES OF REFRIGERATION III</td>
</tr>
<tr>
<td>TCA - Helper I</td>
</tr>
<tr>
<td>HACR1210              ELECTRICAL FUNDAMENTALS</td>
</tr>
<tr>
<td>HACR1220              ELECTRICAL COMPONENTS</td>
</tr>
<tr>
<td>HACR1230              ELECTRIC MOTORS</td>
</tr>
<tr>
<td>HACR1240              APPLIED ELECTRICITY AND TROUBLESHOOTING</td>
</tr>
<tr>
<td>CTS - Helper II</td>
</tr>
<tr>
<td>HACR1410              DOMESTIC REFRIGERATION</td>
</tr>
<tr>
<td>HACR1420              ROOM AIR CONDITIONERS</td>
</tr>
<tr>
<td>CTS - Domestic A/C &amp; Refrigeration Technician</td>
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<tr>
<td>Course Code</td>
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<td>HACR2510</td>
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<td>HACR2560</td>
</tr>
<tr>
<td>JOBS2450</td>
</tr>
</tbody>
</table>

Successful completion of TCA Helper I, CTS Helper II, & CTS Domestic A/C Refrigeration Tech

In addition, successful completion of above seven courses

**TD - Residential A/C & Refrigeration Technician**

### Additional Exit Point:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
<th>Hours</th>
<th>Total Credits</th>
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<td>RESIDENTIAL CENTRAL AIR CONDITIONING I</td>
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<td>SOLAR THERMAL APPLICATIONS</td>
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</table>

Successful completion of CTS-Helper II plus above 3 courses.

**CTS--HACR Energy Systems Technician**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>COMMERCIAL REFRIGERATION II</td>
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Successful Completion of TCA Helper I, CTS Helper II, JOBS2450, and the above three courses.

**TD - Commercial Refrigeration Technician**

### Optional Electives:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Hours</th>
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<tr>
<td>CPTR1000</td>
<td>INTRODUCTION TO COMPUTERS</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>CSRV1000</td>
<td>CUSTOMER SERVICE</td>
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<td>CSRV2000</td>
<td>CUSTOMER SERVICE &amp; SALES</td>
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<td>ENTP1000</td>
<td>FOUNDATIONS OF ENTREPRENEURSHIP</td>
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With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.

<table>
<thead>
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<th>Course Code</th>
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<td>SPPR2997</td>
<td>PRACTICUM</td>
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<td>SPPR2999</td>
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**Additional TCA Exit Point:**

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<td>SOLAR THERMAL APPLICATIONS</td>
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</table>

**TCA--Solar Systems Installer**

12 270
**Automotive Technology**  
**CIP Code – 470604**

**Mission**  
The mission of the Technical Diploma in Automotive Technology offer training and practical experience to qualified applicants interested in preparing for careers in the field of Automotive Technology, and to provide entry level technicians for the automotive industry.

**Program Description**  
To provide specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. To prepare individuals to select, safety use, and maintain hand and power tools, jacks, and hoisting equipment. Instructions in the diagnostics of malfunctions and the repair of engines; fuel, electrical, cooling, HVAC system, and brake systems; drive train and suspension.

**Learning Outcomes**  
Graduates of the Louisiana Delta Community College Automotive Technology program will be able to:

- describe the theory of basic automotive systems.
- engage in servicing and maintenance of all types of automobiles.
- select, safely use, and maintain hand and power tools, jacks, and hoisting equipment.
- diagnose malfunctions and repair engines; transmissions; drive trains; fuel systems; emission systems; electrical, air-conditioning, and brake systems.
- demonstrate safe, efficient work practices, and basic occupational and employability skills.

**Gainful Employment**  
Click here for Gainful Employment information.

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**Degree Requirements**

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General Electives

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With approval from the Division Chair, the following courses may be substituted for any of the above requirements.

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Following are additional CTS exit points:

- Complete TCA – Electrical Technician and any 3 of the following TCAs: 10 credits, 300 units
- TCA – Engine Repair Technician: 6 credits, 165 units
- TCA – Automatic Transmission & Transaxle Technician: 5 credits, 150 units
- TCA – Manual Drive Train Technician: 5 credits, 150 units
- TCA – Steering & Suspension Technician: 5 credits, 150 units
- TCA – Brake Technician: 5 credits, 150 units
- TCA – Heating & Air Conditioning Technician: 5 credits, 150 units

CTS – Electrical Technician

- Complete the following TCAs: 10 credits, 300 units
  - TCA – Electrical Technician: 10 credits, 300 units
  - TCA – Engine Performance Technician: 15 credits, 450 units

CTS – Engine Performance Technician

- Complete five of the following TCAs: 25 credits, 750 units
  - TCA – Engine Repair Technician: 6 credits, 165 units
  - TCA – Automatic Transmission & Transaxle Technician: 5 credits, 150 units
  - TCA – Manual Drive Train Technician: 5 credits, 150 units
  - TCA – Steering & Suspension Technician: 5 credits, 150 units
  - TCA – Brake Technician: 5 credits, 150 units
  - TCA – Heating & Air Conditioning Technician: 5 credits, 150 units

CTS – Power Train Technician
Barber Styling

Mission
The mission of the Technical Diploma in Barber-Styling is to provide maximum development of the individual thus preparing the student for assimilation into the Barber-Styling business.

Program Description
The Technical Diploma in Barber-Styling diploma is designed to prepare students to work efficiently in the industry of Barber-Styling. This competency-based program includes classroom instruction and practical/lab experience under supervision of the instructor. Practical skills are developed through experience in a school-based, on-site shop which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program, which is approved by the LA State Board of Barber Examiners and meets the 1500-hour requirement, students are eligible to take the LA State Board of Barber Examiners licensure examination.

Learning Outcomes
Graduates of the Louisiana Delta Community College Barber/Styling program will be able to:

- demonstrate the knowledge necessary to pass the state Barber-Styling licensure examination.
- exhibit compliance with industry standards regarding safe use of tools, equipment, and materials used in the Barber-Styling industry.
- identify rules and regulations governing the practice of Barber-Styling in the state of Louisiana.
- determine proper and improper shop management and selling techniques.
- exhibit characteristics of entrepreneurs in the Barber-Styling industry.
- exhibit good customer service skills.
- become employed in the Barber-Styling industry.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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**TD - Barber Styling**

53 1605

**Optional Elective**

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With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.

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**Business and Technology**

CIP Code – 520101

**Mission**
The mission of the Associate of Applied Science Degree in Business & Technology is to provide quality instruction in the Program whereby students may earn an associate degree in Business Technology, transfer course credits to a four-year college, or achieve their goals in business and in computer skills and competencies needed to secure employment.

- To maintain an environment that promotes equity and access to the courses offered in the BTEC curriculum
- To integrate technology across the disciplines affording all students a variety of electronic learning opportunities
- To offer courses in management, marketing, customer service, and other business areas
- To prepare the student for management careers
- To incorporate innovative teaching competencies and programs leading to the associate degree in Business Technology, certificate programs, and specialized career training
- To offer courses transferable to four-year colleges and universities
- To present opportunities for the BTEC students to participate in relevant student organizations, community events, and interaction with the business community
- To participate with area businesses and industry to meet training needs

**Program Description**
The Associate of Applied Science in Business & Technology combines English, math, social science, natural science, and humanities with business and computer courses to create a program designed to meet the increasing demand for entry-level business professionals. Further, a significant portion of the coursework is transferable for those students wishing to complete a bachelor’s degree.

**Learning Outcomes**
Graduates of the Louisiana Delta Community College Business and Technology program will be able to:

- define the term Business and identify the components of the business environment.
- identify the elements of the marketing mix and explain the marketing concept.
- apply and explain the three-step writing process.
- explain the basic accounting equation relative to assets, liabilities, and equity.
- use mail merge to create form letters.

---

**Degree Requirements**

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### OPTIONAL TCA

**Business and Technology – Customer Service for Business Professionals**

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**TCA – CUSTOMER SERVICE FOR BUSINESS PROFESSIONALS**

**Business and Technology – Software Applications**

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**TCA – SOFTWARE APPLICATIONS**
**Business Office Administration**  
CIP Code – 520401

**Mission**  
The mission of the Associate of Applied Science in Business Office Administration is to prepare individuals to provide technical support and special assistance to business professionals and other management personnel. The AAS was developed to meet the goal of workforce development by providing specialized classroom instruction and practical experience through five distinct concentrations; (1) General Office, (2) Computer Applications, (3) Accounting, (4) Legal Office, and (5) Medical Office.

**Program Description**  
The Associate of Applied Science in Business Office Administration prepares individuals to acquire marketable skills for entry-level employment positions and career advancement in various areas of business, industry, and government offices. Students will receive hands-on training in office technology software skills using Word, Excel, Access, and Publisher. Coursework in business calculators, records management, business communication, math, accounting, and office procedures is also included in the curriculum. This program provides students with safe and efficient work practices, basic occupational skills, customer service, job-seeking skills, employability skills, and strong work ethics required for success in the workplace.

**Learning Outcomes**  
Graduates of the Louisiana Delta Community College Business Office Administration program will be able to:

- function efficiently in the office environment directed by the student’s choice of concentration.
- demonstrate technical knowledge and skills in student’s choice of concentration.
- demonstrate technical knowledge in industry-based software products related to student’s choice of concentration.
- demonstrate basic occupational and employability skills.

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**Degree Requirements**

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The following courses are pre-requisite courses for all exit points.

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TCA - General Clerk  
13 225
The TCA - General Clerk PLUS the following courses comprise the **GENERAL OFFICE CONCENTRATION**

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The TCA - General Clerk PLUS the CTS - Office Assistant Specialist PLUS the following courses comprise the **COMPUTER APPLICATIONS CONCENTRATION**

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The TCA - General Clerk PLUS the following courses comprise the **ACCOUNTING CONCENTRATION**

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The TCA - General Clerk PLUS the following courses comprise the **MEDICAL OFFICE CONCENTRATION**

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The TCA - General Clerk PLUS the following courses comprise the
LEGAL OFFICE CONCENTRATION

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| ACCT1500 | COMPUTERIZED ACCOUNTING      | 2 1 3 60 |               |
| BOTH1210 | LEGAL ADMINISTRATIVE PROCEDURES | 3 0 3 45 |               |
| JOBS2450 | JOB SEEKING SKILLS           | 2 0 2 30 |               |
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Any TD concentration PLUS the following courses

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With approval from the Division Chair, the following courses may be substituted for course requirements.

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Care and Development of Young Children
CIP Code – 190709

Mission
The mission of the Associate of Applied Science Degree in the Care and Development of Young Children is to improve the quality of the early childhood learning environments in our region through exploratory, experiential and student-centered course offerings.

- To have an understanding of the Early Childhood Profession
- To gain knowledge of growth and development of young children
- To know developmentally appropriate practice in Early Childhood Education
- To effectively work with young children

Program Description
The Associate of Applied Science in Care and Development of Young Children is designed as a degree program to meet the needs of those pursuing a career in early childhood development and the new guidelines established by the United States Department of Education as a part of the No Child Left Behind (NCLB) legislation. The program includes a 300 hour supervised work experience in an approved early childhood setting.

Learning Outcomes
Graduates of the Louisiana Delta Community College Care and Development of Young Children program will be able to:

- promote child development and learning.
- build family and community relationships.
- observe, document, and assess to support young children and families.
- use effective approaches in the teaching and learning process.
- become a professional.

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Additional Care & Development of Young Children Certificates

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Care and Development of Young Children

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95
Carpentry  
CIP Code – 460201  

Mission  
The mission of the Technical Diploma in Carpentry is to prepare individuals to apply technical knowledge and skills to layout, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems of framing, construction materials, estimating, blueprint reading, and finish carpentry techniques.

Program Description  
The Technical Diploma in Carpentry is a one-year technical program designed to prepare individuals for the construction industry through the development of personal professional areas, specifically placing emphasis upon professional work habits expected of employees in this specific industry.

Learning Outcomes  
Graduates of the Louisiana Delta Community College Carpentry program will be able to:

- demonstrate an understanding of, safety and health procedures, safe operation of hand and power tools, materials handling and maintaining a safe working environment.
- apply technical math skills as it relates to the construction industry.
- exhibit the ability to read and interpret house plans.
- demonstrate and use of transits, levels and other measuring devises to lay out a building site and erect batter boards.
- demonstrate the skills needed to build forms for patios, sidewalks, and house slabs.
- demonstrate the skills needed for framing walls and ceilings.
- demonstrate layout and framing skills used in basic and more complex roof design.
- apply various interior and exterior finishes, materials, and trim.
- demonstrate basic cabinetmaking skills to include face frames, drawers, and doors.

Gainful Employment  
Click here for Gainful Employment information.

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With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.
CNC Manufacturing
CIP Code – 480510

Mission
The mission of the Certificate in Technical Studies is two-fold. It prepares students for entry level jobs in areas of general manufacturing, and it prepares students with the skill of operating Computerized Numerical Controlled (CNC) equipment in the manufacturing environment. The program involves one Technical Competency Areas that may be pursued separately or as combined with the CTS CNC Operator to create a Certificate of Technical Studies in CNC Manufacturing.

Program Description
The Certificate of Technical Studies in CNC Manufacturing involves one distinct components: (1) Technical Competency Area (TCA) Certification for Manufacturing (C4M), (2) Certificate of Technical Studies (CTS) CNC Operator. The C4M TCA produces skilled employees for manufacturing industries. Skills taught have been derived from typical business requirements for existing manufacturing employees and those entering the workforce. The CNC Operator CTS prepares individuals to shape metal parts on Computer Numerical Controlled (CNC) machines programmed as lathes and milling machines.

Learning Outcomes
Graduates of the Louisiana Delta Community CNC Manufacturing program will be able to:

- demonstrate an understanding of basic manufacturing organizational principles.
- communicate effectively in various settings and successfully work with team members to solve problems.
- demonstrate an understanding of manufacturing production requirements.
- demonstrate an understanding of automated manufacturing operations.
- demonstrate an understanding of mechanical and electrical fundamentals as well as computers and automated controls.
- set-up and operate a CNC lathe.
- set-up and operate a CNC mill.
- perform part measurement and gauging.
- exhibit the ability to read and interpret blueprints.
- make tooling decisions.
- respond to machine malfunctions.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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**OPTIONAL ELECTIVE**

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**Commercial Vehicle Operator**

Commercial Vehicle Operations prepares individuals for employment as professional tractor-trailer drivers with a combination of classroom and actual driving experience. The program is a short-term training course (240 clock hours) designed to prepare students to enter the truck driving industry. The program content includes instruction in operating diesel powered tractor trailer rigs, identifying common vehicle components, defensive driving skills, actual driving on rural, urban and interstate highways, handling cargo, backing and maneuvering tractor trailers, documentation and verification of loads, logging and the performance of vehicle inspections.

Training includes classroom instruction, as well as operating vehicles in the city, on the interstate and on two-lane highways. Students will develop skill in safe and professional driving, driver maintenance, map reading, human relations and employability. Training includes:

- The FMCSA Subpart E-Entry-level training requirements
- Map Reading and Trip Planning
- Commercial Vehicle Inspections
- Commercial Vehicle Basic Skills
- Driving a Commercial Vehicle in on-the-road operations

To qualify students must be at least 18 years of age, have a current valid driver’s license, be legally eligible to work in the United States, pass a DOT physical and drug screen, provide a current Motor Vehicle Report from the Office of Motor Vehicles, be able to read and speak the English language sufficiently to understand highway signs and respond to official inquiries.
Diesel Powered Equipment Technology
CIP Code – 470605

Mission
The mission of the Technical Diploma in Diesel Power Equipment Technology is to offer training and practical experience to qualified applicants interested in pursuing careers in the field of Diesel Power Equipment Technology and to provide entry level technicians for the diesel power equipment industry.

Program Description
The Technical Diploma in Diesel Powered Equipment Technology provides specialized classroom instruction and practical shop experience to prepare individuals for employment as entry-level diesel powered equipment technicians. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. The content includes, but is not limited to, disassembling engines and replacing parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis. Instruction also includes the use of technical manuals, preventive maintenance procedures, and safe and efficient work practices.

Learning Outcomes
Graduates of the Louisiana Delta Community College Diesel Powered Equipment Technology program will be able to:

- describe the theory of basic diesel powered equipment systems.
- engage in servicing and maintenance of all types of diesel powered equipment.
- select, safely use, and maintain hand and power tools, jacks, and hoisting equipment.
- diagnose malfunctions and repair engines; transmissions; drive trains; fuel systems; emission systems; electrical, air-conditioning, and brake systems.
- demonstrate safe, efficient work practices, and basic occupational and employability skills.
- demonstrate safe, efficient work practices, and basic occupational and employability skills.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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**Drafting and Design Technology**  
**CIP Code – 151301**

**Mission**  
The mission of the Associate of Applied Technology in Drafting and Design Technology is to provide students with entry-level skills in drafting and related career fields and to provide entry-level draftsmen as employees that will meet Louisiana’s industrial needs.

**Program Description**  
The Associate of Applied Technology in Drafting and Design Technology is a two-year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the drafting field. Students may be granted a Technical Diploma upon satisfactory completion of the diploma curriculum. Certificates are also offered for those needing training in areas of drafting such as CADD without gaining all of the skills required for employment as a drafter.

**Learning Outcomes**  
Graduates of the Louisiana Delta Community College Drafting and Design Technology program will be able to:

- demonstrate the ability to produce competent work using basic drafting principles including: Geometric construction, Applied Mathematics and Dimensioning Skills.
- create single and multiple auxiliary views of surfaces and objects.
- produce industry-accepted drawings for various drafting fields including mechanical, piping, structural, civil, electrical, architectural, and manufacturing.
- demonstrate the ability to utilize adequately computer-aided drafting (CADD) in the production technical drawings.

**Additional Information Links**
- Admissions Requirements
- Tuition and Fees
- 2013 Assessment Measure
- 10-11 Assessment Measure
- 11-12 Assessment Measure
- DDT Student Achievement Information
- IPEDS
- ATMAE

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**Degree Requirements**

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Required General Education Courses:

**ENGL101** ENGLISH COMPOSITION I

**MATH110** COLLEGE ALGEBRA

**PSYC201** INTRODUCTION TO PSYCHOLOGY

**PHSC100** PHYSICAL SCIENCE I

**SPCM120** INTRODUCTION TO PUBLIC SPEAKING

**AAS** Drafting and Design Technology

**CSRV1000** CUSTOMER SERVICE

**CSRV2000** CUSTOMER SERVICE & SALES

**ENTP1000** FOUNDATIONS OF ENTREPRENEURSHIP

*ADVANCED DISCIPLINES: ARCHITECTURAL, CIVIL, ELECTRONICS, MANUFACTURING, MARINE, PIPING, STRUCTURAL

Optional Elective

**CSR1000** CUSTOMER SERVICE

**CSR1000** CUSTOMER SERVICE & SALES

**ENTP1000** FOUNDATIONS OF ENTREPRENEURSHIP

With approval from the Division Chair, the following courses may be substituted for any of the above course requirements.

**SPPR2991** SPECIAL PROJECTS I

**SPPR2993** SPECIAL PROJECTS II

**SPPR2995** SPECIAL PROJECTS III

**SPPR2996** SPECIAL PROJECTS IV

**SPPR2998** SPECIAL PROJECTS V

**SPPR2997** PRACTICUM

**SPPR2999** COOPERATIVE EDUCATION
Electrician
CIP Code – 460302

Mission
The mission of the Technical Diploma in Electrician studies is to provide a basic core of specialized instruction and practical shop experience to prepare students for employment in electrical trades. Students who complete the basic core may choose any of the specialty areas to complete the requirements to earn a diploma in that area.

Program Description
The Technical Diploma in Electrician studies generally prepares individuals to install, maintain, troubleshoot, and repair electrical devices, components, and equipment that are utilized in residential and commercial electrical systems. All program specialties emphasize safe and efficient work practices, basic occupational skills, and are organized into competency-based courses that specify occupational competencies, which the student must successfully complete. Each area includes a study of all applicable codes and standards, blueprint reading, wiring diagrams, and installations which are appropriate to the area. All work is performed with an emphasis on shop and work safety.

Learning Outcomes
Graduates of the Louisiana Delta Community College Electrician program will be able to:

- demonstrate knowledge of OSHA regulations and electrical safety practices.
- demonstrate the use of meters and test equipment.
- identify tools, materials, and components.
- demonstrate knowledge of the National Electrical Code (NEC).
- interpret electrical blueprints.
- demonstrate knowledge of DC electricity, AC electricity, magnetic theory, and circuit theorems.
- install residential and industrial wiring.
- demonstrate knowledge of transformers and motors.
- demonstrate knowledge of motor controls and PLCs.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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### Technical Diplomas in specialized areas require the completion of the basic core courses.

#### Basic Electrical Core

- **ELEC1330** GENERATORS/MOTORS AND TRANSFORMER OPERATION 0 2 2 90
- **ELEC1420** INTRODUCTION TO MOTOR CONTROLS 0 2 2 90
- **ELEC1440** MOTOR CONTROLS 0 3 3 135
- **ELEC2520** SOLID STATE THEORY 1 2 3 75
- **ELEC2540** LOGIC FUNCTIONS 0 2 2 90
- **ELEC2720** INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS 0 2 2 90

#### CTS - Residential Electrician 33 855

- **ELEC1410** COMMERCIAL WIRING 1 4 5 195

#### TD - Commercial Wiring II 45 1365

**Optional Electives:**

- **CSRV1000** CUSTOMER SERVICE 3 0 3 45
- **CSRV2000** CUSTOMER SERVICE & SALES 3 0 3 45
- **ENTP1000** FOUNDATIONS OF ENTREPRENEURSHIP 3 0 3 45
- **SOLR1000** SOLAR FUNDAMENTALS 3 0 3 45
- **SOLR1010** PV SOLAR APPLICATIONS 1 2 3 75
- **SOLR1020** INDUSTRIAL SOLAR APPLICATIONS 1 2 3 75
- **SOLR1030** SOLAR THERMAL APPLICATIONS 1 2 3 75

With approval from the Division Chair, the following courses may be substituted for any of the above course requirements.

- **ELEC2991** SPECIAL PROJECTS I 0 1 1 30
- **ELEC2993** SPECIAL PROJECTS II 0 2 2 60
- **ELEC2995** SPECIAL PROJECTS III 0 3 3 90
- **ELEC2996** SPECIAL PROJECTS IV 3 0 3 45
- **ELEC2998** SPECIAL PROJECTS V 1 0 1 15
- **ELEC2997** PRACTICUM 0 3 3 135
- **ELEC2999** COOPERATIVE EDUCATION 0 3 3 135

**Additional Exit Points:**

- **SOLR1000** SOLAR FUNDAMENTALS 3 0 3 45
- **SOLR1010** PV SOLAR APPLICATIONS 1 2 3 75
- **SOLR1020** INDUSTRIAL SOLAR APPLICATIONS 1 2 3 75
- **SOLR1030** SOLAR THERMAL APPLICATIONS 1 2 3 75

#### TCA-ELEC: Solar Systems Installer 12 270

- **ELEC1120** BASIC ELECTRICITY 2 4 6 150
- **ELEC1210** RESIDENTIAL WIRING 2 4 6 150
- **ELEC2460** TECHNICAL MATHEMATICS FOR ELECTRICIANS 1 1 2 45
- **ELEC1230** NATIONAL ELECTRICAL CODE 0 2 2 90
- **ELEC1311** RESIDENTIAL WIRING INSTALLATION 1 5 6 165
- **ELEC1420** INTRODUCTION TO MOTOR CONTROLS 0 2 2 90

Above 6 courses plus SOLR 1000, 1010, and 1020

#### CTS-ELEC: Energy Systems Technician 33 885
Forensic Science & Technology
CIP Code – 430106

Mission
The mission of the Forensic Science and Technology program is to provide high quality classroom and laboratory instruction in concurrence with current practices to prepare students for careers in the field of forensic science and provide a means for current law enforcement professionals to advance in their field.

Program Description
The Forensic Science and Technology program prepares students for various careers in the rapidly growing field of forensic science. Students will gain knowledge and skills that will prepare them for entrance, retention or advancement into careers such as crime scene investigation, death investigation, laboratory technology, evidence technology and general forensic science or criminal justice fields.

Learning Outcomes
Graduates of the Louisiana Delta Community College Forensic Science and Technology program will be able to:

- competently demonstrate the collection, safekeeping, testing and analysis of evidence.
- competently document crime scenes through sketches, photographs, and written reports.
- demonstrate familiarity with the tasks and duties of: crime scene investigators, laboratory technicians, evidence room technicians, fingerprint identification technicians, and photographic technicians.
- testify in a mock courtroom setting.
- document crime scenes through sketches, photographs, and written reports.
- reconstruct a crime scene.

Notes
- Students are strongly encouraged to see advisor, Claire Shepard, before registering for classes in this program.
- Public Safety Employment Awareness Statement:
  - A criminal history will not hinder a student from receiving a certificate, diploma, or degree in Forensic Science from Louisiana Delta Community College; however, a student with a criminal background may be denied employment in a Public Safety field.
- For more information contact: Claire Shepard 318-345-9176, claireshepard@ladelta.edu

Additional Information Links
- Becoming a Crime Scene Investigator
- FAQ's Forensic Science

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**Optional Certificates**

**Certificate Requirements**

**Basic Forensic Science**

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*see above list for electives*
General Studies, Behavioral and Social Sciences
CIP Code - 240102

Mission
The mission of the General Studies Program is to develop the individual student with skills on the intellectual and humanistic level, creating the foundation for future academic and career success.

Program Description
The Associate of General Studies is designed to allow students greater flexibility to develop a degree program tailored to their individual needs, whether the student intends to earn a degree and begin work or continue at a four-year institution to pursue a bachelor’s degree. To be awarded this degree, the student must have a cumulative GPA of 2.00 or better in all credits toward the degree.

Learning Outcomes
Upon completion of the General Studies Degree Program, graduates will be able to:

- distinguish the diversity of cultures in the United States and in certain European countries.
- communicate effectively both written and orally.
- recognize moral conflicts and adjust their behavior accordingly.

Program Goals
- To prepare students for continued study in science and health related fields
- To develop skills in analysis, critical thinking, and problem solving
- To instill the importance of science to society
- To apply theoretical knowledge to practical scientific applications
- To effectively communicate science to others

Degree Requirements
(Students may select concentration areas in the arts and humanities, behavioral/social science, business, or applied sciences.)

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**Additional Certificate**

Certificate of General Studies

**ENGL101** ENGLISH COMPOSITION I 3 0 3 45

**MATH110 OR MATH 105** COLLEGE ALGEBRA 3 0 3 45

**FINE ARTS ELECTIVE** 3 0 3 45

**HUMANITIES ELECTIVE** 3 0 3 45

**NATURAL SCIENCE ELECTIVE** 3 0 3 45

**SOCIAL/BEHAVIORAL SCIENCE ELECTIVE** 3 0 3 45

**ENGL102** ENGLISH COMPOSITION II 3 0 3 45

**HUMANITIES, NATURAL SCIENCE, MATH, OR SOCIAL/BEHAVIORAL SCIENCE ELECTIVE** 3 0 3 45

**TRANSFERABLE ELECTIVE** 3 0 3 45

**TRANSFERABLE ELECTIVE** 3 0 3 45

**CGS – GENERAL STUDIES** 30 450
Industrial Electronics Technology
CIP Code - 470105

Mission
The mission of the Associate of Applied Science in Industrial Electronics Technology is to provide the students with entry-level skills in the electronics and related career fields and to provide entry-level electronics technicians that will meet Louisiana’s industrial needs.

Program Description
The Associate of Applied Science in Industrial Electronics Technology generally prepares individuals to assemble, install, operate, maintain, and repair electrical/electronic equipment used in business and industry. This course includes instruction, on actual equipment or associated trainers, relating to power supplies, amplifiers, motors, digital and computer circuitry, programmable controllers, computer peripherals, general robotic applications, lasers, fiber optics, communication systems, and video systems.

Learning Outcomes
Graduates of the Louisiana Delta Community College Industrial Electronics Technology program will be able to:

- assemble, install, operate, maintain, and repair electronic equipment used in industry.
- demonstrate knowledge of DC theory, AC theory, and electronics circuits.
- use meters and test equipment.
- demonstrate knowledge of Semiconductors, digital circuits, and microprocessors.
- demonstrate knowledge of Transducers.
- demonstrate knowledge of telecommunication equipment.
- demonstrate knowledge of Ladder Logic and Programmable Logic Controllers.
- demonstrate safe and efficient work practices.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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<tr>
<th>Course</th>
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**IPC Certification** (2/2/4 credit hrs./90 clock hrs.)

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**Industrial Instrumentation Technology**  
CIP Code – 150404

**Mission**  
The mission of the Associate of Applied Science in Industrial Instrumentation Technology is to provide the students with entry-level skills in the instrumentation craft and related career fields, and to provide entry-level instrument technicians that will meet Louisiana’s industrial needs.

**Program Description**  
The Associate of Applied Science in Industrial Instrumentation Technology prepares individuals to install, maintain, troubleshoot, and repair various types of measuring and control instruments and peripherals, such as measuring, transmitting, indicating, recording, and controlling devices, final elements, optical instruments and control systems. Specialized classroom instruction will be provided along with practical shop experience in the areas of electronics, motor controls, and different types of measuring systems. Students may be granted a Technical Diploma upon satisfactory completion of the diploma curriculum. Certificates are also offered.

**Learning Outcomes**  
Graduates of the Louisiana Delta Community College Industrial Instrumentation Technology program will be able to:

- demonstrate an understanding of technical terms and nomenclature used in industrial measurement and industrial process control.
- demonstrate a working knowledge of the basic principles of electricity and electronics.
- demonstrate an understanding of the principles of industrial processes, process measurement, and process control.
- demonstrate technical knowledge and skills in the calibration and use of equipment used in industrial process measurement and control.
- demonstrate a working knowledge of safety practices used in the measurement and control of industrial processes.
- demonstrate skills in trouble-shooting problems with measurement devices, process controls, and industrial processes.
- demonstrate basic occupational and employability skills.

**Additional Information Links**  
- Admissions Requirements  
- Tuition and Fees  
- 2013 Assessment Measure  
- 10-11 Assessment Measure  
- 11-12 Assessment Measure  
- IIT Student Achievement Information  
- IPEDS  
- ATMAE

**Gainful Employment**  
Click here for Gainful Employment information.
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Industrial Maintenance Technology
CIP Code – 470303

Mission
The mission of the Technical Diploma in Industrial Maintenance Technology is to provide classroom instruction and practical shop experience to prepare students to succeed through skills training programs. We are committed to teaching what is needed, when it is needed, and where it is needed with available resources. Program content is supplemented with employability skills, with safe and efficient work practices, and with the use of current industry standards and techniques.

Program Description
The Technical Diploma in Industrial Maintenance Technology is designed to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field. The Industrial Maintenance Technology program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery. It includes instruction in testing, adjusting, and repairing pneumatic and hydraulic systems, attaching supplemental equipment such as hoses, valves, gates, mechanical, electrical, and electronic control devices. It also includes instruction in material handling equipment, pipefitting, welding, metal fabrication, and millwright.

Learning Outcomes
Graduates of the Louisiana Delta Community College Industrial Maintenance Technology program will be able to:

- demonstrate an understanding of, safety and health procedures, safe operation of hand and power tools, materials handling and maintaining a safe working environment.
- construct foundations for and to assemble, dismantle, align machinery and equipment.
- demonstrate an understanding of and be able to apply the principles of Pneumatics.
- demonstrate an understanding of and be able to apply the principles of Hydraulics.
- maintain and repair machinery and equipment.
- demonstrate basic occupational and employability skills.
- demonstrate the application of theory.

Gainful Employment
Click here for Gainful Employment information.

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Degree Requirements

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The following courses may be substituted for any of the above course requirements.
Information Communication Technology – Computer Networking Support
CIP Code – 111001

Mission
The mission of the Associate of Applied Science in Information and Communication Technology: Computer/Networking Support is divided into a basic core area and a specialty computer/networking area. The mission of the basic core courses of study is to prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. The mission of the specialty computer/networking area is to prepare students to support end users and to successfully troubleshoot operating systems, user desktop environments, and/or local area and wide area networks.

Program Description
The Associate of Applied Science in ICT Computer Networking/Support program prepares students in the basic core area and the specialty computer/networking area. Electives are available to prepare students to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. Additional electives are provided to prepare students to manage computer operations and control the system configurations emanating from a specific site or network hub as well as low-level programming languages. The curriculum also includes instruction in computer hardware and software applications; local area (LAN) and wide area (WAN) networking. The curriculum provides both knowledge acquisition and skills development for those who are currently working in the information technology field and would like to obtain industry-based certifications or for those who would like to prepare for employment in this field. The program is designed to prepare students to successfully pass national, industry-based exams such as: IC3, CompTIA’s A+, Network+, Server+, iNet+, and Security+; Cisco Systems Cisco Certified Network Associate (CCNA), Cisco Certified Network Design (CCDA), and Cisco Certified Network Professional (CCNP); Microsoft’s Certified Desktop Technician (MCDST); as well as security certifications such as Security Certified Network Professional (SCNP) and Security Certified Network Architect (SCNA) where available.

Learning Outcomes
Graduates of the Louisiana Delta Community College Information Communication Technology – Computer Networking Support program will be able to:

- demonstrate a working knowledge of safety and housekeeping practices used in general office and computer laboratory environments.
- demonstrate technical knowledge and skills in trouble-shooting, repair, calibration and use of equipment used in the information technology industry.
- demonstrate technical knowledge in industry-based software/hardware products.
- find employment in high-wage careers in industry.
- successfully complete all sections of the ACT WorkKeys assessment.
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With approval from the Division Chair, the following courses may be substituted for any of the above course requirements.

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**ADDITIONAL ICT CERTIFICATE EXIT LEVELS**

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**Louisiana Transfer of Arts, Fine Arts, Humanities and Social Science Concentration**

The transfer associate degree is designed to provide students with an opportunity to complete the first 60 hours of work toward a baccalaureate degree at a two-year or community college. Students who successfully complete a designated transfer associate program are eligible to enter a four-year public university as a junior, with all 60 (non-developmental) credits transferring to the receiving university.

The Louisiana transfer associate degree consists of a 39-hour General Education (GenEd) block and a 21-hour block of additional course work. Students who enter a four-year public university with this degree in hand will have met the institution’s general education requirements and will be granted upper division (junior) status, with all of its concomitant rights and privileges. This guarantee applies to those who successfully complete the degree with a grade of "C" or better in each course.

Students may complete either an Associate of Arts/Louisiana Transfer (AA/LT) or Associate of Science/Louisiana Transfer (AS/LT) degree, depending on interests and aspirations for further study toward the baccalaureate. Upon deciding on a prospective major, it is important that students do some research and seek advice about what the program’s prerequisite courses are so that they may be completed as a part of the AA or AS degree.

**IN SUMMARY**, the Louisiana Transfer Associate Degree *guarantees:*

- Admission to a 4-year public university
- Junior-level standing
- Transfer of all 60 hours
- Completion of General Education block requirements at any Louisiana public university
- Equal opportunity to compete against ‘native’ students for admission to limited access programs

*with grade requirement met*

The Louisiana Transfer Associate Degree does not guarantee:

- Admission to every university or degree program: student must meet institutional or degree program admission requirements (e.g., GPA, specific course completions, etc.)
- That the courses taken for the transfer degree will meet specified course requirements of the major

**Advising**

Advising and planning are key to a student’s success in maximizing the transfer experience. All students who might be considering an eventual transfer from one institution to another should develop, with an advisor’s assistance, a written degree plan of courses to take for the transfer associate degree.

It is the student’s responsibility, with professional advice, to choose the array of courses that will optimize preparation for admission into specific senior colleges and timely completion of expected degree programs. Review of the degree plan will provide an opportunity to reflect on the qualifications conferred by the two-year transfer associate, which awards junior standing in a Louisiana public university.
Grades
Graduates of the designated Transfer Associate of Arts or Associate of Science degree programs must have achieved a grade of "C" or better in each course of the 60 hours applied toward the degree to qualify for block transfer guarantees. (Developmental courses do not apply to degree requirements.)

Student Benefits & Responsibilities for the Transfer Associate Degree
• The Louisiana Transfer Associate Degree guarantees admission to a Louisiana public 4-year university. However, admission to some high demand programs is competitive and can be based on grade point average and other academic requirements. It is the student’s responsibility to research and fulfill the admission requirements for such programs.
• The Louisiana Transfer Associate Degree guarantees that transfer students will have an equal opportunity to compete with ‘native’ students to enter limited access programs at 4-year universities. It is the student’s responsibility to know the transfer admission requirements and to be as prepared as possible to compete for a place in the program.
• The Louisiana Transfer Associate Degree guarantees that all 60 credits will transfer to the Louisiana public 4-year university. However, if a student transfers prior to completing the 60 credit associate transfer degree, s/he may find that some courses do not transfer or that s/he is required to take additional courses to meet the general education requirement at the receiving 4-year university.
• Graduates of the designated transfer Associate of Arts or Associate of Science degree programs must have achieved a grade of "C" or better in each course of the 60 hours applied toward the degree to qualify for block transfer guarantees.
• The Louisiana Transfer Associate is a two-year portable academic credential which awards junior standing in any Louisiana public university. Advising and planning are key to success. All students who might be considering an eventual transfer from one campus to another should develop, with an advisor’s assistance, a written degree plan. It is the student’s responsibility to choose the array of courses that will optimize preparation for admission into specific senior colleges and timely completion of the expected baccalaureate major.

<table>
<thead>
<tr>
<th>Associates of Arts/Louisiana Transfer Degree (AALT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINE ARTS CONCENTRATION:</strong></td>
</tr>
<tr>
<td><strong>English Comp (6 hours)</strong></td>
</tr>
<tr>
<td>English 101</td>
</tr>
<tr>
<td>English 102</td>
</tr>
<tr>
<td><strong>Humanities/English Literature (3 hours)</strong></td>
</tr>
<tr>
<td>Choose one from Literature List</td>
</tr>
<tr>
<td><strong>Social/Behavioral Sciences (6 hours: 3 hours at 200 Level)</strong></td>
</tr>
<tr>
<td>Choose from Social/Behavioral List</td>
</tr>
<tr>
<td>Choose from Social/Behavioral List</td>
</tr>
<tr>
<td><strong>Math (6 hours)</strong></td>
</tr>
<tr>
<td>MATH_______</td>
</tr>
<tr>
<td>MATH_______</td>
</tr>
<tr>
<td><strong>Humanities (6 hours) Recommended: a history or foreign language sequence)</strong></td>
</tr>
<tr>
<td>Choose from Humanities List</td>
</tr>
<tr>
<td>Choose from Humanities List</td>
</tr>
<tr>
<td><strong>Fine Arts (3 hours)</strong></td>
</tr>
</tbody>
</table>

122
Choose one from Fine Arts List | 3 hours
--- | ---
**Natural Sciences (9 hours: 6 hours sequence in either Biology or Physical Science, with remaining 3 hours in opposite area)**
Choose from approved list | 3 hours
Choose from approved list | 3 hours
Choose from approved list | 3 hours
**Fine Arts (12 hours: Choose at least one from three different areas: Art History, Arts Appreciation; or Arts Theory)**
Choose from Fine Arts List | 3 hours
Choose from Fine Arts List | 3 hours
Choose from Fine Arts List | 3 hours
**Arts, Social Science/Natural Science Labs, Humanities Electives (9 hours)**
Choose from approved list | 3 hours
Choose from approved list | 3 hours
Choose from approved list | 3 hours
**Total Hours** | **60 hours**

---

**Associates of Arts/Louisiana Transfer Degree (AALT)**

**HUMANITIES CONCENTRATION:**

**English Comp (6 hours)**
- English 101 | 3 hours
- English 102 | 3 hours

**Humanities/English Literature (3 hours)**
Choose one from Literature List | 3 hours

**Social/Behavioral Sciences (6 hours: 3 hours at 200 Level)**
Choose from Social/Behavioral List | 3 hours
Choose from Social/Behavioral List | 3 hours

**Math (6 hours)**
- MATH ______ | 3 hours
- MATH ______ | 3 hours

**Humanities (6 hours) Recommended: a history or foreign language sequence**
Choose from Humanities List | 3 hours
Choose from Humanities List | 3 hours

**Fine Arts (3 hours)**
Choose one from Fine Arts List | 3 hours

**Natural Sciences (9 hours: 6 hours sequence in either Biology or Physical Science, with remaining 3 hours in opposite area)**
Choose from approved list | 3 hours
Choose from approved list | 3 hours
Choose from approved list | 3 hours

**Foreign Language Series and/or Humanities Electives (15 hours)**
Choose from approved elective list | 3 hours
Choose from approved elective list | 3 hours
Choose from approved elective list | 3 hours
Choose from approved elective list | 3 hours
Choose from approved elective list | 3 hours

**Humanities, Social Science and/or Natural Science Lab Electives (6 hours)**
Choose from approved list | 3 hours
Choose from approved list | 3 hours

**Total Hours** | **60 hours**

---

123
# Associates of Arts/Louisiana Transfer Degree (AALT)

**SOCIAL SCIENCES CONCENTRATION:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp (6 hours)</td>
<td></td>
</tr>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>Humanities/English Literature (3 hours)</td>
<td></td>
</tr>
<tr>
<td>Choose one from Literature List</td>
<td>3</td>
</tr>
<tr>
<td>Social/Behavioral Sciences (6 hours: 3 hours at 200 Level)</td>
<td></td>
</tr>
<tr>
<td>Choose from Social/Behavioral List</td>
<td>3</td>
</tr>
<tr>
<td>Choose from Social/Behavioral List</td>
<td>3</td>
</tr>
<tr>
<td>Math (6 hours)</td>
<td></td>
</tr>
<tr>
<td>MATH ________</td>
<td>3</td>
</tr>
<tr>
<td>MATH ________</td>
<td>3</td>
</tr>
<tr>
<td>Humanities (6 hours) Recommended: a history or foreign language sequence</td>
<td></td>
</tr>
<tr>
<td>Choose from Humanities List</td>
<td>3</td>
</tr>
<tr>
<td>Choose from Humanities List</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts (3 hours)</td>
<td></td>
</tr>
<tr>
<td>Choose one from Fine Arts List</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences (9 hours: 6 hours sequence in either Biology or Physical Science, with remaining 3 hours in opposite area)</td>
<td></td>
</tr>
<tr>
<td>Choose from approved list</td>
<td>3</td>
</tr>
<tr>
<td>Choose from approved list</td>
<td>3</td>
</tr>
<tr>
<td>Choose from approved list</td>
<td>3</td>
</tr>
<tr>
<td>Social Science or Related Electives (9 hours)</td>
<td></td>
</tr>
<tr>
<td>Choose from approved elective list</td>
<td>3</td>
</tr>
<tr>
<td>Choose from approved elective list</td>
<td>3</td>
</tr>
<tr>
<td>Choose from approved elective list</td>
<td>3</td>
</tr>
<tr>
<td>Social Science, Humanities, Natural Science Labs, Related Electives</td>
<td></td>
</tr>
<tr>
<td>Choose from approved list</td>
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<td>Choose from approved list</td>
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<tr>
<td>Choose from approved list</td>
<td>3</td>
</tr>
<tr>
<td>Choose from approved list</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** 60 hours

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**See the Louisiana Board of Regents website:**


Completion of the AALT/ASLT 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 AALT/ASLT degree.
**Louisiana Transfer of Science, Physical Science and Biological Science Concentration**

The transfer associate degree is designed to provide students with an opportunity to complete the first 60 hours of work toward a baccalaureate degree at a two-year or community college. Students who successfully complete a designated transfer associate program are eligible to enter a four-year public university as a junior, with all 60 (non-developmental) credits transferring to the receiving university.

The Louisiana transfer associate degree consists of a 39-hour General Education (GenEd) block and a 21-hour block of additional course work. Students who enter a four-year public university with this degree in hand will have met the institution’s general education requirements and will be granted upper division (junior) status, with all of its concomitant rights and privileges. This guarantee applies to those who successfully complete the degree with a grade of "C" or better in each course.

Students may complete either an Associate of Arts/Louisiana Transfer (AA/LT) or Associate of Science/Louisiana Transfer (AS/LT) degree, depending on interests and aspirations for further study toward the baccalaureate. Upon deciding on a prospective major, it is important that students do some research and seek advice about what the program’s prerequisite courses are so that they may be completed as a part of the AA or AS degree.

**IN SUMMARY,** the Louisiana Transfer Associate Degree *guarantees:*

- Admission to a 4-year public university
- Junior-level standing
- Transfer of all 60 hours
- Completion of General Education block requirements at any Louisiana public university
- Equal opportunity to compete against ‘native’ students for admission to limited access programs
  
  *with grade requirement met

The Louisiana Transfer Associate Degree does not guarantee:

- Admission to every university or degree program: student must meet institutional or degree program admission requirements (e.g., GPA, specific course completions, etc.)
- That the courses taken for the transfer degree will meet specified course requirements of the major

**Advising**

Advising and planning are key to a student’s success in maximizing the transfer experience. All students who might be considering an eventual transfer from one institution to another should develop, with an advisor’s assistance, a written degree plan of courses to take for the transfer associate degree.

It is the student’s responsibility, with professional advice, to choose the array of courses that will optimize preparation for admission into specific senior colleges and timely completion of expected degree programs. Review of the degree plan will provide an opportunity to reflect on the qualifications conferred by the two-year transfer associate, which awards junior standing in a Louisiana public university.
Grades
Graduates of the designated Transfer Associate of Arts or Associate of Science degree programs must have achieved a grade of "C" or better in each course of the 60 hours applied toward the degree to qualify for block transfer guarantees. (Developmental courses do not apply to degree requirements.)

Student Benefits & Responsibilities for the Transfer Associate Degree

- The Louisiana Transfer Associate Degree guarantees admission to a Louisiana public 4-year university. However, admission to some high demand programs is competitive and can be based on grade point average and other academic requirements. It is the student’s responsibility to research and fulfill the admission requirements for such programs.

- The Louisiana Transfer Associate Degree guarantees that transfer students will have an equal opportunity to compete with ‘native’ students to enter limited access programs at 4-year universities. It is the student’s responsibility to know the transfer admission requirements and to be as prepared as possible to compete for a place in the program.

- The Louisiana Transfer Associate Degree guarantees that all 60 credits will transfer to the Louisiana public 4-year university. However, if a student transfers prior to completing the 60 credit associate transfer degree, s/he may find that some courses do not transfer or that s/he is required to take additional courses to meet the general education requirement at the receiving 4-year university.

- Graduates of the designated transfer Associate of Arts or Associate of Science degree programs must have achieved a grade of "C" or better in each course of the 60 hours applied toward the degree to qualify for block transfer guarantees.

- The Louisiana Transfer Associate is a two-year portable academic credential which awards junior standing in any Louisiana public university. Advising and planning are key to success. All students who might be considering an eventual transfer from one campus to another should develop, with an advisor’s assistance, a written degree plan. It is the student’s responsibility to choose the array of courses that will optimize preparation for admission into specific senior colleges and timely completion of the expected baccalaureate major.

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**Associates of Science/Louisiana Transfer Degree (AALT)**

**PHYSICAL SCIENCES CONCENTRATION:**

<table>
<thead>
<tr>
<th>English Comp (6 hours)</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td></td>
</tr>
<tr>
<td>English 102</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities/English Literature (3 hours)</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one from Literature List</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social/Behavioral Sciences (6 hours: 3 hours at 200 Level)</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from Social/Behavioral List</td>
<td></td>
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<tr>
<td>Choose from Social/Behavioral List</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Math (10 hours)</th>
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<tbody>
<tr>
<td>MATH 220</td>
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<tr>
<td>MATH 221</td>
<td>5 hours</td>
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</table>

<table>
<thead>
<tr>
<th>Humanities (6 hours) Recommended: a history sequence, speech course or foreign language series</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose from Humanities List</td>
<td></td>
</tr>
<tr>
<td>Choose from Humanities List</td>
<td></td>
</tr>
</tbody>
</table>
**Fine Arts (3 hours)**
Choose one from Fine Arts List 3 hours

**Natural Sciences (17 hours: 11 hours defined, 6 hours from science electives list)**
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 110</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>1</td>
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<td>CHEM 120</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 121</td>
<td>1</td>
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<tr>
<td>BIOL 201</td>
<td>3</td>
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</tbody>
</table>

Choose from Natural Science List 3 hours
Choose from Natural Science List 3 hours

**Social Science and Humanities Electives (9 hours)**
Choose from approved elective departments. Labs from previous listed science lectures are recommended here.
Choose from approved elective list 3 hours
Choose from approved elective list 3 hours
Choose from approved elective list 3 hours

**Total Hours 60 hours**

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**BIOLOGICAL SCIENCES CONCENTRATION:**

**English Comp (6 hours)**
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<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>English 102</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities/English Literature (3 hours)**
Choose one from Literature List 3 hours

**Social/Behavioral Sciences (6 hours: 3 hours at 200 Level)**
Choose from Social/Behavioral List 3 hours
Choose from Social/Behavioral List 3 hours

**Math (6-11 hours) (Calculus I, MATH 220 may be required, depending on major at transfer institution)**
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MATH 110 or 111</td>
<td>3</td>
</tr>
<tr>
<td>MATH 111 or MATH 210</td>
<td>3</td>
</tr>
<tr>
<td>MATH 220</td>
<td>3</td>
</tr>
</tbody>
</table>

**Humanities (6 hours) Recommended: a history sequence, speech course or foreign language series**
Choose from Humanities List 3 hours
Choose from Humanities List 3 hours

**Fine Arts (3 hours)**
Choose one from Fine Arts List 3 hours

**Natural Sciences (18 hours: 12 hours defined, 6 hours from science electives list)**
<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201</td>
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</tr>
<tr>
<td>BIOL 203</td>
<td>1</td>
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<tr>
<td>BIOL 202</td>
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<tr>
<td>BIOL 204</td>
<td>1</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose from Natural Science List 3 hours
Choose from Natural Science List 3 hours

**Social Science and Humanities Electives (7-12 hours)**
Choose from approved elective departments. Labs from previous listed science lectures are recommended here.
Choose from approved elective list 3 hours
Choose from approved elective list 3 hours

---

127
Choose from approved elective list 3 hours
Choose from approved elective list 3 hours
Choose from approved elective list 3 hours

Total Hours 60 hours

**See the Louisiana Board of Regents website:**


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**Medical Coding Specialist**

**CIP Code – 510707**

Seeking SACSCOC Approval

**Mission**
The mission of the Certificate of Technical Studies in Medical Coding Specialist is to provide students with the knowledge and skills necessary to provide health information management services care to patients in a variety of healthcare settings.

**Program Description**
The Technical Competency Area and Certificate of Technical Studies in Medical Coding Specialist are designed to prepare students for certification as Certified Coding Associate (CCA) at the national level through American Health Information Management Association (AHIMA). These certificates will prepare individuals for diagnostic and procedural coding positions in hospitals, physician offices and clinics, long-term care facilities, insurance companies, home care agencies, managed care organizations, and outpatient surgical hospitals. Both certificate programs consist of classroom instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area.

**Learning Outcomes**
Graduates of the Louisiana Delta Community College Medical Coding Specialist program will be able to:

- demonstrate a thorough knowledge of medical terminology, anatomy, physiology, and medical word research techniques.
- assign diagnosis/procedure codes using ICD-9/10-CM and CPT/HCPCS as indicated.
- validate coding accuracy using clinical information found in the health record.
- demonstrate professionalism and ethical conduct in the workplace.
- demonstrate the knowledge necessary to pass the AHIMA Certified Coding Assistant examination.
- become employed in the healthcare industry.

**Gainful Employment**
Click here for Gainful Employment information.

---

**Degree Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
<th>Total Credit Hrs</th>
<th>Clock Hrs</th>
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<tbody>
<tr>
<td>BIOL110</td>
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<td>CINS101</td>
<td>INTRODUCTION TO COMPUTERS</td>
<td>3</td>
<td>0</td>
<td>3 45</td>
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<tr>
<td>HSCI110</td>
<td>MEDICAL TERM</td>
<td>3</td>
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<tr>
<td>MCS101</td>
<td>INTRODUCTION TO HEALTH INFORMATION MANAGEMENT</td>
<td>3</td>
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<td>MCS102</td>
<td>BASIC MEDICAL CODING</td>
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<td>MCS103</td>
<td>BASIC MEDICAL CODING LABORATORY</td>
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<td>BUSN130</td>
<td>CUSTOMER SERVICE FOR BUSINESS PROFESSIONALS</td>
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<td>MCS201</td>
<td>HEALTH CARE DELIVERY SYSTEM</td>
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<td>ADVANCED MEDICAL CODING</td>
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<td>ADVANCED MEDICAL CODING LABORATORY</td>
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<tr>
<td>HSCI105</td>
<td>MEDICAL ETHICS AND LAW</td>
<td>3</td>
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<td>MCS210</td>
<td>MEDICAL CODING PRACTICUM</td>
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<td></td>
<td><strong>CTS – MEDICAL CODING SPECIALIST</strong></td>
<td></td>
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<td><strong>35</strong></td>
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<td></td>
<td></td>
<td></td>
<td><strong>630</strong></td>
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</tbody>
</table>
**Nurse Assistant**
CIP Code – 511614

**Mission**
The mission of the Technical Competency Area in Nurse Assistant is to provide the educational and clinical tools necessary to become a certified Nurse Assistant, allowing the graduate to obtain gainful employment in health care facilities and to contribute to the overall economic development and workforce needs of the state.

**Program Description**
The Technical Competency Area in Nurse Assistant prepares students for employment in long-term care facilities, home health agencies, acute care facilities, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, essential OBRA skills required for certification, body structure and function, and the job-seeking process, with an introduction to computer skills, as it relates to the health care industry. Students participate in clinical activities at approved facilities under the supervision of the instructor. Upon successful completion of this program the student is qualified for universal certification and employment in the areas of long-term care, home health care, and acute care.

**Learning Outcomes**
Graduates of the Louisiana Delta Community College Nurse Assistant program will be able to:

- demonstrate knowledge and skills necessary to function efficiently as a member of the health care team as identified by the Louisiana Department of Health and Hospitals Louisiana Register and the Omnibus Budget Reconciliation Act.
- demonstrate knowledge and skills necessary to function as a member of the health care team.
- explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in the health care industry.
- interact with clients, their support persons, and the health care team using appropriate communication techniques.
- institute and maintain principles of infection control.
- demonstrate professionalism and ethical conduct in the workplace.
- become employed in the healthcare industry.

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**Degree Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
<th>Total Credit Hrs</th>
<th>Clock Hrs</th>
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<tr>
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<td></td>
<td>TCA - Nurse Assistant</td>
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</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HCOR1213</td>
<td>NURSE ASSISTANT REFRESHER COURSE</td>
<td>3</td>
<td>1</td>
<td>4</td>
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Enrollment in HCOR 1213 will require proof of attainment of previous Nurse Assistant certification.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
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</thead>
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<tr>
<td>CSRV1000</td>
<td>CUSTOMER SERVICE</td>
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<td>3</td>
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<tr>
<td>CSRV2000</td>
<td>CUSTOMER SERVICE &amp; SALES</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ENTP1000</td>
<td>FOUNDATIONS OF ENTREPRENEURSHIP</td>
<td>3</td>
<td>3</td>
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</table>

The following courses may not be substituted for the above requirements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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**Alternative Curriculum for Secondary Programs**

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**TCA – Nurse Assistant**

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**TCA - Nurse Assistant**

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The following courses may not be substituted for the above requirements.

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Nursing – Registered  
CIP Code – 513801  

Mission  
The mission of the Associate of Science in Nursing (ASN) program at Louisiana Delta Community College supports the mission of the parent institution. The purpose is to offer an effective and efficient program of study that produces competent and safe entry-level graduates prepared to function within the roles of an associate degree nurse. Upon completion of the program, graduates will have the preparation necessary to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX – RN).

Program Description  
The Associate of Nursing (ASN) program is structured for future nurses to have the knowledge, skills, and attitudes (KSAs) necessary for continuous improvement in giving caring, quality and safe healthcare. The curriculum is organized systematically with the steps of the nursing process. Specific need-based priorities are established. Abraham Maslow’s Hierarchy of Needs provides the organization for the needs sequence of priorities.

Learning Outcomes  
Graduates of the Louisiana Delta Community College Associate of Science in Nursing program will be able to:

- prioritize patient-centered care across the life span with respect to patient’s values and beliefs.
- demonstrate accountability as lifelong learners to minimize the risk of harm to patients and the healthcare team.
- integrate the use of quality measures to improve performance and patient outcomes.
- collaborate with the interdisciplinary team, (individual, patients, families, or communities), to foster open communication, mutual respect, and shared decision making to achieve quality patient care.
- utilize technology, resources, and information systems to deliver safe, effective patient care.
- integrate best current evidence with emerging clinical knowledge for the delivery of optimal healthcare.
- utilize critical thinking and problem solving skills in developing a plan of care.
- utilize previously presented concepts and principles of the arts, sciences, humanities, and nursing as a source for providing quality patient care across the life span.
- demonstrate professional values when providing competent, culturally sensitive, and individualized care across the life span.
- display accountability for legal, moral, and ethical consideration within current standards of professional practices.
- demonstrate continuing competence, growth, and development in the profession of nursing.
# Degree Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<td>NURS233</td>
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The following course will be required of the PN to RN Transition Student

| NURS132 | LPN TO RN TRANSITION                                                        | 5       | 1       | 6                | 120       |
Paramedic
CIP Code – 510904

Mission
The mission of the Technical Diploma in Paramedic is to prepare students with the knowledge and skills necessary to provide emergency medical services care to critically ill patients and transport them to medical facility for further advanced care.

Program Description
This Technical Diploma program prepares students to give advanced prehospital/emergency care to victims of accidents or medical emergencies in prehospital environments. Skills taught in this program begin at the EMT-Basic level. Instruction meets the minimum standards as identified by the 2000 US Department of Transportation (DOT) National Standard Curriculum for Paramedic Education and the LA State Bureau of Emergency Medical Services (BEMS). The course is competency/outcome based and instruction includes supervised classroom/labs, preceptor clinical and field internship experiences with summative evaluations. Completion of this course of study allows the student to be eligible to take the written and practical National registry examinations for Louisiana State and National certification as a Paramedic.

This is a limited enrollment program. Students must be admitted to enroll in any of the listed courses.

Learning Outcomes
Graduates of the Louisiana Delta Community College Paramedic program will be able to:

- integrate comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues which are intended to improve the health of EMS personnel, patients, and the community.
- integrate a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems
- integrate comprehensive anatomical and medical terminology and abbreviations into the written and oral communication with colleagues and other health care professionals.
- integrate comprehensive knowledge of pathophysiology of major human systems.
- integrate comprehensive knowledge of life span development.
- apply fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
- integrate comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
- integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
- integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
- integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
• integrate comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states.
• integrate a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.
• integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.
• integrate assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.
• integrate knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety
• perform a comprehensive history and physical examination to identify factors affecting the health and health needs of a patient.
• formulate a field impression based on an analysis of comprehensive assessment findings, anatomy, physiology, pathophysiology, and epidemiology.
• relate assessment findings to underlying pathological and physiological changes in the patient’s condition.
• integrate and synthesizes the multiple determinants of health and clinical care.
• perform health screening and referrals.
• communicate effectively in a manner that is culturally sensitive and in a manner that is intended to improve the patient outcome.
• perform all psychomotor skills safely and effectively within the National EMS Scope of Practice Model AND the State of Louisiana Scope of Practice at the paramedic level.
• anticipate and prospectively intervenes to improve patient outcome.
• act as a role model of exemplary professional behavior including: but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.
• perform basic and advanced interventions as part of a treatment plan intended to mitigate the emergency, provide symptom relief, and improve the overall health of the patient.
• evaluate the effectiveness of interventions performed and modifies treatment plan accordingly.
• report and documents assessment findings and interventions. Collects and reports data to be used for epidemiological and research purposes.
• perform a relevant patient assessment, develops a treatment as well as a disposition plan for patients with the following complains: abdominal pain, abuse/neglect, altered mental status/decreased level of consciousness, anxiety, apnea, ascites, ataxia, back pain, behavioral emergency, bleeding, blood and body fluid exposure, cardiac arrest, cardiac rhythm disturbances, chest pain, congestion, constipation, cough/hiccough, cyanosis, dehydration, dental pain, diarrhea, dizziness/vertigo, dysmenorrhea, dysphasia, dyspnea, dysuria, ear pain, edema, eye pain, fatigue, feeding problems, fever, GI bleeding, headache, hearing disturbance, hematuria, hemoptysis, hypertension, hypotension, incontinence, jaundice, joint pain/swelling, malaise, multiple trauma, nausea/vomiting, pain, paralysis, pediatric crying/fussiness, poisoning, pruritus, rash, rectal pain, red/pink eye, shock, sore throat, stridor/drooling, syncope, tinnitus, tremor, urinary retention, visual disturbances, weakness, and wheezing.
• function as the team leader of a routine, single patient advanced life support emergency call.
• ensure the safety of the rescuer and others during an emergency call.

Gainful Employment

Click here for Gainful Employment information.

<table>
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<th>Course</th>
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<th>Lec Hrs</th>
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Patient Care Technician
CIP Code – 512601

Mission
The mission of the Certificate of Technical Studies in Patient Care Technician is to provide the educational and clinical tools necessary to become a Certified Nurse Assistant, EKG Technician, and/or Phlebotomist allowing the graduate to obtain gainful employment in health care facilities and to contribute to the overall economic development and workforce needs of the state.

Program Description
The Certificate of Technical Studies in Patient Care Technician prepares individuals for a variety of job opportunities in health occupations areas and is generated to meet the need for cross training of employees in health care facilities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing skills are required, as well as the skills of phlebotomy, performing electrocardiograms (EKG), stress testing, and holter monitoring procedures. All OBRA skill standards are included into this competency-based curriculum. The program consists of classroom/lab instruction and supervised/preceptor clinical activities. Prior to clinical, the student must present a current CPR card for Basic Life Support for Health Care Providers. Upon successful completion of this competency-based program, students may be eligible to take certification exams in Phlebotomy, Nursing Assistant, Electrocardiogram (EKG) Technician, and/or Patient Care Technician.

Learning Outcomes
Graduates of the Louisiana Delta Community College Patient Care Technician program will be able to:

- demonstrate knowledge and skills necessary to function as a member of the health care team.
- explain how the Health Insurance Portability and Accountability Act (HIPAA) compliance regulation impacts workers in the health care industry.
- interact with clients, their support persons, and the health care team using appropriate communication techniques.
- institute and maintain principles of infection control.
- demonstrate professionalism and ethical conduct in the workplace.
- become employed in the healthcare industry.

Gainful Employment
Click here for Gainful Employment information.

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<tr>
<th>Course</th>
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Practical Nursing
CIP Code – 513901

Mission
The mission of the Technical Diploma in Practical Nursing is to meet the goal of workforce development by providing specialized classroom instruction and supervised clinical experiences to prepare graduates for successful completion of the computerized licensing exam administered by the National Council of State Board Examiners to the end that employment as a licensed practical nurse may be obtained in the health care industry.

Program Description
The Technical Diploma in Practical Nursing is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Students should note that some courses have prerequisites, which must be completed before enrolling into upper level courses and continuing in the program. Students must demonstrate basic computer skills prior to advancement into the acute care clinical component of the program. Practical Nursing Program Coordinators or their designees may assess a student’s basic computer skills by administering a competency exam or having the student successfully complete CPTR 1000 or a comparable computer course. Articulated courses are determined at the discretion of the Practical Nurse Program Coordinator and based upon individual evaluation as described in the 2005 Louisiana Nursing Education Articulation Model. Each course in the PN program must be completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to apply for the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN). This is a limited enrollment program. Students must be admitted to the program to enroll in any of the PN courses.

Learning Outcomes
Graduates of the Louisiana Delta Community College Practical Nursing program will be able to:

- utilize the nursing process, technical skills, and communications skills in providing safe and effective care to patients with acute and/or chronic health care needs throughout the life cycle in various health care settings.
- while under the supervision of a medical doctor, dentist or registered nurse.
- demonstrate the knowledge and skills necessary to function effectively as an acceptable entry-level member of the health care team within the scope of practice allowed by law.
- provide appropriate nursing interventions to relatively stable to semi-complex patients reflecting decisions based on critical thinking and assessment of patient needs, revising those interventions as needed.
- display personal accountability within the ethical and legal framework of nursing practice and recognize the responsibility of maintaining lifelong professional growth.
- exhibit knowledge of normal human growth and development, basic sciences, and the pathology of common medical disorders and diseases and their treatments.
• demonstrate knowledge of the scope and limitations of the practical nurse in order to render safe and effective care and meet licensing requirements of the Louisiana State Board of Practical Nurse Examiners.
• manifest a sense of social responsibility with respect for diverse cultural experiences and backgrounds of clients.
• demonstrate compliance with OSHA guidelines and CDC recommendations relative to Standard Precautions and prevention of disease transmission.
• complete the steps necessary to become a Licensed Practical Nurse in the state of Louisiana

Student Handbook
• 2013-2014 PN Student Handbook

Admissions Procedure
• All students who have been admitted to Louisiana Delta Community College and who have fulfilled the pre-requisites are eligible to apply to admission to the Practical Nursing program.
• Enrollment in the PN program is limited. Please speak to the faculty representative, PN Coordinator, or Student Affairs at any campus for details.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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**Process Technology**  
CIP Code – 150699

**Mission**  
The mission of the Associate of Applied Science Degree in Process Technology is to train students to become process technicians who control and monitor the systems that run industrial plants.

**Program Description**  
Process technology operators control and monitor the systems that run industrial plants. Operators gather information using instrumentation and lab equipment to maintain safe work areas and keep plants in compliance with regulatory requirements. Operators work both indoors and outdoors alongside engineers, chemists and other professionals. Operators use knowledge of computers, math, physics and chemistry to keep industrial plants running safely and efficiently. They require strong communications skills, the ability to write, express views orally and listen in order to succeed at their jobs.

**Program Accreditation**  
The Associate of Applied Science in Process Technology is fully accredited by the Association of Technology Management and Applied Engineering.

**Learning Outcomes**  
Graduates of the Louisiana Delta Community College Process Technology program will be able to:

- work effectively as a team member and demonstrate that they can exhibit professional and ethical behavior in the workforce.
- identify instrumentation and instrument systems used in processing industries.
- operate process technology equipment and systems as a process technician.
- practice environmental, safety and health guidelines as a process technician.
- demonstrate the application of quality concepts as a process technician.

**Additional Information Links**  
- Admissions Requirements  
- Tuition and Fees  
- 2013 PTEC Assessment Measures  
- 11-12 PTEC Assessment Measures  
- 10-11 PTEC Assessment Measures  
- PTEC Curriculum Sheet  
- PTEC Graduate Survey  
- PTEC Student Achievement Information  
- IPEDS  
- ATMAE
## Degree Requirements

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Respiratory Therapy
CIP Code - 510908

The Respiratory Therapy program at Louisiana Delta Community College (Delta) is a cooperative effort between Delta, Bossier Parish Community College (BPCC), the School of Allied Health Professions at LSU Health Sciences Center, and area hospital clinical affiliates to prepare graduates as competent Registered Respiratory Therapists (RRTs). Respiratory Therapy is a program employed with medical direction in the treatment, management, diagnostic evaluation, and care of patients with deficiencies and abnormalities of the cardiopulmonary system. This program culminates in the Associate of Applied Science in Respiratory Therapy. Further information related to this exciting career may be found at http://www.bpcc.edu/respiratorytherapy/.

Delta students interested in becoming respiratory therapists must apply for admission to Delta and meet all the associated requirements. Delta students are able to complete 33 hours of general education courses at Delta as outlined below:

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These courses must be completed with a minimum grade of “C” in each course. Additionally, each student must exhibit an overall grade point average (GPA) of 2.000 and a minimum of 2.500 in required qualification courses that must be completed by the end of the spring semester in the application year.

Upon successful completion of the 33 hours of general education courses, students must apply for admission to Bossier Parish Community College and to the Respiratory Therapy (RT) program as outlined at http://www.bpcc.edu/respiratorytherapy/. The application deadline is April 15 of each year.

BPCC accepts a maximum of 10 students each year into the associated Delta program. The professional program courses are taught by LSU health faculty via compressed video on the Delta campus in Monroe. As part of this partnership, BPCC provides an instructor on site who additionally facilitates the clinical experiences at local medical facilities. The professional program is four (4) semesters in length beginning in summer and ending the following summer. Upon successful completion of the BPCC clinical program, students are qualified to sit for the National Board of Respiratory Care (NBRC) entry and advanced level exams (CRT and RRT) in order to pursue state licensure to practice in respiratory care.

For additional information regarding this program please contact your advisor or the Dean of the School of Health Sciences at Louisiana Delta Community College.
Teaching: Grades 1-5

CIP Code – 130101

Mission
The mission of the Associate of Science in Teaching Program is to train and mentor pre-service teachers in Louisiana where the attrition rate for first year teachers is the highest in the nation. Research demonstrates that comprehensive induction like that developed in the AST Degree cuts attrition rates in half. The program is designed to allow pre-service teachers into the classroom so that they get real-life, hands-on experiences and mentorship by strong teachers right from the beginning. Providing this type of experience gives prospective teachers a clear view of the teaching process, work conditions, and overall fulfillment related to teaching prior to graduation and employment. This hands-on approach is intended to address the goal of increasing job satisfaction and retention rates, while increasing the number of qualified teachers in Louisiana.

Program Description
The AST Program introduces candidates to the field of teaching by focusing on professional responsibilities of educators and the development of elementary school children. The primary topics addressed are: Professional issues for Education Careers, Child Development, Technology for Teaching and Learning, Diverse Ways of Knowing and Learning, and Professional Issues of Diversity in Education. The program includes a combination of lecture, group learning, maintaining an electronic portfolio, reflection and site-based experiences within schools. The program requires a total of 40 hours of field experience in Monroe City and Ouachita Parish schools, and the completion of both PRAXIS I and PRAXIS II teacher assessment exams. The AST Degree transfers as a block to all four-year institutions in Louisiana that offer a bachelor’s degree in elementary education.

Learning Outcomes
Upon completion of the General Studies Degree Program, graduates will be able to:

- Demonstrate understanding of education reform in Louisiana and the United States
- Identify dispositions important to teaching as a career
- Demonstrate knowledge of major theories of human development and learning, and apply these theories in planned and incidental classroom interactions with students
- Demonstrate the ability to use technology in the teaching environment
- Recognize issues of diversity among students as they apply to students with exceptionalities in the classroom experiences, case studies and personal experience, applying information in the classroom setting

Degree Requirements

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<th>Course</th>
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<th>Lab Hrs</th>
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Welding
CIP Code – 480508

Mission
The mission of the Technical Diploma in Welding is to prepare individuals for employment in the field of Welding. The program is designed to provide students with differing welding processes required in the welding industry.

Program Description
The Technical Diploma in Welding prepares individuals 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, plasma arc cutting, blueprint reading, weld symbols, and joints. After completion of this program, the student will have covered the skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test.

Learning Outcomes
Graduates of the Louisiana Delta Community College Welding program will be able to:

- demonstrate an understanding of, safety and health procedures, safe operation of hand and power tools, materials handling and maintaining a safe working environment.
- demonstrate the ability to read and interpret welding drawings; an understanding of basic metallurgy, metal identification, and heat treatment of metals.
- demonstrate an understanding of codes, standards, and agencies regulating the welding industry, weld quality standards, concepts in proper visual and destructive testing methods, and proper base metal preparation and joint fit-up.
- demonstrate an understanding of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup.
- demonstrate an understanding of principles of safely operating Air Carbon Arc Cutting (CAC-A) and Plasma Arc Cutting (PAC).
- demonstrate an understanding of the following methods: shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, and pipe welding.
- perform AWS code quality welds using the following methods: shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, and pipe welding.

Gainful Employment
Click here for Gainful Employment information.

Degree Requirements

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<tr>
<th>Course</th>
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<th>Lec Hrs</th>
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The following program course listings and exit points are non-sequential and delivered depending on industry need and student selection. Courses are required to be taken only once if successfully completed to satisfy exit credentials. The student advisor will assist in proper course sequencing to obtain exit credentials. Additional industry specific courses can be developed as needed.
To meet the requirements to earn a diploma, students must complete the program core and select an additional minimum of 16 credits from ANY of the courses listed as "Required Electives."

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<th>Program Core Totals</th>
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**TD - Welding**

60 1800

**REQUIRED ELECTIVES**

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Course Descriptions

ACCT 201 (CACC 2113) - Intro To Financial Accounting
Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces basic accounting concepts and principles along with general and special journals. Emphasis is given to the accounting cycle and the preparation of financial statements.

ACCT 202 (CACC 2213) - Intro To Managerial Accounting
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a foundation course in business analysis. The course focuses on financial accounting as related to cash flow and financial statement analysis and fundamental managerial accounting principles, especially as related to product costing and the use of accounting information in organizational decision making.
Prerequisites: ACCT 201 (CACC 2113)

ACCT 214 (CACC 2613) - Tax Accounting
Total Credits = 3
Lecture = 3 / Laboratory = 0

Tax accounting is a course designed to study fundamentals of federal income taxation. This will include income inclusions, exclusions, and deductions as defined by current IRS regulations. A clear and relevant presentation of the tax system is presented.
Prerequisites: ACCT 201 (CACC 2113)

ACCT 218 - Fundamentals Of Income Tax Prep
Total Credits = 3
Lecture = 3 / Laboratory = 0

This is an introductory course in the preparation of individual federal and state income tax returns in accordance with federal and state tax laws. Available federal and state resources will be used.
Prerequisites: ACCT 201 (CACC 2113)

ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements. It also covers accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise.
ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures.
Prerequisites: ACCT 1100 (CACC 2313)

ACCT 1250 (CACC 2513) - Payroll Accounting
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course covers accounting principles and procedures relating to payroll accounting, including 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.
Prerequisites: ACCT 1200 (CACC 2323)

ACCT 1300 (CACC 2713) - Intermediate Accounting
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course covers accounting principles relating to accounts receivable, accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships.
Prerequisites: ACCT 1200 (CACC 2323)

ACCT 1400 - Advanced Accounting
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course covers principles relating to the corporate organization, including accounting for accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers is also covered.
Prerequisites: ACCT 1300 (CACC 2713)

ACCT 1500 (2413) - Computerized Accounting
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course covers 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.
**Prerequisites:** ACCT 1200 (CACC 2323) **concurrent enrollment in ACCT 1200 (CACC 2323) is acceptable**

**ACSE 100 - Academic Seminar**  
**Total Credits = 1**  
**Lecture = 1 / Laboratory = 0**

Course for all entering students with less than 30 transfer credit hours and/or students with less than a 2.0 grade point average. Course includes intro to resources at LDCC, independent learning skills, time management, communication skills, goal setting, and career exploration. This course is designed to provide the tools that enable and empower a student to succeed by improving academic and resource skills, and by enhancing personal development. This course will have a service learning component.

**ACSE 101 - Academic Skills Seminar**  
**Total Credits = 3**  
**Lecture = 3 / Laboratory = 0**

Course for all students placing in any 095 developmental courses OR two or more developmental courses. Course includes intro to resources at LDCC; learning styles; time management, communication skills, career exploration, and strategies for note taking, test taking, and study skills. This course will have a service learning component.

**ARTS 103 (CART 2203) - Drawing I**  
**Total Credits = 4**  
**Lecture = 3 / Laboratory = 1**

This is an introductory course focusing on the fundamentals of drawing. It emphasizes development of skills such as hand-eye coordination, measuring, and structured line drawing that will enable the student to draw accurately and realistically. Students will work from direct observation using a variety of subject matter.

**ARTS 104 (CART 2213) - Figure Drawing**  
**Total Credits = 3**  
**Lecture = 3 / Laboratory = 5**

During this beginning figure drawing course, students will continue to use skills and ideas developed during ARTS 103. Students will gain knowledge of correct proportions and anatomical structure while developing skills of drawing realistic portraiture as well as the entire human figure. The students will be working directly from a live model.  
**Prerequisites:** ARTS 103 (CART 2203) and ARTS 105 (CART 1113).

**ARTS 105 (CART 1113) - Design Fundamentals**  
**Total Credits = 3**  
**Lecture = 1 / Laboratory = 4**
An introductory course to the theory and application of design, focusing on two-dimensional works of art. Basic color theory will occupy one-third of the class.

**ARTS 106 (CART 2303) - Color Theory**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 5

This course is an introduction to the characteristics and use of color. It will explore various theories and concepts about the nature of color and acquaint students to appropriate terminology.

**ARTS 107 (CART 1123) - Three-dimensional Design**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 5

This is a foundation course intended to expand the students understanding of design theory as it pertains to three-dimensional works of art. Students will work with a variety of materials and employ a variety of processes.  
**Prerequisites:** ARTS 105 (CART 1113).

**ARTS 110 - Crafts**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 5

The Crafts course is a non-transferable course. It is intended to benefit the community by offering the public a variety of skills based subjects; such as Batik, jewelry making, and stained glass. The proposed students will be art teachers looking for professional development, retired seniors, high school students, and anyone interested in learning a specific craft. A different craft will be taught each semester. The course may be taken cumulative times.

**ARTS 120 (CART 1023) - Art Appreciation**  
(Formerly ARTS 101)  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Lecture and discussion of the visual arts with emphasis on how and why works have been created in present and earlier times. All major forms of drawing, painting, printmaking, sculpture, design and architecture are explored in basic terms.

**ARTS 201 (CART 2103) - Survey Of Art History I**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This survey course is an introduction to the history of visual art through the study of selected masterworks from the prehistoric period through the Gothic.
ARTS 202 (CART 2113) - Survey Of Art History II  
Total Credits = 3  
Lecture = 3 / Laboratory = 0

This survey course is an introduction to the history of visual art through the study of selected masterworks from the Renaissance to Modern time.

ARTS 203 - Ceramics, Handbuilding  
Total Credits = 3  
Lecture = 1 / Laboratory = 5

This is an introduction to the tools and techniques used when creating ceramic forms by means of hand-building. Students will gain knowledge pertaining to the characteristics of clay and various building techniques, the application of ceramic glazes, firing procedures, and appropriate terminology. This course will also include an introduction to a variety of ceramic artists and styles intended to encourage and inspire.

ARTS 204 - Wheelthrown Ceramics  
Total Credits = 3  
Lecture = 1 / Laboratory = 5

This is an introduction to the tools and techniques used when creating forms on a potter's wheel. Students will gain knowledge pertaining to characteristics of clay, throwing techniques, the application of ceramic glazes, firing procedures, and appropriate terminology. This course will also include an introduction to a variety of ceramic artists and styles intended to encourage and inspire.

ARTS 207 - Beginning Oil Painting  
Total Credits = 3  
Lecture = 1 / Laboratory = 5

In this introductory oil painting course, students will learn the basic techniques of pictorial representation. Through the exploration of still-life and landscape painting students use a variety of approaches to painting and gain competence using these techniques and materials.  
Prerequisites: ARTS 103 (CART 2203), ARTS 105 (CART 1113), ARTS 106 (CART 2303).

AUTO 1100 - General Engine Diagnosis And Repair  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course teaches the techniques used in diagnosing automotive engines and determining the necessary repair procedures. It also covers removal and installation of automotive engines.

AUTO 1110 - Cylinder Head & Valve Train Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1
This course teaches the procedures and repair methods for diagnosing and reconditioning cylinder heads.

**AUTO 1120 - Engine Block Assembly Diagnosis And Repair**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and repair methods for diagnosing and reconditioning engine blocks.

**AUTO 1130 - Lubrication And Cooling System Diagnosis And Repair**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods for the diagnosis and repair of automotive engine lubrication and cooling system.

**AUTO 1150 - Automotive Internship I**  
Total Credits = 4  
Lecture = 0 / Laboratory = 4

This course involves dealership work experience. Worksite duties will be related to college instruction. Worksite duties will include experience related to engine repair and electrical work and with appropriate approvals and documentation may be substituted for the following courses: Auto 1110, 1120, 1650, and 1660.  
**Prerequisites or Corequisites:** Must complete specified semester college theory level courses.

**AUTO 1200 - General Transmission And Transaxle Diagnosis**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the techniques and procedures used in the diagnosis of Automatic transmissions and transaxles.

**AUTO 1210 - Transmission And Transaxle Maintenance**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures for the servicing of automatic transmissions and transaxles. It also teaches linkage adjustments.

**AUTO 1220 - In Vehicle Repair**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1
This course teaches the repair and adjustment procedures that can be performed with the transmission or transaxle installed in the vehicle.

**AUTO 1230 - Off-vehicle Transmission And Transaxle Repair I**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures for removal, disassembly, reassembly, and reinstallation of automatic transmissions and transaxles. It also covers the procedures for the repair of torque converters and oil pump assemblies.

**AUTO 1240 - Off-vehicle Transmission And Transaxle Repair II**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures for the inspection and measurement of gear trains, shafts, bushings and cases.

**AUTO 1250 - Automotive Internship II**  
Total Credits = 4  
Lecture = 0 / Laboratory = 4

This course involves dealership work experience. Worksite duties will be related to college instruction. Worksite duties will include experience related to steering and suspension and manual drive train technology and with appropriate approvals and documentation may be substituted for the following courses: Auto 1400, 1440, 1320, and 1330.  
**Prerequisites or Corequisites:** Must complete specified semester college theory level courses.

**AUTO 1300 - Drive Train And Clutch Diagnosis And Repair**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods of diagnosis for manual drive trains and clutches. It also covers removal, installation, and adjustments of clutches.

**AUTO 1310 - Transmission And Transaxle Diagnosis And Repair**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods for removal, installation, and reconditioning of manual transaxle and transmission units.

**AUTO 1320 - Drive And Half Shaft And Universal Joint Repair**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1
This course teaches the procedures and methods for diagnosis and repair of drive, half, and universal joints.

**AUTO 1330 - Drive Axle Diagnosis And Repair**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods for diagnosis and repairs of standard differentials, limited slip differentials and drive axle shafts.

**AUTO 1340 - Four And All Wheel Drive Diagnosis And Repair**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods for diagnosis and repair of four and all wheel drive vehicles.

**AUTO 1350 - Automotive Internship III**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

This course involves dealership work experience. Worksite duties will include experience related to Heating and Air Conditioning technology and with appropriate approvals and documentation may be substituted for the following courses: Auto 1720 and 1730.  
**Prerequisites or Corequisites:** Must complete specified semester college theory level courses

**AUTO 1400 - General Steering And Suspension Diagnosis**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods used in diagnosing steering and suspension systems.

**AUTO 1410 - Steering System Diagnosis And Repair**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This course teaches the different types of steering systems and the procedures and methods to diagnose and repair steering systems. It also includes instruction on supplemental restraint systems (Air Bags).

**AUTO 1420 - Suspension Systems Diagnosis And Repair**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This course teaches the different types of suspension systems and the procedures and methods used for diagnose and repair.
AUTO 1430 - Wheel Alignment Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  

This course teaches the principles of geometry necessary to understand the procedures and methods for diagnosis and alignment of steering systems.

AUTO 1440 - Wheel And Tire Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  

This course teaches the procedures and methods in the servicing automotive tire and wheel assemblies including rotating, balancing, and repair.

AUTO 1450 - Automotive Internship IV  
Total Credits = 5  
Lecture = 0 / Laboratory = 5  

This course involves dealership work experience. Worksite duties will be related to college instruction. Worksite duties will include experience related to brake technology and Engine Related Services and with appropriate approvals and documentation may be substituted for the following courses: AUTO 1510, 1520, 1530, and 1850.  
Prerequisites or Corequisites: Must complete specified semester college theory level courses.

AUTO 1500 - Hydraulic Systems Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  

This course teaches the principles of physics as related to fluid pressures and hydraulics. It also teaches the procedures and methods of diagnosis of the automotive hydraulic system.

AUTO 1510 - Drum Brake Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  

This course teaches the procedures and methods necessary to diagnose and repair drum brake systems.

AUTO 1520 - Disk Brake Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  

This course teaches the procedures and methods necessary to diagnose and repair disc brake systems.

AUTO 1530 - Power Assist Diagnosis And Repair
This course teaches the procedures and methods necessary to diagnose and repair power assist units in automotive braking systems.

**AUTO 1540 - Antilock And Traction Control Diagnosis And Repair**
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair antilock brake systems and traction control systems.

**AUTO 1550 - Automotive Internship V**
Total Credits = 5  
Lecture = 0 / Laboratory = 5

This course involves dealership work experience. Worksite duties will be related to college instruction. Worksite duties will include experience related to Manual Drive Train technology and Engine Performance Technology and with appropriate approvals and documentation may be substituted for the following courses: Auto 1800 and 1820.

**Prerequisites or Corequisites:** Must complete specified semester college theory level courses

**AUTO 1600 - General Electrical System Diagnosis**
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course teaches the electrical principles of Ohm's Law, Series Circuits, Parallel Circuits, and Series Parallel circuits. It also teaches the basic methods of electrical diagnosis and use of schematic and wiring diagrams.

**AUTO 1610 - Battery Diagnosis And Repair**
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair the battery and associated electrical components.

**AUTO 1620 - Starting Systems Diagnosis And Repair**
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course teaches the procedures and methods necessary to diagnose and repair starting systems including the removal and installation of components.
AUTO 1630 - Charging Systems Diagnosis And Repair
Total Credits = 2
Lecture = 0 / Laboratory = 2

This course teaches the procedures and methods necessary to diagnose and repair charging systems including removal and installation of components.

AUTO 1640 - Lighting Systems, Gauges, Warning Devices And Driver Information Diagnosis
And Repair
Total Credits = 1
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair lighting systems, gauges, warning devices and driver information systems.

AUTO 1650 - Horn And Wiper/Washer Diagnosis And Repair
Total Credits = 1
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair windshield wiper/washer systems and the horn system.

AUTO 1660 - Electrical Accessories Diagnosis and Repair
Total Credits = 1
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair other electrical accessories, such as power door locks and GPS navigation systems.

AUTO 1670 - Automotive Internship VI
Total Credits = 4
Lecture = 0 / Laboratory = 4

This course involves dealership work experience. Worksite duties will be related to college instruction. Worksite duties will include experience related to automatic transmission and transaxle technology and drive train and clutch diagnosis and repair and with appropriate approvals and documentation may be substituted for the following courses: Auto 1210, 1220, 1240, and 1300.

Prerequisites or Corequisites: Must complete specified semester college theory level courses

AUTO 1700 - Air Conditioning System Diagnosis And Repair
Total Credits = 1
Lecture = 0 / Laboratory = 1

This course teaches the principles of refrigeration and the procedures and methods necessary to diagnose and repair automotive air conditioning systems.
AUTO 1710 - Refrigeration System Component Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair individual components of the air conditioning system.

AUTO 1720 - Heating And Ventilation Systems Diagnosis And Repair  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair automotive heating and ventilation systems.

AUTO 1730 - Operating Systems And Related Controls  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair electrical, vacuum, and automatic temperature controls.

AUTO 1740 - Refrigerant Recover, Recycling And Handling  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to properly handle and store refrigerants.

AUTO 1800 - General Engine Diagnosis  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

This course teaches the principles of internal combustion engines and the procedures and methods necessary to diagnose general engine mechanical problems.

AUTO 1810 - Computerized Engine Controls Diagnosis And Repair  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

This course teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes.

AUTO 1820 - Ignition Systems Diagnosis And Repair  
Total Credits = 2  
Lecture = 0 / Laboratory = 2
This course teaches the procedures and methods necessary to diagnose and repair the various types of ignition systems in use today.

**AUTO 1830 - Fuel, Air Induction, And Exhaust Systems**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course teaches the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. It also teaches the repair procedures for intake and exhaust systems.

**AUTO 1840 - Emissions Systems Diagnosis And Repair**  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

This course teaches the procedures and methods necessary to diagnose and repair the myriad of emissions controls systems on modern automobiles.

**AUTO 1850 - Engine Related Services**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course teaches the procedures and methods necessary to diagnose and repair mechanical timing devices, and cooling system components.

**AUTO 2991 - Special Projects, I**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.

**AUTO 2993 - Special Projects, II**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.

**AUTO 2995 - Special Projects, III**  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.

**AUTO 2996 - Special Projects, IV**  
Total Credits = 3  
Lecture = 3 / Laboratory = 0
A course designed for the student who has demonstrated specific special needs.

**AUTO 2997 - Practicum**
**Total Credits = 3**
Lecture = 0 / Laboratory = 3

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**AUTO 2998 - Special Projects V**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrate specific special needs.

**Prerequisites:** Consent of Instructor

**AUTO 2999 - Cooperative Education**
**Total Credits = 3**
Lecture = 0 / Laboratory = 3

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.

**BARB 1110 - History of Barbering and the Professional Image**
**Total Credits = 2**
Lecture = 2 / Laboratory = 0

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

**BARB 1120 - Sanitation, Bacteriology, Safety with Tools, Implements and Equipment Theory and Practice**
**Total Credits = 2**
Lecture = 0 / Laboratory = 2

This course is a study of the types of bacteria and methods of cleaning and sanitizing, as well as safety precautions and identification and use of barbering implements, tools, and equipment.

**BARB 1131 - Sanitation, Bacteriology, Safety with Tools, Implements and Equipment Lab**
**Total Credits = 1**
Lecture = 0 / Laboratory = 1
Student performance is the emphasis of this course, which includes safety and methods of cleaning and sanitizing, as well as identification, handling, and care of tools, implements, and equipment.

**BARB 1140 - Facial Massage and Treatments Theory and Practice**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

A study of the bones, nerves, muscles, and motor points of the head, face, and neck related to facial massage manipulations and procedures. Demonstration of equipment used for the complete facial and other types of facials, as well as the physiological effects/benefits are discussed.

**BARB 1150 - Properties/Disorders/Treatments of Skin, Scalp, Hair Theory and Practice**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

In this course, skin, scalp, and hair are analyzed according to structure and function. Performing the shampoo, using hair rinses and conditioners, as well as other modes of scalp and hair treatment are explored in order to meet the client's individual needs.

**BARB 1160 - Men's/Women's Basic Haircutting/Styling Theory and Practice**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

The theory of the art of cutting and styling men's and women's hair using fundamental principles of the tapered haircut/styling while considering various facial shapes is discussed and demonstrated.

**BARB 1211 - Barbering-Styling Lab**  
**Total Credits = 4**  
Lecture = 0 / Laboratory = 4

Student performance of men's and women's basic haircutting/styling (160 Hours) and shaving, mustache, and beard design (20 Hours) is the emphasis of this class.

**BARB 1220 - Shaving, Moustaches and Beards Theory and Practice**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

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

**BARB 1231 - Barbering-Styling Lab II**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2
Student performance is the emphasis of this course, which includes facial massage manipulations and procedures, as well as the treatments of the scalp and hair (shampooing, rinsing and conditioning).

**BARB 1310 - Permanent Waving/Chemical Hair Relaxing Theory and Practice**  
**Total Credits = 3**  
**Lecture = 0 / Laboratory = 3**

The principal actions and purposes of permanent waving, soft curl permanents, and chemical hair relaxing of the hair are discussed. Appropriate rodding and perming procedures, types of perms and relaxers, safety precautions, and the hair analysis and record are explained and demonstrated.

**BARB 1321 - Permanent Waving/Chemical Hair Relaxing Lab**  
**Total Credits = 2**  
**Lecture = 0 / Laboratory = 2**

Student performance of permanent waving, soft curl perms, and chemical relaxing of the hair are the emphasis of this class.

**BARB 1330 - Hair Coloring Theory and Practice**  
**Total Credits = 2**  
**Lecture = 0 / Laboratory = 2**

The laws of color and principles of hair coloring and lightening, classifications and solutions related to hair color, and safety precautions and procedures are explained.

**BARB 1341 - Hair Coloring Lab**  
**Total Credits = 2**  
**Lecture = 0 / Laboratory = 2**

Student performance of hair coloring and lightening procedures and required safety precautions are the emphasis of this class.

**BARB 1350 - Chemistry**  
**Total Credits = 2**  
**Lecture = 2 / Laboratory = 0**

A brief exploration of the nature and structure of matter in order to assist barber-stylists in their professional work.

**BARB 1410 - Electricity and Safety**  
**Total Credits = 1**  
**Lecture = 1 / Laboratory = 0**

This course describes the common types of electrical currents and equipment used, as well as the
procedures, benefits, and required safety precautions. The types, uses, and safety precautions of light therapy are also discussed.

**BARB 1420 - Anatomy and Physiology**  
*Total Credits = 2*  
*Lecture = 2 / Laboratory = 0*

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

**BARB 1430 - Men's Hairpieces Theory**  
*Total Credits = 1*  
*Lecture = 0 / Laboratory = 1*

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

**BARB 1441 - Styling Lab III**  
*Total Credits = 5*  
*Lecture = 0 / Laboratory = 5*

Student performance of the care and fitting of men's hairpieces (10 Hours) and men's and women's basic and advanced haircutting/styling (200 Hours) is the focus of this class.

**BARB 2111 - Barber-Styling Shop Management and Sales**  
*Total Credits = 2*  
*Lecture = 0 / Laboratory = 2*

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

**BARB 2120 - LA State Barber Board Review Theory**  
*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

A comprehensive review of theory in preparation for taking the state written exam for licensure.

**BARB 2131 - LA State Barber Board Review Lab**  
*Total Credits = 4*  
*Lecture = 0 / Laboratory = 4*

A comprehensive review of practical experiences in men's and women's haircutting/styling (110 Hours) and permanent waving, chemical hair relaxing, soft curl perms, and coloring (70 Hours) in preparation for taking the state practical exam for licensure.
BARB 2630 - Professionalism for Barber Styling  
**Total Credits = 1**  
Lecture = 1 / Laboratory = 0  

Students learn to identify and perform skills necessary to make immediate and future decisions concerning job choices and educational growth.

BARB 2991 - Special Projects I  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1  

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

BARB 2993 - Special Projects II  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2  

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

BARB 2995 - Special Projects III  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

BARB 2996 - Special Projects IV  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

BARB 2997 - Practicum  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3  

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

BARB 2999 - Cooperative Education  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3
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.

Prerequisites or Corequisites: Consent of the Instructor

**BIOL 101 (CBIO 1013) - General Biology I**
Total Credits = 3
Lecture = 3 / Laboratory = 0

Course surveys the building blocks of life, basic principles of genetics, evolution and diversity, basic principles of the form and function of plants, animal anatomy, physiology and behavior and their effects on ecology (for non-science majors.)
Prerequisites: Eligibility for ENGL 101 (CENL 1013) and MATH 110 (CMAT 1213).

**BIOL 102 (CBIO 1023) - General Biology II**
Total Credits = 3
Lecture = 3 / Laboratory = 0

Course covers the structure of the human body, its functions and its interaction with the environment and mankind.
Prerequisites: BIOL 101 (CBIO 1013) with a grade of "C" or higher

**BIOL 103 (CBIO 1011) - General Biology I Lab**
Total Credits = 1
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany and enhance BIOL 101 (CBIO 1013), General Biology I.
Prerequisites or Corequisites: Enrollment in or completion of BIOL 101 (CBIO 1013) with a grade of "C" or higher.

**BIOL 104 (CBIO 1021) - General Biology II Lab**
Total Credits = 1
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany and enhance BIOL 102 (CBIO 1023), General Biology II.
Prerequisites or Corequisites: Completion of BIOL 101 (CBIO 1013) & BIOL 103 (CBIO 1011) with a grade of "C" or higher AND enrollment in or completion of BIOL 102 (CBIO 1023) with a grade of "C" or higher.

**BIOL 110 - Intro Human Anatomy & Physiology**
Total Credits = 3
Lecture = 3 / Laboratory = 0

Survey of the structure and function of the organ systems of the human body, preceded by a brief consideration of cell structure and physiology, and the microscopic structure of tissues (designed for
non-science majors).

**Prerequisites:** Successful completion of PHSC 120 (CPHY 1033) or high school or college level chemistry and eligibility for ENGL 101 (CENL 1013) and MATH 110 (CMAT 1213)

**BIOL 111 - Intro Human Anat. & Physiology Lab**
**Total Credits = 1**
Lecture = 0 / Laboratory = 3

Laboratory designed to accompany and enhance BIOL 110, Introductory Human Anatomy & Physiology. **Prerequisites or Corequisites:** Enrollment in or successful completion of BIOL 110 with a grade of "C" or higher.

**BIOL 201 (CBIO 1033) - Principles Of Biology I**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course covers the concept of scientific methodology, genetics, cell structure and development, evolution and ecology and provides a laboratory component that coincides with the lecture; Designed for students majoring in a science related field. **Prerequisites:** Eligibility for ENGL 101 (CENL 1013) and MATH 110 (CMAT 1213) and successful completion of PHSC 120 (CPHY 1033) or a high or college level chemistry.

**BIOL 202 (CBIO 1043) - Principles Of Biology II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course covers the concepts of human evolution and effects on ecology, ecological interactions, natural selection, adaptation, speciation and phylogeny. **Prerequisites:** Grade of "C" or higher in BIOL 201 (CBIO 1033)

**BIOL 203 (CBIO 1031) - Principles Of Biology I Lab**
**Total Credits = 1**
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany Principles of Biology I lecture (BIOL 201 (CBIO 1033)). Laboratory activities will cover the concept of scientific methodology, genetics, cell structure and development, evolution and ecology; Designed for students majoring in a science related field. **Prerequisites:** Enrollment in or completion of BIOL 201 (CBIO 1033) with a grade of "C" or higher

**BIOL 204 (CBIO 1041) - Principles Of Biology II Lab**
**Total Credits = 1**
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany Principles of Biology II lecture (BIOL 202 (CBIO 1043)). Laboratory activities will cover the concepts of human evolution and effects on ecology, ecological interactions,
natural selection, adaptation, speciation and phylogeny.

**Prerequisites or Corequisites:** Completion of BIOL 201 (CBIO 1033) and BIOL 203 (CBIO 1031) with a grade of "C" or higher and enrollment in or completion of BIOL 202 (CBIO 1043) with a grade of "C" or higher.

**BIOL 210 (CBIO 2213) - General Microbiology**  
(formerly BIOL 212)  
Total Credits = 3  
Lecture = 3 / Laboratory = 0

The goal of this course is to present an integrated approach to essential core themes and concepts for an introductory microbiology course. This course is for science majors and provides a foundation for practical hands-on applications and critical thinking skills that are a critical part of science and medical based professions. Darwinian principles of evolution provide an overarching theme to the course. Cellular structures, metabolic pathways, regulatory signals, and genetic exchange mechanisms exhibited by microorganisms at present are the products of natural selection. Evolutionary processes are observed in the microbial world today and demonstrated in cases such as antibiotic resistance, xenobiotic biodegradation, and the coevolution of hosts and pathogens. Microorganisms discussed in the course include subcellular viruses and other infections agents, cellular life forms to include all prokaryotic and eukaryotic microbes, and multicellular helminthic worms

**Prerequisites:** Successful completion of BIOL 221 (CBIO 2213) and BIOL 223 (CBIO 2211) with a grade of "C" or higher.  
**Corequisites:** Concurrent enrollment in BIOL 211 (CBIO 2121), General Microbiology Laboratory

**BIOL 211 (CBIO 2121) - General Microbiology Lab**  
Total Credits = 1  
Lecture = 1 / Laboratory = 1

The goal of this course is to present an integrated approach to experience the essential concepts of Microbiology and develop skills that are fundamental to biological sciences and healthcare-associated professions. The core themes and topics presented in BIOL 210 lecture are integrated within and supplemented by the laboratory component. Through manipulation of micro-organisms this course provides a foundation for practical hands-on work and critical thinking skills rooted in the scientific method and experimental design.

**Prerequisites or Corequisites:** Concurrent enrollment in or successful completion of BIOL 210 (CBIO 2213), General Microbiology, with a grade of "C" or higher.

**BIOL 221 (CBIO 2213) - Human Anatomy And Physiology I**  
Total Credits = 3  
Lecture = 3 / Laboratory = 0

A descriptive presentation of the structure and function of the organ systems of the human body. The emphasis of the lecture will be on the physiology of organs and tissues. Topics covered will include the human organism, chemical basis of life, cytology, histology, integumentary system, skeletal system, muscular system, nervous system, spinal cord, spinal nerves, brain, cranial nerves, and integration of
nervous system functions, autonomic nervous system and special senses. This course is designed for science majors and students majoring in a pre-allied health related field.

**Prerequisites:** Eligibility to enroll in ENGL 101 (CENL 1013) and MATH 110 (CMAT 1213) and successful completion of PHSC 120 (CPHY 1033) or high school or college level chemistry.

**Corequisites:** Concurrent enrollment in BIOL 223 (CBIO 2211), Human Anatomy & Physiology I Laboratory.

**BIOL 222 (CBIO 2223) - Human Anatomy & Physiology II**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A descriptive presentation of the structure and function of the organ systems of the human body covering the endocrine system, cardiovascular, lymphatic (immune), respiratory, digestive, urinary and reproductive systems, development, growth, aging, nutrition, acid base balance and genetics. This course is designed for science majors and students majoring in a pre-allied health related field.

**Prerequisites:** Completion of BIOL 221 (CBIO 2213) and BIOL 223 (CBIO 2211) with a grade of C or better.

**Corequisites:** Concurrent enrollment in BIOL 224 (CBIO 2221), Human Anatomy & Physiology II Laboratory.

**BIOL 223 (CBIO 2211) - Human Anatomy & Physiology I Lab**

**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

**Prerequisites or Corequisites:** Concurrent enrollment in or successful completion of BIOL 221 (CBIO 2213) with a grade of "C" or higher.

**BIOL 224 (CBIO 2221) - Human Anatomy & Physiology II Lab**

**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

**Prerequisites or Corequisites:** Concurrent enrollment in or successful completion of BIOL 222 (CBIO 2223) with a grade of "C" or higher.

**BIOL 228 - Pathophysiology**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A detailed study of the mechanisms of disease, alterations in body defenses and the effects on the following body systems: hematological, cardiovascular, respiratory, urinary, gastrointestinal, endocrine, reproductive, nervous, skeletal and integumentary.

**Prerequisites:** Completion of BIOL 221 (CBIO 2213), BIOL 222 (CBIO 2223), BIOL 223 (CBIO 2211) & BIOL 224 (CBIO 2221) with a grade of "C" or higher in each.
BIOL 230 (CBIO 2603) - Principles Of Zoology
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed for students with majors and minors in biological science. The course presents the major concepts of biology as illustrated by animal life and studies selected vertebrates as laboratory animals. An introduction to the anatomy, physiology, classification, and relationships of major animal phyla will be covered. Emphasis will be placed on levels of organization, reproduction, evolution of animal life, diversity and the environment. This course may be used as a general science elective to satisfy the core content requirements.

**Prerequisites:** Eligibility for MATH 110 (CMAT 1213) and ENGL 101 (CENL 1013); Successful completion of PHSC 120 (CPHY 1033) or high school or college level chemistry.

BIOL 231 (CBIO 2601) - Principles Of Zoology Lab
Total Credits = 1
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany BIOL 230 (CBIO 2603), Principles of Zoology. Laboratory activities designed to enhance the learning outcomes specified in the lecture course.

**Prerequisites:** Enrollment in or completion of BIOL 230 (CBIO 2603) with a "C" grade or higher.

BOTH 1120 - General Body Structure
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course covers 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.

BOTH 1210 - Administrative Procedures For Medical Offices
Total Credits = 3
Lecture = 3 / Laboratory = 0

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

BOTH 1230 - Insurance Billing
Total Credits = 3
Lecture = 3 / Laboratory = 0

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

**BOTH 1240 - Medical Coding**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

**Prerequisites or Corequisites: BOTH 1120 with a C or better. Can be taken concurrently**

**BOTH 1250 - Advanced Coding**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course covers advanced diagnosis and procedure coding in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.  
**Prerequisites: BOTH 1120 and 1240 with a C or better**

**BOTH 1300 - Medical Office Terminology**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

**BOTH 2110 - Medical Office Transcription**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.  
**Prerequisites: BOTH 1300 and KYBD 1111**

**BOTL 1210 - Legal Administrative Procedures**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course contains discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling appointments, calendaring, billing, and client education methods are covered. Case studies are integrated throughout this course.
BOTL 1300 - Legal Terminology
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course contains an introduction of basic legal terms.

BOTL 2110 - Legal Transcription
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course covers principles of legal transcription along with practical application and usage of legal forms, reports and case studies with integrated legal terminology and legal keyboarding. Practical application in selected cases is a part of the course.
Prerequisites or Corequisites: BOTL 1330 and KYBD 1111

BUSE 1030 - Business English
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications.
Prerequisites: Satisfactory completion of all required Developmental Education English/Writing courses.

BUSE 1045 - Business Communication
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a study of concepts and methods of business communication.
Prerequisites: Satisfactory completion of all required Developmental Education English/Writing courses and BUSE 1030 and KYBD 1111

BUSI 1000 - Business Law
Total Credits = 3
Lecture = 3 / Laboratory = 0

Analysis of the legal environment and its impact upon 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.

BUSM 1050 - Business Math
Total Credits = 3
Lecture = 2 / Laboratory = 1

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

**Prerequisites:** Satisfactory completion of all required Developmental Education Math courses.

**BUSN 101 (CBUS 1003) - Introduction To Business**

*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

An introductory course covering a variety of business concepts and applications in the areas of business ownership, economics, ethics, finance, management and marketing.

**BUSN 130 - Customer Service For Business Professionals**

*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

Training and practice in providing the highest level of customer service for both external and internal customers. Preparation for the National Retail Federation Customer Service Exam will be included.

**BUSN 131 (CMGM 2213) - Principles Of Human Resource Management**

*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

The student is introduced to the basic methods of recruiting, selecting, training, compensating, and maintaining a productive workforce. Concepts of effective employee relations including collective bargaining, contract administration, and safety and health programs are introduced. Techniques for systematic human resource planning and development of policies consistent with government regulations are emphasized.

**BUSN 140 (CFIN 2113) - Personal Finance**

*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

A study of personal and family finances as well as personal money planning and management. Topics include financial statements, budgets, savings, asset purchasing, borrowing, taxes, insurance, retirement, and estate planning.

**BUSN 180 - Notary Public**

*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

An introductory course providing instruction designed to prepare students for the parishes' notaries' examination.

**BUSN 190 (CMGM 2313) - Small Business Management**

*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*
Small Business Management takes a practical, down-to-earth approach to conceiving, planning, organizing, and managing a small business. The text is based on extensive – theory, research, and practice. The material is presented from a "how-to" perspective, with many practical examples and applications from the business world.

**BUSN 201 (CMGM 2003) - Principles Of Marketing**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

An introductory marketing course that looks at marketing as a process that seeks to influence voluntary exchange transactions between a customer and a marketer. It discusses academic theory, while having a balanced coverage of marketing concepts and practical examples. Therefore while academics are presented, it is also contemporary and practical.  
**Prerequisites:** BUSN 101 (CBUS 1003)

**BUSN 210 (CMGM 2103) - Principles Of Management**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

An introductory management course which examines the "place" of management within our society by looking at concepts, principles, and applications of management from the traditional point of view as well as exploring new offerings and its global application.  
**Prerequisites:** BUSN 101 (CBUS 1003)

**BUSN 211 - Supervision**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Concepts, skills and assessment techniques for present and prospective supervisors. An overview of the changing role of supervisors in selecting, training, organizing, motivating and evaluating staff.

**BUSN 215 - Business Communication**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Theory and application of communication in the business world. Oral, written and various electronic means of communication will be included and explored.

**BUSN 231 (CBUS 2103) - Business Law I**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Business Law is a course dealing with legal principles and practices in the business environment. The course covers the nature and sources of law, the judicial system, contractual relationships, the role of
contracts in business, agency relationships, employee obligations and ethical and social responsibilities.

**Prerequisites:** BUSN 101 (CBUS 1003)

**BUSN 232 - Business Law II**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Legal concepts relating to business organizations (sole proprietorships, partnerships and corporations), bailments, sales, real and personal property, commercial paper, government regulations, ethics and insurance.  
**Prerequisites:** BUSN 231 (CBUS 2103)

**CADD 1210 - Basic Computer Aided Drafting and Design**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Introduction to basic concepts and principles of CAD, covering basic CAD commands and creating non-3D entities.  
**Prerequisites or Corequisites:** DRFT 1230

**CADD 1215 - Advanced Computer Aided Drafting and Design**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course is an introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models.  
**Prerequisites:** CADD 1210 Basic Computer Aided Drafting and Design

**CARP 1110 - Introduction and Safety**

Total Credits = 1  
Lecture = 1 / Laboratory = 0

Introduces industry trends, career levels, and future trends in carpentry. Covers safety required in the use of equipment and construction.

**CARP 1120 - Hand Tools**

Total Credits = 2  
Lecture = 1 / Laboratory = 1

Basic skills and safety in the use of hand tools.

**CARP 1130 - Power Tools**

Total Credits = 4  
Lecture = 2 / Laboratory = 2
Basic skills and safety in the use of portable power tools.

**CARP 1140 - Building Materials**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

Identification of types, sizes, and grades of building materials, and fasteners and adhesives.

**CARP 1150 - Blueprint Reading**  
Total Credits = 5  
Lecture = 2 / Laboratory = 3

Methods of reading an architect scale and sketching simple woodworking projects. Also includes reading and sketching house plans.

**CARP 2110 - Site Layout**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

Basic skills and use of transits, levels, and other measuring devices to lay out a building site and erect batter boards.

**CARP 2120 - Foundations and Floor Framing**  
Total Credits = 5  
Lecture = 2 / Laboratory = 3

Basic skills for building forms for patios, sidewalks, house slabs, and skills needed for framing floors.

**CARP 2131 - Wall and Ceiling Framing**  
Total Credits = 4  
Lecture = 0 / Laboratory = 4

Teaches the skills needed for framing walls and ceilings.

**CARP 2210 - Roofing I**  
Total Credits = 6  
Lecture = 2 / Laboratory = 4

Layout and framing skills used in basic roof design. Use of the framing square is covered.

**CARP 2220 - Roofing II**  
Total Credits = 6  
Lecture = 2 / Laboratory = 4
Layout and framing skills used in more complex roof designs.

**Prerequisites:** CARP 2210

**CARP 2230 - Exterior Finish and Trim**

- **Total Credits = 3**
- **Lecture = 1 / Laboratory = 2**

Various exterior finishes, materials, and trim are covered.

**CARP 2310 - Interior Finish and Trim**

- **Total Credits = 3**
- **Lecture = 1 / Laboratory = 2**

Various interior finishes, materials, and trim are covered.

**CARP 2320 - Cabinet Making**

- **Total Credits = 6**
- **Lecture = 2 / Laboratory = 4**

Cabinetmaking skills are covered, including face frames, drawers, and raised panels.

**CARP 2620 - Applied Mathematics**

- **Total Credits = 3**
- **Lecture = 2 / Laboratory = 1**

A general mathematics course covering general mathematical skills in whole numbers, fractions, and decimals.

**CARP 2991 - Special Projects I**

- **Total Credits = 1**
- **Lecture = 0 / Laboratory = 1**

A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**CARP 2993 - Special Projects II**

- **Total Credits = 2**
- **Lecture = 0 / Laboratory = 2**

A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**CARP 2995 - Special Projects III**

- **Total Credits = 3**
- **Lecture = 0 / Laboratory = 3**
A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**CARP 2996 - Special Projects IV**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**CARP 2997 - Practicum**
**Total Credits = 3**
Lecture = 0 / Laboratory = 3

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

**Prerequisites or Corequisites:** Consent of the Instructor

**CARP 2999 - Cooperative Education**
**Total Credits = 3**
Lecture = 0 / Laboratory = 3

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.

**Prerequisites or Corequisites:** Consent of the Instructor

**CCRV 1000 - Telephone Sales and Skills**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course covers information about basic telephone skills in a call center environment, and information needed to make effective sales calls.

**CCRV 1100 - Call Center Procedures**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course covers information about communication, customer service, decision making, and customer information in a call center setting.

**CDYC 101 - Foundations Of Early Childhood Development**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0
To introduce students to an overview of the profession of Early Childhood Education including standards, theories, types of programs, and career opportunities.

**CDYC 103 - The Learning Environment**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course focuses on promoting and maintaining the health and well-being of young children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and current state licensing and health regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

**CDYC 141 - Creative Expression In Early Childhood Development**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

The purpose of the course is to expand understanding of the creative process in young children as it pertains to all curriculum areas and in all domains. The course will introduce students to skills that enhance creativity and will allow students to practice those skills.

**CDYC 165 - Language & Literacy In Early Childhood**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course will examine the young child's emergent use of language and understanding of literacy. The course will introduce students to the developmental stages and theories of language and will promote an understanding of individual and cultural differences in language. Actual methods and developmentally appropriate practices will be discussed, demonstrated and practiced.

**CDYC 211 - Child Guidance**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

The purpose of the course is to lay a foundation of knowledge about the philosophy and implementation of the guidance approach to discipline starting with the understanding of child development principles and ending with specific problem behavior.

**CDYC 213 - Planning Infant & Toddler Curriculum**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course's foundation is the importance of "Good Care" for Infants and Toddlers. High quality,
developmentally appropriate practices will focus on organizing the program; quality care and learning; and evaluation and quality control.

**Prerequisites:** CDYC 101

**CDYC 240 - Observation And Participation**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course will provide students with the knowledge and skills to implement effective child observations by using 14 different tools to record and document observations. The course will cover areas of development that can be assessed using the methods and tools.

**Prerequisites:** CDYC 101 and permission of instructor.

**CDYC 261 - Parents In The Educational Process**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course will focus on the specific attitudes, philosophies, and practical techniques that teachers of young children can use to successfully build relationships with families.

**CDYC 265 - Early Childhood Special Education Methods And Approach**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course will focus on children from birth to age eight with disabilities. The emphasis will reflect professional beliefs and values about programs and services for children and families.

**Prerequisites:** CDYC 101 and permission of instructor.

**CDYC 273 - Developmental Curriculum And Materials In Early Childhood**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course will provide students with the knowledge and skills needed to plan and implement developmentally appropriate curriculum in an early childhood setting.

**Prerequisites:** CDYC 101

**CDYC 280 - Administration Of Early Childhood Programs**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

An overview of administrative responsibilities in ECE. Examines professionalism, budget, personnel decisions, philosophy and curriculum development, evaluation tools, development of staff and parent handbooks, state and local regulations and parental involvement.

**Prerequisites:** CDYC 101
CDYC 298 - Practicum  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This is an intensive practicum experience for the Early Childhood Education student. The practicum includes directly working with children and families in area child care centers.  
**Prerequisites:** All CDYC courses with a grade of "C" or better, a candidate for graduation, and permission of instructor.

CDYC 1110 - Introduction to Care and Development of Young Children  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

An introduction to Care and Development of Young Children as a part of total education to include the study of theory, models, contemporary issues, professionalism, career opportunities, observing and recording, technology, and developmentally appropriate practices (DAP).

CDYC 1120 - Child Health, First Aid and Safety  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This course examines health and safety practices for children. Signs and symptoms of common communicable diseases, pediatric first aid, and infant/child Cardiopulmonary Resuscitation (CPR) are covered.

CDYC 1130 - Child Guidance and Behavior  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Typical, age-related behavior patterns, child guidance practices and their consequences; techniques and procedures for successful classroom management.

CDYC 1140 - Nutrition for Children  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Application of the principles of nutrition to children with emphasis on prenatal nutrition, the special requirements of various age levels from birth through adolescence, and problems related to children and nutrition. Menus that meet nutritional needs for all children are planned and prepared.

CDYC 1151 - Observation/Participation Lab/Work Based Learning  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3
Directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment

**CDYC 1210 - Infant/Toddler Growth and Development**  
*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

A study of the physical, cognitive, social, and emotional development including temperature, nurturing relationships, language/communication, and related theories of the infant/toddlers from conception to age 3.

**CDYC 1220 - Infant/Toddler Care and Curriculum**  
*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

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**  
*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*

A study of the dynamics of family cycles, interpersonal relationships and application of principles of child and family development to relationships among young children, their families and teachers/communities.

**CDYC 1241 - Infant/Toddler Lab/Work Based Learning**  
*Total Credits = 3*  
*Lecture = 0 / Laboratory = 3*

Directed observation, documentation, and supervised participation in practical experiences and situations with infants and/or toddlers in the early childhood environment.

**CDYC 1310 - Preschool Growth and Development**  
*Total Credits = 2*  
*Lecture = 2 / Laboratory = 0*

A holistic approach and study of the cognitive, physical, social, and emotional development needs and related theories of the preschool age child.

**CDYC 1320 - Preschool Curriculum**  
*Total Credits = 3*  
*Lecture = 3 / Laboratory = 0*
A study of developmentally appropriate practices, including cultural diversity scheduling, classroom environments, and assessing needs to individualize activities and utilize emergent curricula.

**CDYC 1330 - Literature/Language Methods**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course will examine young children's emergent use and understanding of literacy. This course will analyze current practices in teaching language arts as well as the methods and materials appropriate for promoting and assessing the literacy development of young children. This course will also consider and promote issues of individual and cultural differences. Technology in language and literacy development will be explored.

**CDYC 1332 - Math/Science Methods**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

Survey of principals, methods, techniques, and materials for teaching math and science in an early childhood classroom. Emphasis will be on exploring current practices of teaching math and science to children through a combination naturalistic, informal, and structured activities as well as developing an understanding of the basic concepts and content areas in math and science. Includes selection, development, and presentation of instructional materials with an integrated curriculum approach.

**CDYC 1333 - Social Studies / The Arts Methods**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

Survey of principals, methods, techniques, and materials for teaching music, movement, art, creative dramatics and social studies in an early childhood setting. Includes planning, implementing, and evaluating developmentally appropriate creative experiences with an integrated curriculum approach.

**CDYC 1340 - Music and Motion**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

A study of music and movement needs of the young child, especially sensory motor development.

**CDYC 1341 - Preschool Lab/Work Based Learning**
**Total Credits = 3**
Lecture = 0 / Laboratory = 3

Directed observation, documentation, and supervised participation of practical experiences and situations with preschool children.
CDYC 1410 - Children with Special Needs Lab  
Total Credits = 3  
Lecture = 2 / Laboratory = 1

A study of information regarding children with special needs including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and possible causes and characteristics of exceptionalities.

CDYC 1420 - Organization and Administration of Care and Development of Young Children / Lab  
Total Credits = 3  
Lecture = 2 / Laboratory = 1

Philosophy, objectives, and methods of organizing and operations of early childhood programs to include licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills, and advocacy.

CDYC 2211 - Practicum in Care and Development of Young Children  
Total Credits = 6  
Lecture = 0 / Laboratory = 6

Individualized program under supervision and guidance; practical or field experience in organized programs in Care and Development of Young Children.  
Prerequisites: Consent of Instructor

CDYC 2991 - Special Projects I  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

CDYC 2993 - Special Projects II  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

CDYC 2995 - Special Projects III  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor
CDYC 2996 - Special Projects IV  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

CDYC 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
Prerequisites: Consent of Instructor

CDYC 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

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.  
Prerequisites: Consent of Instructor

CHEM 101 (CCEM 103) - General Chemistry  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

This course includes the fundamental laws, modern theories, and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrated into this course are problem-solving and quantitative approaches. This course is intended for allied health majors (not pre-medical, science, or engineering students).  
Prerequisites: Completion of MATH 110 (CMAT 1213) with a grade of "C" or higher; Grade of "C" or better in College Algebra or and ACT score of 20 in math.  
Corequisites: Concurrent enrollment in CHEM 103 (CCEM 1101);

CHEM 102 (CCEM 1113) - General Chemistry II  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

Lecture course includes an introduction to organic and biochemistry chemistry for non-science majors and selected pre-allied health majors. This course presents basic principles of organic chemistry and biochemistry with emphasis on chemistry of carbon, alkanes, alkenes, alkynes, aromatics, alcohols, phenols, thiols, ethers, aldehydes, ketones, carboxylic acids, amines, amides, carbohydrates, lipids, proteins, enzymes, metabolism, and molecular genetics. Integrated into this course are problem solving
and quantitative approaches.

**Prerequisites**: Successful completion of CHEM 101 (CCEM 103) and CHEM 103 (CCEM 1101) with a grade of "C" or higher

**CHEM 103 (CCEM 1101) - General Chemistry I Lab**

*Total Credits = 1*
*Lecture = 0 / Laboratory = 1*

Laboratory designed to accompany CHEM 101 (CCEM 103), General Chemistry I; Integrated into this course are problem-solving and quantitative approaches. Laboratory component includes introduction to basic laboratory skills and operations, including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

**Prerequisites or Corequisites**: Concurrent enrollment in or successful completion of CHEM 101 (CCEM 103) with "C" grade or higher.

**CHEM 104 (CCEM 1111) - General Chemistry II Lab**

*Total Credits = 1*
*Lecture = 0 / Laboratory = 1*

Laboratory designed to accompany CHEM 102; The laboratory will be a hands-on reinforcement of the lecture; will include analysis of the structure and function compounds, and mathematical computation.

**Prerequisites**: Concurrent enrollment in or completion of CHEM 102 (CCEM 1113) with a grade of "C" or higher.

**CHEM 110 (CCEM 1123) - Chemistry I**

*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

This course includes the fundamental laws, modern theories, and principles of chemistry with emphasis on atomic structure, periodicity, bonds, thermochemistry, molecular geometry, gas laws, solutions, and stoichiometry. This course is intended for science and engineering curricula.

**Prerequisites**: Grade of "C" or better in College Algebra or and ACT score of 20 in math.
**Corequisites**: None

**CHEM 111 (CCEM 1121) - Chemistry I Lab**

*Total Credits = 1*
*Lecture = 0 / Laboratory = 0*

Laboratory designed to accompany CHEM 110 (CCEM 1123), includes introduction to basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

**Prerequisites**: None
**Corequisites**: Enrollment in or completion of CHEM 110 (CCEM 1123) with a "C" or better.
CHEM 120 (CCEM 1133) - Chemistry II
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course includes the fundamental laws, modern theories, and principles of chemistry with emphasis on reaction kinetics and equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and the chemistry of metals and nonmetals. This course is intended for science and engineering curricula.
Prerequisites: Grade of "C" or better in CHEM 110 (CCEM 1123).
Corequisites: None

CHEM 121 (CCEM 1131) - Chemistry II Lab
Total Credits = 1
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany CHEM 120 (CCEM 1133); included in the laboratory component are experiments in qualitative inorganic analysis, acid/base properties, and titration.
Prerequisites: None
Corequisites: Enrollment in or completion of CHEM 120 (CCEM 1133) with a "C" or better.

CINS 101 - Introduction To Computers
Total Credits = 3
Lecture = 3 / Laboratory = 0

An introduction to computer concepts and the impact of computers on society. The course includes an overview of the uses of computers in the home, education, and industry. The personal computer and its practical use will be emphasized. Students will use a variety of applications, including, but not limited to, word processing, spreadsheets, databases, internet browsers, and e-mail software. The course is designed to give the student the knowledge and skills required to be computer literate in our present digital world.

CINS 195 - Intro To Computer User Support
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course emphasizes PC troubleshooting and maintenance. Topics include problem solving, Windows, how a computer works, how to maintain, troubleshoot, upgrade, and repair a PC.
Prerequisites: Grade of "C" or higher in CINS 101, successful completion of Competency Exam, or permission of the instructor.

CINS 201 - Microcomputer Applications
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey of computer applications for business and personal use. Topics include an introduction to Vista, word processing, spreadsheet, database, and presentation software using the current version of
Microsoft Office.

**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam

**CINS 202 - Presentation Application**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course provides a comprehensive presentation of the current version of Microsoft PowerPoint. In addition to introducing PowerPoint, topics include developing a presentation; inserting clip art and creating and using drawn objects (images, sound, and media clips); working with charts and graphs; customizing a slideshow using masters, color schemes, custom templates, custom animation and macros; saving a web page and adding interactivity; and collaborating with others. Students will also learn to locate and use Internet resources (including library resources and graphics) to build more powerful presentations.  
**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam.

**CINS 203 - Spreadsheet Applications**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course provides a comprehensive presentation of the current version of Microsoft Excel. In addition to introducing Excel, topics include using formulas, functions, and charts; working with large worksheets and tables; converting data to information using Pivot Tables and Pivot Charts; Data analysis; consolidating data and linking files; What-If analysis, forecasting, amortization and validating data; employing templates, themes, web pages and web queries; Prerequisite: Grade of "C" or higher in CINS 101 or successful completion of Competency Exam, or permission of the instructor.

**CINS 204 - Word Processing Applications**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course provides a comprehensive presentation of the current version of Microsoft Word. In addition to getting started with Word, topics include editing, formatting, and enhancing documents with tables and graphics; share, compare, and document using workgroups, collaboration, comments and references; advanced features such as wizards, templates, and mail merges; desktop publishing; expert user features such as forms, document protection, and web publishing.  
**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam, or permission of the instructor.

**CINS 205 - Database Applications**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course provides a comprehensive presentation of the current version of Microsoft Access. In addition to an introduction to Access, topics include relational databases and multi-table queries; how to customize, analyze, and summarize query data to make decisions; create expressions with expression
builder; create and work with data aggregates; create, edit and perform calculations in creating professional and useful reports; perform data mining using pivot tables and pivot charts; establish validation methods to help ensure the integrity of data; plan and create forms; perform database maintenance by creating a table query, an append query, a delete query, and an update query.

**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam, or permission of the instructor.

**CINS 206 - Intro To Internet Technologies**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course presents the applications and technologies of the Internet. The student examines the history, current issues and functions of the Internet. Will also examine and use Internet technologies including Web browsers, search tools, communication tools, research and reference tools, portals, FTP, and TCP/IP. The student will explore strategies for successful Web site development and apply the basics of Web page design using markup languages and Web site authoring tools. The student will also explore E-Business models and the creation of an online store.

**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam and grade of "C" or higher in CINS 204.

**CINS 207 - Intermediate Web-page Design**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course presents intermediate to advanced web page design techniques. Topics will include effective use of graphics, fonts, colors, navigation tools, and advanced markup language elements. Upon completion, the student should be able to employ design techniques to create high impact and highly functional web pages.

**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam and grade of "C" or higher in CINS 206.

**CINS 208 - Desktop Publishing Applications**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course provides an introduction to desktop publishing software capabilities. Emphasis placed on efficient use of a page layout software package to create, design, and print publications. The course also explores hardware/software compatibility and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

**Prerequisites:** Grade of "C" or higher in CINS 101 or successful completion of Competency Exam.

**CINS 209 - Advanced Microsoft Office**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0
This course presents advanced concepts and techniques of the current version of Microsoft Office including MS Word, MS Excel, MS Access, and MS PowerPoint. Integration between software packages is emphasized and the role of the Internet is examined. Students solve a variety of advanced business problems.

Prerequisites: Grade of "C" or higher in CINS 101 or successful completion of Competency Exam and grade of "C" or higher in CINS 202: CINS 203; CINS 204; CINS 205 or permission of the instructor.

CJUS 101 - Introduction To Criminal Justice
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course provides an introduction to the criminal justice system. The primary goal of this course is to develop a general understanding of the criminal justice system's response in society. The course explores the entire criminal justice system including its history, composition, organization, functions and interrelationships at the local, state, and federal levels as well as an analysis of the definitions of crime, how crime is measured, theories of crime causation and criminal law.

CJUS 210 – Community Corrections
Total Credits = 3
Lecture = 3 / Laboratory = 0

An in-depth study of correctional programs, practices, and theory within the American community. Survey of community corrections in terms of historical contributions; legal, social, and ethical considerations; professionalism; roles of staff, administration, and community resources; and relationships among and within community systems.

Prerequisites: CJUS 101

CJUS 201 - Criminal Law
Total Credits = 3
Lecture = 3 / Laboratory = 0

An examination of substantive criminal law with emphasis on history, theory, classification and elements of crimes, elements of proof, and other issues related to criminal law.

Prerequisites: CJUS 101

CJUS 202 - Law Enforcement
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a study of organizational and operational principles of law enforcement and security systems, roles, activities, services, and problems of law enforcement and security in relationship with community, city government, and other institutions. Focus on discretion, selective enforcement, subculture, and operational styles in organizational work settings.

Prerequisites: CJUS 101
CNCS 1000 - Manufacturing Organizational Principles  
Total Credits = 2  
Lecture = 2 / Laboratory = 0

This course provides learners with an overview of the functional and structural composition of organizations.

CNCS 1010 - Manufacturing Workforce Skills  
Total Credits = 2  
Lecture = 2 / Laboratory = 0

This course provides the personal and interpersonal effectiveness skills required to succeed in the manufacturing environment.

CNCS 1020 - Manufacturing Production Requirements  
Total Credits = 2  
Lecture = 2 / Laboratory = 0

This course introduces participants to the basic concepts and benefits of World Class Manufacturing.

CNCS 1030 - Automated Manufacturing Skills  
Total Credits = 2  
Lecture = 2 / Laboratory = 0

This course provides learners with an introduction to computerized process control and the operational requirements associated with automated machines.

CNCS 1040 - Representative Manufacturing Skills  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course provides learners with an introduction to representative manufacturing skills and associated safety requirements.

CNCS 1100 - Introduction to CNC Machining  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

Use of layout tools, precision measuring tools, applied shop math, and industry software appropriate to the machining industry.

CNCS 1110 - Blueprint Reading for CNC Machinists  
Total Credits = 3  
Lecture = 2 / Laboratory = 1
Identify types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances.

**Prerequisites:** CNCS 1100

**CNCS 1120 - Introduction to CNC Machine Tooling**

Total Credits = 2  
Lecture = 1 / Laboratory = 1

To develop an understanding of and utilize precision machining tools common to the machining industry.

**Prerequisites:** CNCS 1100 & 1110

**CNCS 1130 - G&M Code Programming**

Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course will prepare the student to identify coding used in CNC technology, write CNC programs, install programs in CNC machines, and manufacture parts using CNC technology.

**Prerequisites:** CNCS 1100, 1110, & 1120

**CNCS 1140 - CNC Forming and Shaping**

Total Credits = 2  
Lecture = 1 / Laboratory = 1

To help the student to understand and be able to satisfactorily manufacture parts using hydraulic and arbor presses.

**Prerequisites:** CNCS 1100, 1110, 1120, & 1130

**CNCS 1150 - CNC Mill Operations**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

Identifying types of CNC milling machines, accessories, parts, and controls. Learning to mill to length, squaring part, milling set-ups, associated cutting tool, and calculate proper feeds and speeds. Learn to realign a vertical milling head. Square up milling vise. Manufacture 3-D parts using a milling process. Manufacture mechanical parts that include, key-seats, and gang-milling procedures.

**Prerequisites:** CNCS 1100, 1110, 1120, 1130, & 1140

**CNCS 1160 - CNC Lathe Operations**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

Identifying types of CNC lathes, accessories, parts and controls. Calculate proper feeds and speeds. Learn facing, turning, drilling, reaming, and boring operations. Sharpen cutting
tools. Manufacture mechanical parts using turning, facing, drilling, reaming and boring operations. **Prerequisites:** CNCS 1100, 1110, 1120, 1130, 1140, 1150

**CNCS 2991 - Special Projects I**  
**Total Credits = 1**  
**Lecture = 0 / Laboratory = 1**

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

**CNCS 2993 - Special Projects II**  
**Total Credits = 2**  
**Lecture = 0 / Laboratory = 2**

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

**CNCS 2995 - Special Projects III**  
**Total Credits = 3**  
**Lecture = 0 / Laboratory = 3**

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

**CNCS 2996 - Special Projects IV**  
**Total Credits = 3**  
**Lecture = 3 / Laboratory = 0**

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

**CNCS 2997 - Practicum**  
**Total Credits = 3**  
**Lecture = 0 / Laboratory = 3**

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
**Prerequisites or Corequisites:** Consent of the Instructor

**CPTR 1000 - Introduction To Computers**  
**Total Credits = 2**  
**Lecture = 1 / Laboratory = 1**

An introductory study of computer system components, operating system environments. Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various
operating systems features.

Prerequisites: None

CPTR 1002 - Computer Literacy And Applications
(**PREVIOUSLY KNOWN AS CPTR 1000)
Total Credits = 3
Lecture = 3 / Laboratory = 0

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

CPTR 1010 - Digital Literacy
Total Credits = 4
Lecture = 2 / Laboratory = 2

IC3—The Digital Literacy Certification courseware provides skills training and assessment for a broad range of computing concepts and techniques, including competency in computer hardware and software, operating systems, word processing and spreadsheet functions, networks and the Internet, electronic mail, and an understanding of the impact of computing and the Internet in society. The courseware is divided into three modules corresponding to the three exams that form the IC3 certification:

- Module 1 – Computing Fundamentals
- Module 2 – Key Applications
- Module 3 – Living Online

Completion of this course prepares students for the IC3 exam.

CPTR 1200 - Introduction to Operating Systems
Total Credits = 3
Lecture = 3 / Laboratory = 0

An introductory course of operating systems which prepares students for advanced level courses and an industry-based certification such as the MCP examination. The course includes basic theories involving the installation and administration of a network operating system as well as troubleshooting and optimizing techniques.

CPTR 1300 - Introduction to Spreadsheets
Total Credits = 3
Lecture = 2 / Laboratory = 1

Focuses on the basic fundamentals of producing spreadsheets and graphs.

Prerequisites: CPTR 1000
CPT 1310 - Introduction To Database Management
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course covers basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels.
Prerequisites: CPT 1002 or CPT 1010.

CPT 1320 - Spreadsheets
Total Credits = 3
Lecture = 1 / Laboratory = 2

This course focuses on the basic fundamentals of producing spreadsheets and graphs.
Prerequisites: CPT 1002 or CPT 1010

CPT 1600 - Using Presentation Software
Total Credits = 3
Lecture = 3 / Laboratory = 0

The student will study the use of presentation software. The course will focus on design and proper technique for developing a presentation.
Prerequisites: CPT 1002 or at discretion of Instructor

CPT 2640 - Advanced Spreadsheets Applications
Total Credits = 3
Lecture = 2 / Laboratory = 1

Focuses on use of multiple spreadsheets, database capabilities, special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets.

CPT 2650 - Advanced Database Applications
Total Credits = 3
Lecture = 2 / Laboratory = 1

A further study of database applications including advanced concepts such as action queries, switchboards, custom toolbars and menus, converting objects to html files, and hyperlinks.
Prerequisites: CPT 1310

CPT 2710 - Introduction to Networking
Total Credits = 3
Lecture = 1 / Laboratory = 2

The course will give students an understanding of input devices, output devices, methods of digital
communications, data transmissions, and transmission equipment.

**Prerequisites:** Student must have completed to the Basic Electronic Technician level.

**CSRV 1000 - Customer Service**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

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

**Prerequisites:** Consent of Instructor

**DPET 1120 - Safety Skills & Introduction To Diesel**
**Total Credits = 4**
Lecture = 2 / Laboratory = 2

Basic safety information needed to prepare individuals entering the workforce with an introduction to the occupation of diesel powered equipment technology, safety, tools, test equipment, fasteners, bearings, and seals. Laboratory work requires using tools and fasteners.

**Prerequisites or Corequisites:** Acceptable ASSET or COMPASS test scores.

**DPET 1130 - Diesel Engine Parts Identification & Operating Principles**
**Total Credits = 4**
Lecture = 2 / Laboratory = 2

This course is an introduction to the design and construction of diesel engines and identification of diesel engine parts.

**Prerequisites or Corequisites:** DPET 1120

**DPET 1140 - Engines I**
**Total Credits = 3**
Lecture = 0.1 / Laboratory = 2

The course will include disassembly, inspection and evaluation, repair and reassembly of engines.

**Prerequisites or Corequisites:** DPET 1130

**DPET 1141 - Engines II**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

The course will include disassembly, inspection and evaluation, repair and reassembly of engines

**Prerequisites or Corequisites:** DPET 1140

**DPET 1150 - General Engine Diagnosis**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2
The course will include performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment.

**DPET 1210 - Basic Diesel Electrical Systems**  
Total Credits = 4  
Lecture = 2 / Laboratory = 2

This course will include electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems.

**DPET 1220 - Advanced Diesel Electrical Systems**  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course will include the study of DC resistance and conductors, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics.  
**Prerequisites or Corequisites:** DPET 1210

**DPET 1231 - Diesel Engine Control Systems**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course includes identification and functions of vehicle computer control systems.

**DPET 1240 - Diesel Engine Fuel Systems**  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

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

**DPET 1251 - Alternative Fuel Systems**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course includes an introduction to various fuel systems, components, and their functions and the proper storage, identification and grading of fuels.

**DPET 1310 - Introduction To Power Trains**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1
This course includes the theory of operation and application of various mechanical gearing components.

**DPET 1320 - Transmissions**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

The course includes a detailed study of the function, construction, operation and servicing of automatic and manual transmissions.  
**Prerequisites or Corequisites:** DPET 1310

**DPET 1330 - Differentials**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

This course includes identifying the parts of driver lines and differentials for medium/heavy duty trucks and heavy equipment. Live work will be a part of this course.  
**Prerequisites or Corequisites:** DPET 1310

**DPET 2110 - Basic Hydraulics**  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

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

**DPET 2120 - Advanced Hydraulics**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

The course includes principles of advanced hydraulic system, troubleshooting and application of open-centered and closed-centered systems, close-centered load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electro-hydraulic systems.

**DPET 2130 - Brakes**  
**Total Credits = 4**  
Lecture = 1 / Laboratory = 3

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

**DPET 2140 - Fundamentals Of Steering**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2
The course contains the theory of operation and service procedures for medium/heavy duty truck steering systems.

**DPET 2210 - Fundamentals Of Suspension**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

The course includes the theory of operation and service procedures for medium/heavy duty truck suspension systems.  
**Prerequisites or Corequisites:** DPET 2110

**DPET 2220 - Air Conditioning**  
**Total Credits = 4**  
Lecture = 2 / Laboratory = 2

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

**DPET 2231 - Welding**  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

The course includes 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.

**DPET 2240 - Diesel Preventive Maintenance**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

The course includes the importance of preventive maintenance, types of preventive maintenance, types of preventive maintenance inspection, vehicle overview, and the knowledge and use of specialty tools.

**DPET 2991 - Special Projects I**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

**DPET 2993 - Special Projects II**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2
A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**DPET 2995 - Special Projects III**
Total Credits = 3
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**DPET 2996 - Special Projects IV**
Total Credits = 3
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.

**Prerequisites or Corequisites:** Consent of the Instructor

**DPET 2997 - Practicum**
Total Credits = 3
Lecture = 0 / Laboratory = 3

A Practicum provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Practicum do not receive compensation.

**Prerequisites or Corequisites:** Consent of the Instructor

**DPET 2999 - Cooperative Education**
Total Credits = 3
Lecture = 3 / Laboratory = 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.

**Prerequisites or Corequisites:** Consent of the Instructor

**DRFT 1110 - Drafting Fundamentals**
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course covers orientation to the drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques.

**DRFT 1120 - Geometric Construction**
Total Credits = 2
Lecture = 1 / Laboratory = 1
This course covers geometric construction.
**Prerequisites:** DRFT 1110

**DRFT 1130 - Pictorial Drawing**
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course covers pictorial drawing.
**Prerequisites:** DRFT 1145

**DRFT 1145 - Machine and Section Drawing**
Total Credits = 3
Lecture = 1 / Laboratory = 2

The fundamentals of orthographic projection and the application and the application of dimensioning practices in the preparation of formal multi-view drawings.
**Prerequisites:** DRFT 1120

**DRFT 1160 - Drafting Mathematics**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course covers a comprehensive compilation of integrated math problems and CAD operations that facilitates critical thinking, problem solving, and basic mathematics literacy. Real-world, everyday applications includes use of a scientific calculator to solve math problems in drafting and CAD.

**DRFT 1161 - Dimensioning**
Total Credits = 2
Lecture = 1 / Laboratory = 1

The fundamentals and application of standard dimensioning practices used in preparation of technical drawings
**Prerequisites:** DRFT 1145

**DRFT 1210 - Auxiliary Views and Descriptive Geometry**
Total Credits = 3
Lecture = 1 / Laboratory = 2

The identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space. Also covers the determination of the true size of angles and distances of lines and surfaces.
**Prerequisites or Corequisites:** DRFT 1130
DRFT 1215 - Auxiliary Views and Intersections & Development
Total Credits = 3
Lecture = 1 / Laboratory = 2

The identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space. Also covers the determination of the true size of angles and distances of lines and surfaces.
Prerequisites: DFRT 1130

DRFT 1230 - Fasteners
Total Credits = 1
Lecture = 0 / Laboratory = 1

The drawing of various types of threads, springs, and fastening devices and their designations. Also covers the drawing of welding symbols.
Prerequisites: DFRT 1145

DRFT 2310 - Introduction to Drafting Disciplines I
Total Credits = 4
Lecture = 2 / Laboratory = 2

This course introduces general background information, terms and conventions, and the various types of working drawings used in manufacturing, electrical/electronic, and architectural drafting.
Prerequisites or Corequisites: DFRT 1215

DRFT 2320 - Introduction to Drafting Disciplines II
Total Credits = 3
Lecture = 1 / Laboratory = 2

This course introduces general background information, terms and conventions, and the various types of working drawings used in Civil, and Structural Drafting.
Prerequisites or Corequisites: DFRT 2315

DRFT 2330 - Introduction to Drafting Disciplines III
Total Credits = 3
Lecture = 1 / Laboratory = 2

This course introduces general background information, terms and conventions, and the various types of working drawings used in Marine, and Piping Drafting.
Prerequisites or Corequisites: DFRT 1215

DRFT 2341 - Advanced Discipline I-Manufacturing Draft
Total Credits = 3
Lecture = 1 / Laboratory = 2
This course will emphasize the principles of engineering drawing in the fields of mechanical engineering, sheet metal, welding, and other industrial areas of manufacturing and construction. The primary emphasis is on manufacturing principles and processes as they relate to the design process and the interchangeability of parts.

Prerequisites or Corequisites: DRFT 2310

DRFT 2345 - Advanced Discipline I-Electronics Draft
Total Credits = 3
Lecture = 1 / Laboratory = 2

This course covers electrical and electronics related drawings such as: Symbol Libraries, Device Symbols, Schematics, Block Diagrams, Control Circuits, Line Diagrams, Substation General Layout Diagrams, Wiring Diagrams, Printed Circuit Board Layouts, Control Circuits, Electric Power Field, Logic Diagrams and Chassis, and the use of in industrial standards.

Prerequisites or Corequisites: DRFT 2310

DRFT 2991 - Special Projects I
Total Credits = 1
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.

Prerequisites or Corequisites: Consent of the Instructor

DRFT 2993 - Special Projects II
Total Credits = 2
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.

Prerequisites or Corequisites: Consent of the Instructor

DRFT 2995 - Special Projects III
Total Credits = 3
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.

Prerequisites or Corequisites: Consent of the Instructor

DRFT 2996 - Special Projects IV
Total Credits = 3
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.

Prerequisites or Corequisites: Consent of the Instructor
DRFT 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation  
Prerequisites or Corequisites: Consent of the Instructor

DRFT 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

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.  
Prerequisites or Corequisites: Consent of the Instructor

ECON 201 (CECN 2213) - Macroeconomics  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

Macroeconomics is the study of the operation and function of the American economic system. Attention is given to demand and supply, the circular flow of the economy, national income accounting, aggregate demand and supply, unemployment, inflation, economic growth, fiscal and monetary policies, income policies and international trade.

ECON 202 (CECN 2223) - Microeconomics  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

This course is designed to look at specific economic units of our economic system. Details of an economic unit or very small segment of the economy are analyzed. We study the individual firm, industry, or household. Measurement is of a specific product, number of workers, income, or expenditures of a firm, government entity, or family.  
Prerequisites: ECON 201 (CECN 2213)

ELEC 1120 - Basic Electricity  
Total Credits = 6  
Lecture = 2 / Laboratory = 4  

An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment-some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm’s Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.
ELEC 1210 - Residential Wiring
Total Credits = 6
Lecture = 2 / Laboratory = 4

The course includes the identification of various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices.

ELEC 1220 - Electrical Raceways
Total Credits = 3
Lecture = 0 / Laboratory = 3

An introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, and installing conduit.

ELEC 1230 - National Electrical Code
Total Credits = 2
Lecture = 0 / Laboratory = 2

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

ELEC 1311 - Residential Wiring Installation
Total Credits = 6
Lecture = 1 / Laboratory = 5

The installation and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, and breaker panels. The course includes building a residential service.

ELEC 1330 - Generators/Motors and Transformer Operation
Total Credits = 2
Lecture = 0 / Laboratory = 2

This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

ELEC 1410 - Commercial Wiring
Total Credits = 5
Lecture = 1 / Laboratory = 4

An introduction to the identification and installation of raceways, wireways, busways, commercial lighting, fire alarms, telephone, intercom, and climate control systems. Also covered is feeder sizing, making a material list from blue prints, and a study of different types of hazardous locations as identified in the NEC.
ELEC 1420 - Introduction to Motor Controls  
**Total Credits = 5**  
Lecture = 1 / Laboratory = 4

An introduction to the identification and installation of raceways, wireways, busways, commercial lighting, fire alarms, telephone, intercom, and climate control systems. Also covered is feeder sizing, making a material list from blue prints, and a study of different types of hazardous locations as identified in the NEC.

ELEC 1430 - Blueprint Interpretation  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

An introduction to blueprint reading skills, which includes specifications and trade-related elements. The course includes making a material list from a blueprint.

ELEC 1440 - Motor Controls  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).  
**Prerequisites or Corequisites:** ELEC 1420

ELEC 2460 - Technical Mathematics for Electricians  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

The basics of addition, subtraction, multiplication, and division, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic concepts of Scientific Notation and the metric system.

ELEC 2520 - Solid State Theory  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

An introduction to solid state devices, diodes, transistors; half-wave, full-wave, and bridge rectifiers; and filters. Includes analyzing circuits in transistors, SCR, TRIAC, FET, Zener, VDR, and optical devices. The course includes testing and analyzing circuits.  
**Prerequisites or Corequisites:** ELEC 1120

ELEC 2530 - Marine Electricity  
**Total Credits = 5**  
Lecture = 1 / Laboratory = 4
The course includes elements of marine electrical requirements, cables, supports, and fixtures; Coast Guard inspection and regulations; marine electrical systems for safety shutdown, generator operations, and shore power installations.

**ELEC 2540 - Logic Functions**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures.

**ELEC 2542 - Electrical Work Based I**  
Total Credits = 8  
Lecture = 1 / Laboratory = 7

An introduction to electrical employment. Students will work for an electrical contractor to practice skills and increase knowledge in this area.  
**Prerequisites or Corequisites:** Completion of 50% of course work.

**ELEC 2543 - Electrical Work Based II**  
Total Credits = 6  
Lecture = 1 / Laboratory = 5

An advanced course in electrical employment.  
**Prerequisites or Corequisites:** Completion of 50% of course work.

**ELEC 2600 - Motor Controls and Interlocks**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry.

**ELEC 2720 - Introduction to Programmable Logic Controllers**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation.

**ELEC 2991 - Special Projects I**  
Total Credits = 1  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.
Prerequisites or Corequisites: Consent of the Instructor

ELEC 2993 - Special Projects II
Total Credits = 2
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.
Prerequisites: Consent of the Instructor

ELEC 2995 - Special Projects III
Total Credits = 3
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.

ELEC 2996 - Special Projects IV
Total Credits = 3
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.
Prerequisites or Corequisites: Consent of Instructor

ELEC 2997 - Practicum
Total Credits = 3
Lecture = 0 / Laboratory = 3

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.
Prerequisites or Corequisites: Consent of the Instructor

ELEC 2998 - Special Projects V
Total Credits = 1
Lecture = 1 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.
Prerequisites or Corequisites: Consent of the Instructor

ELEC 2999 - Cooperative Education
Total Credits = 3
Lecture = 0 / Laboratory = 3

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.
Prerequisites or Corequisites: Consent of the Instructor

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EMSE 1100 - Emergency Medical Technology Practicum  
Total Credits = 6  
Lecture = 0 / Laboratory = 0  

EMSE 1100 is the entry level Emergency Medical Technician (EMT) course that prepares students for the National Registry EMT certification written and practical examinations and follows NHTSA's National Emergency Medical Services Education Standards. Topics of instruction include the EMS system, roles and responsibilities of the EMT, basic cardiac life support, as well as pathology, assessment, and care of the traumatized or acutely ill patient. Skills sessions cover patient assessment, soft tissue injury care, splinting, patient packaging, extrication, patient movement, and radio communication.  
Prerequisites or Corequisites: Admission to Program  
Corequisites: EMSE 1200

EMSE 1200 - Emergency Medical Technology Practicum  
Total Credits = 2  
Lecture = 0 / Laboratory = 0  

EMSE 1200 is the companion practicum for EMSE 1100, allowing the student to practice in a clinical and field setting those skills covered in the didactic and laboratory portions of EMSE 1100. Specifically the student will participate in the physical examination of patients, monitor vital signs and provide basic treatment to emergency patients in both the hospital setting and on the ambulance.  
Prerequisites or Corequisites: Admission to Program  
Corequisites: EMSE 1100

EMSE 2010 - Preparatory  
Total Credits = 4  
Lecture = 0 / Laboratory = 0  

This course is designed to introduce the student to the professional practice of a paramedic in a variety of occupational settings. Students receive instruction on the history of the emergency medical profession, roles and responsibilities, operations and equipment, and the medical, legal, and ethical dimensions of the profession. The use of proper medical terminology with an overview of cellular pathophysiology is presented. The student also receives instruction on human anatomy and life span development, public health, and pharmacology. The course concludes with a medical administration lab experience. This course provides the foundation the student must have to successfully progress through the Paramedic Program.  
Prerequisites or Corequisites: Admission to Program

EMSE 2020 - Airway and Ventilation  
Total Credits = 2  
Lecture = 0 / Laboratory = 0  

This course is designed to provide the student with the information necessary to integrate complex knowledge of anatomy, physiology, and pathophysiology into patient assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation,
and respiration for patients of all ages. Students will learn how the respiratory system functions, managing adequate and inadequate respirations, and how to use methods and devices to provide artificial ventilation.

**Prerequisites or Corequisites:** EMSE 2010

**Corequisites:** EMSE 2090

**EMSE 2030 - Patient Assessment**

**Total Credits = 2**

Lecture = 0 / Laboratory = 0

This course is designed to provide the student with the knowledge and skills necessary to integrate scene and patient assessments to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan. Students will learn about completing a primary and secondary patient assessment, and how to use monitoring devices and reassessment as a means to improve patient care.

**Prerequisites:** EMSE 2010, 2020, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2120, 2130

**Corequisites:** EMSE 2140

**EMSE 2040 - Medical I**

**Total Credits = 4**

Lecture = 0 / Laboratory = 0

This course addresses medical emergencies involving the respiratory and cardiovascular systems. Expanding upon the foundational topics of the respiratory and cardiovascular systems, specific principles of anatomy, physiology, and relevant pathophysiology are presented. Developing an in-depth level of understanding will enable the paramedic to accurately assess affected body systems and to develop effective treatment plans for each type of medical emergency. Specific information about the various types of monitoring modalities like electrocardiogram acquisition and interpretation, pulse oximetry, continuous waveform capnometry, and blood pressure are presented.

**Prerequisites:** EMSE 2010 (may be taken concurrently)

**Corequisites:** EMSE 2130

**EMSE 2050 - Medical II**

**Total Credits = 4**

Lecture = 0 / Laboratory = 0

This course addresses medical emergencies involving ten specific systems, disorders, diseases, and associated human suffering. Expanding upon foundational topics, specific principles of anatomy, physiology, epidemiology, and relevant pathophysiology are presented for each subject. Developing an in-depth level of understanding will enable the paramedic to accurately assess affected body systems and to develop effective treatment plans for each type of medical emergency. Course topics include neurology, abdominal and gastrointestinal disorders, immunology, infectious diseases, endocrine disorders, psychiatric disorders, toxicology, hematology, genitourinary/renal, gynecology, non-traumatic musculoskeletal disorders, and diseases of the ears, nose, and throat.
**Prerequisites:** EMSE 2010, 2020, 2060, 2040, 2090, 2120, 2130

**Corequisites:** EMSE 2110

**EMSE 2060 - Shock, Resuscitation, and Trauma**

Total Credits = 3
Lecture = 0 / Laboratory = 0

This course provides the student with the information necessary to integrate comprehensive knowledge of causes and pathophysiology to manage cardiac arrest, peri-arrest, shock, and respiratory failure or arrest. The course also provides the student with the information necessary to integrate assessment findings with principles of epidemiology and pathophysiology to develop effective treatment plans for acutely injured patients. Course topics in the trauma section include bleeding control; chest; abdominal and genitourinary; orthopedic; soft tissue; head, facial, neck and spine; nervous system; environmental emergencies; and multi-system trauma. Special consideration is given to trauma during pregnancy, pediatric, geriatric, and cognitively impaired patients. Students will participate in comprehensive lab experiences that incorporate appropriate medical devices and equipment used to manage patient care.

**Prerequisites:** EMSE 2010, 2020 (which may be taken concurrently)

**Corequisites:** EMSE 2120

**EMSE 2070 - Special Populations**

Total Credits = 2
Lecture = 0 / Laboratory = 0

This course addresses medical emergencies involving specific populations that require special consideration. Expanding upon foundational topics, specific principles of anatomy, physiology, epidemiology, and relevant pathophysiology are presented for each population. Developing an in-depth level of understanding will enable the paramedic to accurately assess and to develop effective treatment plans for each population served. Specific populations studied include neonates, pediatrics, geriatrics and those with unique challenges.

**Prerequisites:** EMSE 2010, 2020, 2040, 2060, 2090, 2120, 2130

**Corequisites:** EMSE 2120

**EMSE 2080 - Operations**

Total Credits = 1
Lecture = 0 / Laboratory = 0

This course prepares the student with the knowledge and skills to manage the scene of all emergencies including multi-casualty incidents and rescue situations in a safe and effective manner. Course topics presented include utilizing air medical resources; responding to and identify hazardous materials and other specialized incidents.

**Prerequisites:** EMSE 2010 (which may be taken concurrently)

**Corequisites:** EMSE 2120
EMSE 2090 - Clinical Experience I
Total Credits = 2
Lecture = 0 / Laboratory = 0

The purpose of this course is to expose the student to a variety of patient care settings. Adhering to the National Emergency Medical Code of Ethics while providing advanced treatment under the guidance of a qualified preceptor, the student will have the opportunity to practice and reinforce terminal competency requirements within the paramedic scope of practice learned in the classroom and from lab experiences. Students will experience first-hand how advanced pre-hospital emergency treatment competencies translate to clinical settings such as the emergency room, intensive care units, labor and delivery, and operating rooms. Students will gain a deeper appreciation of how quality pre-hospital care impacts patient outcomes after transportation to a medical facility.
Prerequisites: EMSE 2010 (which may be taken concurrently)
Corequisites: EMSE 2020

EMSE 2100 - Clinical Experience II
Total Credits = 2
Lecture = 0 / Laboratory = 0

The purpose of this course is to expose the student to a variety of patient care settings. Adhering to the National Emergency Medical Code of Ethics while providing advanced treatment under the guidance of a qualified preceptor, the student will have the opportunity to practice and reinforce terminal competency requirements within the paramedic scope of practice learned in the classroom and from lab experiences. Students will experience first-hand how advanced pre-hospital emergency treatment competencies translate to clinical settings such as the emergency room, intensive care units, labor and delivery, and operating rooms. Students will gain a deeper appreciation of how quality pre-hospital care impacts patient outcomes after transportation to a medical facility.
Prerequisites: EMSE 2010, 2020, 2040, 2060, 2090, 2120, 2130
Corequisites: EMSE 2070

EMSE 2110 - Clinical Experience III
Total Credits = 2
Lecture = 0 / Laboratory = 0

The purpose of this course is to expose the student to a variety of patient care settings. Adhering to the National Emergency Medical Code of Ethics while providing advanced treatment under the guidance of a qualified preceptor, the student will have the opportunity to practice and reinforce terminal competency requirements within the paramedic scope of practice learned in the classroom and from lab experiences. Students will experience first-hand how advanced pre-hospital emergency treatment competencies translate to clinical settings such as the emergency room, intensive care units, labor and delivery, and operating rooms. Students will gain a deeper appreciation of how quality pre-hospital care impacts patient outcomes after transportation to a medical facility.
Prerequisites: EMSE 2010, 2020, 2040, 2060, 2090, 2120, 2130
Corequisites: EMSE 2100
EMSE 2120 - Field Internship I
Total Credits = 1
Lecture = 0 / Laboratory = 0

The purpose of this course is to expose the student to a variety of patient care settings. Adhering to the National Emergency Medical Code of Ethics while providing advanced treatment under the guidance of a qualified preceptor, the student will have the opportunity to practice and reinforce terminal competency requirements within the paramedic scope of practice learned in the classroom and from lab experiences. In this course, students will function as a member of a team, following the guidance of the team leader on a field EMS unit.

Prerequisites or Corequisites: Admission to Program
Corequisites: EMSE 2040

EMSE 2130 - Field Internship II
Total Credits = 1
Lecture = 0 / Laboratory = 0

The purpose of this course is to expose the student to a variety of patient care settings. Adhering to the National Emergency Medical Code of Ethics while providing advanced treatment under the guidance of a qualified preceptor, the student will have the opportunity to practice and reinforce terminal competency requirements within the paramedic scope of practice learned in the classroom and from lab experiences. In this course, students will function as a member of a team, following the guidance of the team leader on a field EMS unit.

Prerequisites: EMSE 2010, 2040 (which may be taken concurrently), 2120
Corequisites: EMSE 2060

EMSE 2140 - Field Internship III
Total Credits = 1
Lecture = 0 / Laboratory = 0

The purpose of this course is to expose the student to a variety of patient care settings. Adhering to the National Emergency Medical Code of Ethics while providing advanced treatment under the guidance of a qualified preceptor, the student will have the opportunity to practice and reinforce terminal competency requirements within the paramedic scope of practice learned in the classroom and from lab experiences. In this course, students will function as the team leader on an EMS field unit. Under the direction of a preceptor, students will develop and direct treatment plans, communicate with receiving facilities, and complete accurate documentation for each call.

Prerequisites: None
Corequisites: EMSE 2030

EMSE 2150 - Final Assessment and Exam Preparation
Total Credits = 1
Lecture = 0 / Laboratory = 0

The purpose of this course is to provide a summary review and evaluation of all core content in the
paramedicine curriculum. This course helps students apply theoretical and practical knowledge gained throughout the paramedicine program so the students are prepared for national certification.

**Prerequisites:** EMSE 2010, 2020, 2030*, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110, 2120, 2130, 2140* (* which may be taken concurrently)

**ENGL 090 - Basic Developmental English**
Total Credits = 3
Lecture = 0 / Laboratory = 3

The purpose of this developmental English course is to prepare students to enter LDCC's developmental English sequence at the 095 level or to prepare them for proficiency in career preparation courses. The course focuses on mastery of basic grammar, usage, and mechanics at the sentence level, and secondarily provides practice in reading comprehension and composition of brief writing pieces.

**ENGL 95 - Developmental English I**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This developmental English writing course focuses on the development of basic writing skills, with an emphasis on instruction in grammar, usage, mechanics, and sentence structure as they relate to writing effective paragraphs.

**Prerequisites:**
1. Score 11 or higher on the English section of the Compass test
2. Score 11 or higher on the English section of the ACT
3. Successfully complete ENGL 090 with a grade of "C" or better.

**ENGL 99 - Developmental English II**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This developmental English writing course prepares students to enter LDCC's general education sequence at the ENGL 101 level. The course focuses on the development of essay writing skills, including the documented essay, through intensive instruction in basic composition methods with a special emphasis on revision and editing. This course includes specific instruction in usage and mechanics.

**Prerequisites:**
1. Score 38 or higher on the English section of the Compass test
2. Score 14 or higher on the English section of the ACT
3. Successfully complete ENGL 095 with a grade of "C" or better.

**ENGL 101 (CENL 1013) - English Composition I**
Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduction to college-level writing and essay format. Students develop critical reading and thinking
skills while mastering the writing process and improving their abilities to write, revise, and edit essays. **Prerequisites:** ENGL 99 or by ACT of 18 or higher or placement diagnostic test.

**ENGL 102 (CENL 1023) - English Composition II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course builds on the skills learned in ENGL 101 and adds extensive focus on research skills. Students will write a minimum of three in-depth analyses and/or arguments. These papers will target educated and academic audiences. The range of assignments will include ones that build the students' capacity to engage with and develop material using more than one type of argument, or a combination of analytical and argumentative purposes. **Prerequisites:** ENGL 101 (CENL 1013) with a grade of "C" or higher.

**ENGL 201 (CENL 2103) - English Literature I**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course is a survey of the major works of British Literature from the Early Middle Ages through the 18th century, including earlier works in modern English Translation. **Prerequisites:** ENGL 102 (CENL 1023) with a grade of "C" or higher.

**ENGL 202 (CENL 2113) - English Literature II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course is a survey of the major works of British literature from the late 18th century to the present. **Prerequisites:** ENGL 102 (CENL 1023) with a grade of "C" or higher.

**ENGL 203 (CENL 2153) - American Literature I**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course will be a survey of significant works in American Literature from its beginnings to 1860. Included in the course are Native American myths, works by early explorers and settlers, the literature of reason and revolution, and the Romantic and Transcendental movements. **Prerequisites:** ENGL 102 (CENL 1023) with a grade of "C" or higher.

**ENGL 204 (CENL 2163) - American Literature II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

A survey of American Literature from 1860 to the present. Major writers include Whitman, Dickinson, Twain, Frost, Eliot, Hemingway, Faulkner and Steinbeck, as well as the rising voices of ethnic and
women's literature in the 20th century.

Prerequisites: ENGL 102 (CENL 1023) with a grade of "C" or higher.

ENGL 205 (CENL 2203) - World Literature I
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey of the major works of World Literature from the Classical Period to the Renaissance, in English translation. Course includes literary masterpieces of Europe, the Americas, Asia, and Africa.

Prerequisites: ENGL 102 (CENL 1023) with a grade of "C" or higher.

ENGL 206 (CENL 2213) - World Literature II
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey of the major works of World Literature from the Renaissance to the present, in English translation. Course includes literary masterpieces of Europe, the Americas, Asia, and Africa.

Prerequisites: ENGL 102 (CENL 1023) with a grade of "C" or higher.

ENGL 215 (CENL 2313) - Introduction To Drama & Poetry
Total Credits = 3
Lecture = 3 / Laboratory = 0

The course is designed to develop in students an ability to understand, analyze and evaluate drama and poetry. The first half of the course focuses on drama and introduces the student to plays from the Greek classics through the twentieth century. The second half of the course emphasizes poetry that reflects different forms, subjects, themes and points of view. Since reading is a major focus of this course, students will practice a variety of interrelated reading and interpretative skills. Students' writing should move beyond paraphrasing into analysis, interpretation and argumentation.

Prerequisites: ENGL 102 (CENL 1023) with a grade of "C" or higher.

ENGL 220 (CENL 2513) - Technical Writing
Total Credits = 3
Lecture = 3 / Laboratory = 0

Development of written communication skills required in the technical, professional, and scientific workplace. Course includes preparation of reports, proposals, memorandums, letters, abstracts, and other writing assignments, including a research paper.

Prerequisites: ENGL 102 (CENL 1023) and CINS 101 with a grade of "C" or higher.

ENGL 1015 - English Composition I
Total Credits = 3
Lecture = 3 / Laboratory = 0

The study of the basic rhetorical modes of English composition with emphasis on prewriting, writing,
and revising techniques utilizing correct English grammar, usage, and punctuation.

**Prerequisites or Corequisites:** English score of at least 20 on the Enhanced ACT, successful completion of Developmental English, or permission of the campus CAO

**ENGL 2530 - Technical Report Writing**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

A study of basic English grammar skills, correct word usage principles, proper punctuation, capitalization, and effective communication techniques. General procedures in writing professional reports for industry; the organization of ideas and scientific proposals, and the preparation of industry-acceptable reports are discussed.

**ENTP 1000 - Foundations of Entrepreneurship**
*Total Credits = 3*
*Lecture = 0 / Laboratory = 3*

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

**ETRN 1010 – Technical Mathematics for Electronics**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

This course is a review of numerical computations, basic algebra, Cartesian coordinates, and measurement systems.

**ETRN 1120 - Fundamentals of Direct Current Circuits**
*Total Credits = 3*
*Lecture = 1 / Laboratory = 2*

An introduction to the concepts of DC electricity including Ohm's Law

**ETRN 1130 - Fundamentals of Alternating Current Circuits**
*Total Credits = 3*
*Lecture = 1 / Laboratory = 2*

An introduction to the concepts of inductance, inductive reactance, capacitance, capacitive reactance, and reactive circuits; time constants; alternating current terms and principles; transformers; calculation of AC circuit values; identification of principles of motors and generators. Construction and troubleshooting are also included.

**ETRN 1140 - Comprehensive DC Circuits**
*Total Credits = 4*
*Lecture = 1 / Laboratory = 3*
Advanced study of DC electronics to include series circuits, parallel circuits, series-parallel circuits, bridge circuits, voltage dividers and the principle of magnetism

**Prerequisites:** ETRN 1121

**ETRN 1150 - Comprehensive AC Circuits**

Total Credits = 4  
Lecture = 1 / Laboratory = 3

Advanced study of AC electronics to include capacitance, capacitive circuits, RC and RL series and parallel circuits, RLC series and parallel circuits, measurement of AC power, motors and generators

**Prerequisites:** ETRN 1131

**ETRN 1210 - Fundamentals of Semiconductors**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

An introduction to solid-state devices, diodes, transistors, special purpose diode thyristors, FET devices, VDRs, and optical devices. Includes testing, analyzing, troubleshooting, and repairing using technical manuals.

**Prerequisites:** ETRN 1120 and 1130

**ETRN 1220 - Transistor Circuits**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course covers half-wave, full-wave and bridge rectifier circuits. Also covers regulated and switched power supplies, amplifier fundamentals, and the theory of oscillation. Includes component testing and analyzing

**Prerequisites:** ETRN 1120, 1130 and 1210

**ETRN 1230 - Digital Circuits I**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations

**Prerequisites:** ETRN 1120, 1130 and 1210

**ETRN 1240 - Digital Circuits II**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

Covers flip-flops, counters, registers, combinational/sequential logic, encoders, decoders, display devices, digital to analog conversion, analog to digital conversion, multiplexers, and demultiplexers. Includes construction, troubleshooting, and repair of circuits white demonstrating safety procedures.

**Prerequisites:** ETRN 1120, 1130, 1140, 1150, 1210, 1220, and 1230
ETRN 1420 - Digital Electronics
Total Credits = 3
Lecture = 1 / Laboratory = 2


ETRN 2110 - Introduction to Programmable Controllers
Total Credits = 4
Lecture = 2 / Laboratory = 2

Practical applications of installing, testing, calibrating, and programming programmable controllers

ETRN 2120 - Communications Principles and Systems
Total Credits = 4
Lecture = 2 / Laboratory = 2

The students will be introduced to the equipment, terms, and systems used in communication; RF amplifiers, amplitude, phase, and frequency modulation; transmitter and receivers; transmission lines and antennas; and radar principles.

ETRN 2130 - Telecommunications
Total Credits = 4
Lecture = 2 / Laboratory = 2

This course introduces the students to telephone, cellular, paging systems, modems, optical electronics, infrared fiber optics, and laser systems.

FORS 100 - Introduction to Forensic Science
Total Credits = 3
Lecture = 3 / Laboratory = 0

This introductory course provides a broad overview of the various disciplines in forensic science focusing on forensic science as a science and a profession. Topics include ethics in forensic science and the recognition, identification, individualization and evaluation of various types of physical evidence. The relationship of forensic science to the natural sciences and the use of the scientific method in forensic science will also be explored.

Prerequisites or Corequisites: Admission to program

FORS 132 - Death Investigation
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course examines the fundamentals of a medicolegal death investigation, the operation of a death
investigation system and the role of a death investigator. Procedures required in assisting the medical examiner/coroner in determining the cause and manner of death are also discussed. Additional topics include autopsy technique, sudden and unexpected death, natural death, specific wound and injury characteristics and child death.

**Prerequisites or Corequisites:** FORS 100 w/a C or better. Recommended completion or concurrent enrollment in BIOL 221

**FORS 160 - Criminology**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

Introduces the physical, psychological and social factors related to criminal behavior and the etiology of criminal offenses and offenders. Topics include biological, sociological and psychological causes of crime; effectiveness of theories explaining crime and the application of theories to selected issues.

**Prerequisites or Corequisites:** Enrollment in program

**FORS 210 - Victimology**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

The study of crime victims is a relatively new discipline despite the fact that victims have been around for thousands of years. The focus of the majority of criminological research and discussion has been on the offender rather than the victim. This course provides an overview of the principles and concepts of victimology, an analysis of victimization trends, and the role of the victim in the justice system. In addition the repercussions of victimization, victim reporting patterns and remedies available for victims are also explored.

**Prerequisites or Corequisites:** Enrollment in Program

**FORS 214 - Forensic Crime Scene Investigation I**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

A study of the methods and techniques of scientific crime scene investigation and analysis using principles from biology, chemistry and physics to document, recognize, preserve and collect physical evidence. The principles of forensic science, specifically the various types of physical evidence, classification of evidence and the role of physical evidence in a criminal investigation are emphasized. Topics include: class and individual characteristics of evidence, security and protection of a crime scene, documentation of a crime scene, photography, sketching, proper search techniques, evidence collection, fingerprint processing and enhancement, and release of the crime scene. The legal requirements of a crime scene, chain of custody and crime scene equipment are additional topics.

**Prerequisites or Corequisites:** Completion of FORS 100 w/a C or better. Concurrent enrollment in FORS 224
FORS 220 - Forensic Crime Scene Investigation II  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Designed to follow FORS 214 this course focuses on the specialized scene techniques needed to investigate, analyze, process and reconstruct crime scenes. Topics include special scene techniques, enhancement reagents, field and presumptive tests, alternate light sources, bloodstain pattern analysis, shooting reconstruction and crime scene reconstruction.  
**Prerequisites or Corequisites:** FORS 214 and FORS 224 w/a C or better  
**Corequisites:** FORS 230

FORS 224 - Forensic Crime Scene Investigation I-Lab  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 3

This course will present laboratory exercises to complement the lecture course Forensic Crime Scene Investigation I (FORS 214). Activities will address concepts presented in FORS 214 in addition to emphasizing the application of science, crime scene processing skills and problem solving skills. Topics include crime scene photography, sketching, fingerprint processing, writing laboratory reports and working mock crime scenes.  
**Prerequisites:** Completion of FORS 100 w/ a C or better.  
**Corequisites:** FORS 214

FORS 230 - Forensic Crime Scene Investigation II-Lab  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

Designed to accompany FORS 220, the laboratory is a hands-on reinforcement of the lecture and includes bloodstain pattern analysis, field and presumptive tests, alternate light sources and crime scene reconstruction.  
**Prerequisites:** Completion of FORS 214 and 224 w/ a C or better.  
**Corequisites:** FORS 220

FORS 240 - Bloodstain Pattern Analysis  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Used as an investigative tool, bloodstain pattern analysis can assist investigators with determining the relative position of the victim or suspect at a scene, the amount of force and weapon used and the area of origin of a bloodstain. This course will provide an overview of bloodstain pattern analysis examining topics such as the scientific principles related to bloodstain pattern analysis, presumptive blood testing, blood enhancement reagents, documentation of bloodstains, area of origin and passive, spatter and altered bloodstain patterns.  
**Prerequisites:** FORS 214 & 224 with a C or better  
**Corequisites:** FORS 242
FORS 242 - Bloodstain Pattern Analysis-Lab
Total Credits = 1
Lecture = 0 / Laboratory = 3

Designed to accompany FORS 240, the lab will focus on practical exercises based on the concepts discussed in lecture. Topics will include presumptive testing, enhancement reagents, area of convergence and origin, documentation of bloodstains, impact patterns, altered patterns, and passive patterns.
Prerequisites: Completion of FORS 214 and 224 w/ a C or better.
Corequisites: FORS 240

FORS 280 - Case Preparation and Courtroom Testimony
Total Credits = 3
Lecture = 3 / Laboratory = 0

Examines the case file preparation, admissibility of evidence rulings, the criminal trial process, courtroom demeanor, and direct and cross examination techniques for courtroom testimony. Skills are performed in a mock courtroom setting by the students. Topics include fact and expert witnesses, pertinent case law, property and evidence reports, investigative and laboratory reports, preparation of the witness, witness credibility and proper courtroom appearance and demeanor.
Prerequisites: Admission to Forensic Science Program and completion of FORS 100 and 224 w/ a C or better.
Corequisites: FORS 282

FORS 282 - Case Preparation and Courtroom Testimony-Lab
Total Credits = 1
Lecture = 0 / Laboratory = 3

Designed to accompany FORS 280, activities and exercises in FORS 282 will address the concepts presented in lecture which include proper courtroom demeanor, preparing for testimony, preparing case reports, testifying in a mock courtroom setting, evidence presentation and direct and cross examination.
Prerequisites: Admission to Forensic Science Program and completion of FORS 100 w/ a C or better.
Corequisites: FORS 280

FREN 101 (CFRN 1013) - Elementary French I
Total Credits = 3
Lecture = 3 / Laboratory = 0

A beginning course designed for students with no previous knowledge of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory.
FREN 102 (CFRN 1023) - Elementary French II
Total Credits = 3
Lecture = 3 / Laboratory = 0

A continuation of FREN 101 (CFRN 1013). Designed for students who have completed one semester of French. It places strong emphasis on vocabulary, sounds and structure of the French language. Supplemental work will be done in the language laboratory.
Prerequisites: FREN 101 (CFRN 1013)

GEOG 202 (CGRG 2113) - Cultural Geography-Internet
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will introduce and explore the study of culture from a geographical perspective. The student will examine the interrelationships of learned human behavior and various physical and cultural landscapes using a spatial perspective. The course will also introduce basic concepts involved with using a geographical perspective to understand the world around us. Specific subject matter will be broad and will include the geographical study of religion, language, race/ethnicity, music, sports, agriculture and a host of other cultural phenomena.

GEOG 205 (CGRG 2213) - Physical Geography
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will examine the various components of the natural environment from a spatial perspective. In particular, students will gain an understanding of the nature and characteristics of the physical processes on Earth, its development, distribution over the earth's surface, and the interrelationships among the atmosphere, biosphere, and earth's surface. Additional topics, such as climate change and human-environment interaction, will also be incorporated into the course.

GEOL 101 (CGEO 1103) - Physical Geology
Total Credits = 3
Lecture = 3 / Laboratory = 0

An introduction to the scope of geology, the external and internal features of the earth such as landforms, and the agents which are responsible for them including volcanoes, glaciers, earthquakes, wind and running water.

GEOL 102 (CGEO 1113) - Historical Geology
Total Credits = 3
Lecture = 3 / Laboratory = 0

The development, changes and destruction of the land features and sea areas of the earth and the changing panorama of plant and animal life from the earth's origin to the present day.
**Prerequisites:** Successful completion of GEOL 101 (CGEO 1103), Physical Geology, with a grade of "C" or higher or by special permission.

**GEOL 110 - Age Of Dinosaurs**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A non-technical survey, designed especially for non-science majors, of dinosaurs and their world. The origin, evolution, ecology, physiology, biology, and social behavior of dinosaurs are reconstructed from bones, tracks, nests, and applied biology. Possible reasons for their extinction are considered. Emphasis is placed on viewing dinosaurs as superbly successful members of their ecosystem.  
**Corequisites:** ENGL 101 with a grade of C or better

**HACR 1150 - HVAC Introduction**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

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.  
**Prerequisites or Corequisites:** Admission to program

**HACR 1160 - Principles of Refrigeration I**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

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.  
**Prerequisites or Corequisites:** HACR 1150

**HACR 1170 - Principles of Refrigeration II**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

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.  
**Prerequisites or Corequisites:** HACR 1150 and 1160

**HACR 1180 - Principles of Refrigeration III**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

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

**Prerequisites:** HACR 1150, 1160 and 1170

**HACR 1210 - Electrical Fundamentals**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

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.

**Prerequisites or Corequisites:** Admission to program

**HACR 1220 - Electrical Components**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

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.

**Prerequisites:** HACR 1210

**HACR 1230 - Electric Motors**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

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.

**Prerequisites or Corequisites:** HACR 1210 and 1220

**HACR 1240 - Applied Electricity and Troubleshooting**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety.

**Prerequisites or Corequisites:** HACR 1210, 1220 and 1230

**HACR 1410 - Domestic Refrigeration**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

Presents the proper procedures to diagnose and repair domestic refrigerators and freezers
Prerequisites or Corequisites: HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, HACR1240

**HACR 1420 - Room Air Conditioners**
Total Credits = 2  
Lecture = 1 / Laboratory = 1

The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.  
Prerequisites or Corequisites: HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, and HACR1240

**HACR 2510 - Residential Central Air Conditioning I**
Total Credits = 3  
Lecture = 1 / Laboratory = 2

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  
Prerequisites or Corequisites: HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, and HACR1240

**HACR 2520 - Residential Central Air Conditioning II**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

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.  
Prerequisites or Corequisites: HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, HACR1240, and HACR2510

**HACR 2530 - Residential System Design**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.  
Prerequisites or Corequisites: HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, and HACR1240

**HACR 2540 - Residential Heating I**  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

Theory and study of the principles and practices for the operation, diagnosis and service of residential
and small commercial heating systems. Topics covered will include electrical controls, gas valves, piping, venting, code requirements, principles of combustion and safety for gas and electrical heating.

**Prerequisites or Corequisites:** HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, and HACR1240

**HACR 2550 - Residential Heating II**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

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.

**Prerequisites or Corequisites:** HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, HACR1240, and HACR 2540

**HACR 2560 - Residential Heat Pumps**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

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.

**Prerequisites or Corequisites:** HACR1150, HACR1160, HACR1170, HACR1180, HACR 1210, HACR1220, HACR1230, and HACR1240

**HACR 2910 - Commercial Refrigeration I**
**Total Credits = 6**
Lecture = 2 / Laboratory = 4

Introduces fundamental theory and techniques to identify major components and function of commercial system. Instruction is given on types of commercial refrigeration system, and pressure and temperature charts. Industrial refrigerant systems will be included on sections of the course.

**Prerequisites or Corequisites:** Basic A/C Refrigeration core (TCA-Helper I); CTS Helper II; JOBS 2450

**HACR 2920 - Commercial Refrigeration Controls I**
**Total Credits = 7**
Lecture = 3 / Laboratory = 4

Emphasis of this course will be placed on service of split-systems, add-on, package system/safety, chillers/safety, and troubleshooting and repair of major component parts of commercial/industrial refrigeration systems. Calculations, heat loads, duct design, air filtration, and safety principles will also be covered

**Prerequisites:** Basic A/C Refrigeration core (TCA-Helper I); CTS Helper II; JOBS 2450

**Corequisites:** HACR 2910
HACR 2930 - Commercial Refrigeration II  
**Total Credits = 6**  
Lecture = 2 / Laboratory = 4

Topics will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles  
**Prerequisites:** Basic A/C Refrigeration core (TCA-Helper I); CTS Helper II; JOBS 2450  
**Corequisites:** HACR 2910; HACR 2920

HACR 2991 - Special Projects I  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

HACR 2993 - Special Projects II  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

HACR 2995 - Special Projects III  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

HACR 2996 - Special Projects IV  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites or Corequisites:** Consent of the Instructor

HACR 2997 - Practicum  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
**Prerequisites or Corequisites:** Consent of the Instructor
HACR 2999 - Cooperative Education  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

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.  
**Prerequisites or Corequisites:** Consent of the Instructor

**HCOR 1110 - Introduction to Healthcare**  
**Total Credits = 1**  
Lecture = 1 / Laboratory = 0

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.

**HCOR 1120 - Basic Body Structure and Function**  
**Total Credits = 2**  
Lecture = 2 / Laboratory = 0

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

**HCOR 1160 - Professionalism for Healthcare Providers**  
**Total Credits = 1**  
Lecture = 1 / Laboratory = 0

Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course.

**HCOR 1212 - Skills Application**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the LTC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

**HCOR 1213 - Nurse Assistant Refresher Course**  
**Total Credits = 4**  
Lecture = 3 / Laboratory = 1
The course is designed to allow a previously certified nurse assistant (CNA), the ability to recertify with the Louisiana Nurse Aid Registry of the Department of Health and Hospitals (DHH), following successful completion of the course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. This course meets minimum standards of theory/lab (45 hrs) and clinical (45 hrs) instruction as established by the DHH.

**Prerequisites:** Validation of previous Nurse Aid certification.

**HCOR 2991 - Special Projects I**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites:** Consent of Instructor

**HCOR 2993 - Special Projects II**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites:** Consent of Instructor

**HCOR 2995 - Special Projects III**  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites:** Consent of Instructor

**HCOR 2996 - Special Projects IV**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites:** Consent of the Instructor.

**HCOR 2997 - Special Projects V**  
**Total Credits = 1**  
Lecture = 1 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites:** Consent of Instructor
HEKG 1011 - EKG Procedures
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 45 hours of clinical externship to be performed by the student under the supervision of a preceptor in a variety of health care settings. Prerequisites: HNUR1211; HCOR 1212 or currently on the Louisiana CNA registry. Concurrent enrollment or successful completion of HCOR 1120 and HMDT 1170 is also required.

HIST 101 (CHIS 1013) - Western Civilization To 1650 A.D.
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey course in western civilization from the ancient period to the European discovery of the New World. The course is designed to examine the ancient civilizations such as the Egyptians, Greeks, and Romans, the growth of the Christian Church in Europe, and the structure of Middle Age feudal society.

HIST 102 (CHIS 1023) - Western Civilization Since 1650 A.D.
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey course in western civilization from the European discovery of the New World to the modern era. The course is designed to address the important topics in western civilization including the formation of the nation-states of Europe, the French Revolution and Napoleonic era, the transatlantic economy, and twentieth-century warfare, politics, and international relations.

HIST 201 (CHIS 2013) - History Of The United States 1492-1877
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey of United States history from discovery through Reconstruction.

HIST 202 (CHIS 2023) - History Of The US 1877-present
Total Credits = 3
Lecture = 3 / Laboratory = 0

A survey of United States history from Reconstruction to the present.

HIST 210 (CHIS 2033) - Louisiana History
Total Credits = 3
Lecture = 3 / Laboratory = 0
This is a survey of Louisiana history from the age of discovery to the present. This course is designed to examine the diverse cultures, events, and peoples that have shaped the history of the state of Louisiana.

**HMDT 1170 - Medical Terminology**  
**Total Credits = 1**  
Lecture = 1 / Laboratory = 0

Analyzing and combining prefixes, root words, and suffixes to spell, use, and pronounce medical terminology correctly and recognize medical terms. Medical Abbreviations are included.

**HNUR 1211 - Nursing Fundamentals I**  
**Total Credits = 4**  
Lecture = 3 / Laboratory = 1

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

**HNUR 1212 - Geriatric Clinical**  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the LTC nursing faculty.

**HNUR 1270 - Pn Perspectives**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE), including the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Ethical/legal/cultural issues and trends, communication techniques, and personality development are addressed. It includes discussion of the concepts of health maintenance with identification of local, state and national health resources available for maintenance of health. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures.
HNUR 1300 - Anatomy And Physiology For Healthcare Providers
Total Credits = 5
Lecture = 5 / Laboratory = 0

This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course.

HNUR 1320 - Nutritional Aspects
Total Credits = 2
Lecture = 2 / Laboratory = 0

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages.

HNUR 1361 - Basic Pharmacology
Total Credits = 3
Lecture = 2 / Laboratory = 1

Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical, irrigation and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized.

HNUR 1411 - Nursing Fundamentals II
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course includes 30 hrs of theory and 60hrs of supervised skills lab experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations.

HNUR 1460 - Advanced Pharmacology
Total Credits = 1
Lecture = 1 / Laboratory = 0

Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication
calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions.

**HNUR 2113 - Medical/ Surgical I**  
**Total Credits = 8**  
Lecture = 5 / Laboratory = 3

This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and pharmacological interventions/commonly used medications for each body system addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component.

**HNUR 2123 - Medical/ Surgical II**  
**Total Credits = 8**  
Lecture = 5 / Laboratory = 3

This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. This course includes a 180-hour clinical component.

**HNUR 2133 - Medical/Surgical III**  
**Total Credits = 8**  
Lecture = 5 / Laboratory = 3

This course includes the study of genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to
perform clinical skills with in-direct supervision of the clinical instructor. This course includes a 180-hour clinical component.

HNUR 2523 - Mental Illness/ Psychiatric Nursing
Total Credits = 2.5
Lecture = 2 / Laboratory = 0.5

This is the study of the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

HNUR 2611 - IV Therapy
Total Credits = 1
Lecture = 1 / Laboratory = 0

The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. Supervised lab performance (15hrs) is an integral part of this course.

HNUR 2713 - Obstetrics
Total Credits = 2.5
Lecture = 2 / Laboratory = 0.5

Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

HNUR 2723 - Pediatrics
Total Credits = 2.5
Lecture = 2 / Laboratory = 0.5

This course presents essential information related to growth and development of infants, toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical
nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the
discretion of practical nursing faculty. This course includes a 30-hour clinical component.

**HNUR 2813 - Pn Leadership And Management**
**Total Credits = 2.5**
Lecture = 2 / Laboratory = 0.5

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana, including a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II – Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Students are prepared for the NCLEX-PN licensure examination. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Legal responsibilities, confidentiality and ethical practice along with concepts of management and supervision are emphasized. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies. In addition, a review of documentation requirements, health protection guidelines, and health promotion activities in long-term facilities are presented. Appropriate teaching of related diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff. The course focuses on issues such as the relationship of management and quality improvement for care of the elderly in long-term facilities. In addition, the organization and structure of the nursing home and the function of various departments are included. The Louisiana Department of Health and Hospitals and the survey process is integrated throughout the course. Common legal and ethical issues encountered in long-term care facilities are discussed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions. Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. This course includes a 30-hr clinical component.

**HNUR 2991 - Special Projects I**
**Total Credits = 1**
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.
**Prerequisites:** Consent of Instructor

**HNUR 2993 - Special Projects II**
**Total Credits = 2**
Lecture = 0 / Laboratory = 2
A course designed for the student who has demonstrated specific special needs

Prerequisites: Consent of Instructor

HNUR 2995 - Special Projects III
Total Credits = 3
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs

Prerequisites: Consent of Instructor

HNUR 2996 - Special Projects IV
Total Credits = 3
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs

Prerequisites: Consent of Instructor

HPHL 1011 - Phlebotomy Principals
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform.

Prerequisites: HCOR 1120. Concurrent enrollment or successful completion of HMDT 1170 is also required.

HPHL 1022 - Phlebotomy Procedures/Skills
Total Credits = 5
Lecture = 3 / Laboratory = 2

A 45 hour classroom and 60 hour laboratory practice study of advanced phlebotomy skills and procedures that 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 an additional 96 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain the necessary course requirements for a total of 201 clock hours.

Prerequisites: Concurrent enrollment or successful completion of HPHL 1011 is required.

HSCI 101 - First Aid & CPR
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed to provide participants with the knowledge to administer basic first aid and/or CPR/AED (Automated External Defibrillator) during emergency situations. An emphasis will be placed on
confidentiality, blood borne pathogens, personal protective equipment (PPE), hand washing techniques, and safety procedures in chemical, radiation and fire situations. The course is video-based and includes extensive peer and mannequin practice augmented with case discussions. First aid procedures will be included. Upon successful completion, participants will be certified by the American Heart Association in First Aid and Basic Life Support (BLS)

**HSCI 102 - Community First Aid With CPR**

**Total Credits = 1**

Lecture = 1 / Laboratory = 0

This course is designed primarily for non-nursing majors providing participants with the knowledge to administer basic first aid and/or CPR/AED (Automated External Defibrillator) during emergency situations. The course is video-based and includes extensive peer and mannequin practice augmented with case discussions. First aid procedures for adults, children, and infants will be included. Upon successful completion, participants will be certified by the American Heart Association in First Aid Procedures and CPR.

**HSCI 104 - Basic Patient Care Skills**

**Total Credits = 1**

Lecture = 1 / Laboratory = 1

This course is an introduction to basic care principles and skills. The course includes lectures and skills lab in proper body mechanics, lifting, moving, positioning; measuring vital signs, height, weight. and performing various documentation procedures.  
**Prerequisites or Corequisites:** Math 095, Reading 099, or based on placement test

**HSCI 105 - Medical Ethics & Law**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

A course of study designed to introduce the student entering a health care career to medical ethical and legal issues, rights, and responsibilities. Ethical/ legal topics include confidentiality, patient rights, liability, malpractice, legal proceedings, and medical ethical issues.

**HSCI 106 - Introduction to Health Sciences**

**Total Credits = 1**

Lecture = 1 / Laboratory = 0

An introduction to the role of professional nurse and nursing concepts. Concepts include: legal/ethical, communication, health science program admission processes, and core competencies.

**HSCI 110 - Medical Terminology**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0
In order to work effectively in the health care field, it is necessary to acquire an understanding of medical language. The purpose of this course is to assist the student in gaining an understanding of medical terminology to include building and analyzing medical terms. Emphasis is placed on disease, diagnostic and treatment procedures, medications and laboratory tests related to each body system. Case studies and medical reports will be utilized to prepare students to use medical terms in a realistic context.

HSCI 115 - Pharmacology For Health Careers
Total Credits = 3
Lecture = 3 / Laboratory = 0

The goal of the course is to provide health career students with a foundation in drug-related information to include commonly prescribed medication; classifications of drugs; diagnostic, therapeutic, and curative effects; methods of drug administration, as well as common physiological responses to drug administration.

HUMN 201 (CHUM 2213) - Survey Of Humanities I
Total Credits = 3
Lecture = 3 / Laboratory = 0

This is an interdisciplinary course including a survey of the arts, music, history, and literature of the Western world from the beginning of civilization to the Renaissance.
Prerequisites: ENGL 102 (CENL 1023) with a "C" or higher.

HURM 1000 - Employment Law and Regulation
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

HURM 1100 - Training and Development
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course covers developing, conducting, and evaluation employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

HURM 1200 - Recruiting and Selecting
Total Credits = 3
Lecture = 3 / Laboratory = 0
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**HURM 1300 - Compensation and Benefits**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

**IMFG 1010 - Introduction to Manufacturing**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

This course is an overview of the functional and structural compositions of manufacturing; including processes, plant safety, and quality in the manufacturing environment. Presents the personal and interpersonal skills required to be part of a high performance team in a manufacturing environment. Topics include team building, effective communication skills, and ethics in the workplace. Knowing how to use a tape to measure is important part of daily activities in a Manufacturing plant. In this course you will know how to consistently measure with a ruler, tape measure and precision measurement devices.

**IMFG 1020 – Tools and Equipment Used In Manufacturing**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

This course provides an introduction to math, measurements, schematics, drawings, and prints used in manufacturing. It also facilitates the application of these skills to safely and correctly use hand tools, power tools, hydraulic systems, and pneumatic systems.

**IMFG 1030 - Automation**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*

An introduction to the automation components of manufacturing. Provides hands-on experience with electrical circuits, instrumentation, Programmable Logic Controllers (PLCs), computers and how to safely use this equipment.

**IMFG 1040 - Introduction to Fabrication, Process Technology, and Machining**
*Total Credits = 3*
*Lecture = 3 / Laboratory = 0*
This course is an introduction to fabrication, process technology, and machining careers. It also provides hands-on experience in each area.

**IMMT 1110 - Introduction to Industrial Maintenance Technology**  
Total Credits = 1  
Lecture = 1 / Laboratory = 0  

A general comprehensive study relating to Industrial safety designed to give students a practical working knowledge of safety hazards. Codes, standards and regulations are presented, discussed, and implemented throughout the entire course. All skills, philosophy and comprehension are practiced and reinforced by participants in individual and group activities.

**IMMT 1111 - Welding I**  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A general introductory course in maintenance welding. A condensed version of the full-scale welding course.  
**Prerequisites:** IMMT 1110

**IMMT 1112 - Welding II**  
Total Credits = 2  
Lecture = 0 / Laboratory = 2  

A continuance of Welding I (IMMT 1112), includes basic MIG and TIG welding.  
**Prerequisites:** IMMT 1110, IMMT 1111

**IMMT 1120 - Blueprint Reading**  
Total Credits = 2  
Lecture = 2 / Laboratory = 0  

A general study of blue print reading and interpretation of data contained in the drawing.  
**Prerequisites:** IMMT 1110

**IMMT 1121 - Metal Fabrication**  
Total Credits = 3  
Lecture = 1 / Laboratory = 2  

A study and practical application of the general aspect of metal fabrication. Included will be design, material choices, and construction techniques.  
**Prerequisites:** IMMT 1110, IMMT 1111, IMMT 1112

**IMMT 1210 - Material Handling**  
Total Credits = 2  
Lecture = 2 / Laboratory = 0
The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting.  
**Prerequisites:** IMMT 1110

**IMMT 1220 - Pneumatics**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A general study relating to pneumatic power. The major topics will include safety, installation techniques, proper maintenance, diagnosis, and repair of pneumatic controllers and systems.  
**Prerequisites:** IMMT 1110

**IMMT 1221 - Pneumatic Applications**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

Application of the theory of pneumatic power in diagnosis, control devices, and activation types, and uses.  
**Prerequisites:** IMMT 1110, IMMT 1220

**IMMT 1230 - Hydraulics**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A general study relating to design and application of hydraulic power  
**Prerequisites:** IMMT 1110

**IMMT 1231 - Hydraulics Application**  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

The practical application of hydraulic power. Areas included will be system design, installation, diagnosis and repair.  
**Prerequisites or Corequisites:** IMMT 1110, IMMT 1230

**IMMT 1241 - Hydraulics Troubleshooting Projects**  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

The study and application of diagnosis of fluid power systems and components. Includes the use of testing devices, system specifications, codes, and applications and safety to determine the proper functions of the application.  
**Prerequisites:** IMMT 1110, IMMT 1230, IMMT 1231
IMMT 1311 - Pipefitting  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

General knowledge of pipefitting procedures, types of pipe and areas of application in an industrial setting.  
Prerequisites or Corequisites: IMMT 1110

IMMT 1320 - Millwright I  
Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course is a general study of the design, installation, diagnosis and repair of mechanical systems in an industrial setting.  
Prerequisites or Corequisites: IMMT 1110

IMMT 1321 - Millwright I Lab  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

The practical application of mechanical system installation, diagnosis, and repair.  
Prerequisites: IMMT 1110, IMMT 1320

IMMT 1330 - Millwright II  
Total Credits = 2  
Lecture = 2 / Laboratory = 0

Introduces the operation of precision machines such as lathes, mills, presses, and surface grinders. Emphasis is placed on the proper operation and safety practices of rotating equipment.  
Prerequisites: IMMT 1110, IMMT 1320, IMMT 1321

IMMT 1331 - Millwright II Lab  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

A practical application of the operation of precision machines such as lather, mills, drill presses, and surface grinders. Exposures to this equipment will prepare an individual for maintenance production in a safe and efficient environment.  
Prerequisites or Corequisites: IMMT 1110, IMMT 1320, IMMT 1321, IMMT 1330

IMMT 1410 - Basic Electricity  
Total Credits = 1  
Lecture = 1 / Laboratory = 0
A general study of electricity designed to introduce the fundamental, theory, and uses of electricity in industry. Safety issues and how electricity works is the primary focus.

**IMMT 1411 - Basic Electricity Lab**
Total Credits = 3  
Lecture = 0 / Laboratory = 3

The application of electrical knowledge, theory, and uses in an industrial workplace. Emphasis will be placed on safe practice and circuit construction.  
**Corequisites:** IMMT 1410, IMMT 1110

**IMMT 1421 - Industrial Electricity**
Total Credits = 4  
Lecture = 0 / Laboratory = 4

A study of industrial electrical applications utilizing practical techniques to introduce the installation, diagnosis and repair of electrical circuits and components. Safe practices and basic wiring schemes will be emphasized.  
**Prerequisites:** IMMT 1410; IMMT 1411; IMMT 1110

**IMMT 1430 - Motor Controls**
Total Credits = 4  
Lecture = 0 / Laboratory = 4

A study of AC motor controls designed to acquaint the student with the theory, diagnosis, and repair of various motor controllers and circuit components. Students will be involved in the construction of various controls circuits found in industry.  
**Prerequisites:** IMMT 1110; IMMT 1410; IMMT 1411

**IMMT 1441 - Programmable Logic Controllers**
Total Credits = 4  
Lecture = 0 / Laboratory = 4

A study of AC motor controls designed to acquaint the student with the theory, diagnosis, and repair of various motor controllers and circuit components. Students will be involved in the construction of various controls circuits found in industry.  
**Prerequisites:** IMMT 1110; IMMT 1410; IMMT 1411

**IMMT 1500 - Advanced Pipefitting**
Total Credits = 4  
Lecture = 0 / Laboratory = 4

Advanced knowledge of pipefitting procedures, types of pipe and areas of application in an industrial setting.  
**Prerequisites:** IMMT 1110
IMMT 1501 - Preventative Maintenance  
Total Credits = 4  
Lecture = 0 / Laboratory = 4  
Introduces the proper types of preventive maintenance and troubleshooting practices for plant equipment and safety procedures dealing with working around the equipment  
Prerequisites: IMMT 1110

IMMT 1502 - Rigging  
Total Credits = 4  
Lecture = 0 / Laboratory = 4  
Introduces the proper types of rigging equipment and hand signals and safety procedures, along with man lift, forklift, crane operations, and procedures.  
Prerequisites or Corequisites: IMMT 1110

IMMT 1503 - Plant Equipment  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  
Introduces the proper types of plant equipment and safety procedures dealing with working around the equipment.  
Prerequisites: IMMT 1110

IMMT 2991 - Special Projects I  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  
A course designed for the student who has demonstrated specific special needs.  
Prerequisites or Corequisites: Consent of the Instructor

IMMT 2993 - Special Projects II  
Total Credits = 2  
Lecture = 0 / Laboratory = 2  
A course designed for the student who has demonstrated specific special needs.  
Prerequisites or Corequisites: Consent of the Instructor

IMMT 2995 - Special Projects III  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  
A course designed for the student who has demonstrated specific special needs.  
Prerequisites or Corequisites: Consent of the Instructor
IMMT 2996 - Special Projects IV  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor  

IMMT 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
Prerequisites or Corequisites: Consent of the Instructor  

IMMT 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

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.  
Prerequisites or Corequisites: Consent of Instructor  

INCT 1100 - Installation & Troubleshooting, Part I  
Total Credits = 3  
Lecture = 1 / Laboratory = 2  

A hands-on intensive study involving PC hardware and software that prepares students for an industry-based certification such as the A+ examination. PC hardware includes installation of motherboards, various drives, and adapter cards. Software includes installation of operating systems, various applications, and communication software and their proper configuration. Provides a systematic approach towards PC diagnostics and troubleshooting through the use of practical industry standards diagnostic software.  

INCT 1110 - Installation & Troubleshooting, Part II  
Total Credits = 3  
Lecture = 1 / Laboratory = 2  

A hands-on advanced study involving PC hardware and software that prepares students for an industry-based certification such as the A+ examination. PC hardware includes installation of motherboards, various drives, and adapter cards. Software includes installation of operating systems, various applications, and communication software and their proper configuration. Provides a systematic approach towards PC diagnostics and troubleshooting through the use of practical industry standards diagnostic software.
INCT 1120 - Installation & Troubleshooting Lab  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

This course is an intensive, hands-on laboratory designed to provide students with additional experience in installing, configuring, troubleshooting & problem resolution of IBM compatibles and peripherals.

INCT 1200 - Operating Systems  
Total Credits = 4  
Lecture = 2 / Laboratory = 2

A hands-on study of operating systems which prepares students for an industry-based certification such as the MCP examination. The course includes the installation and administration of a network operating system as well as troubleshooting and optimizing techniques.

INCT 1210 - Introduction to Programming  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course introduces students to popular basic programming languages and their inherent logic structures. The students will develop understanding of the basic logic structures used in application development. An introductory programming language such as Visual Basic may be used for the application of these logic structures.  
Prerequisites: None; basic knowledge of computers and operating systems is helpful.

INCT 1250 - Project Management  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

Provides the foundation for understanding the broad concepts of successful planning, organization, and implementation within the realm of software development, enhancement, and reconfiguration. Uses real-world examples and identifies common mistakes and pitfalls. Topics covered include project management software, estimating, budgeting, scheduling, tracking, and controlling.

INCT 1300 - Internet Applications  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

A comprehensive study of Internet concepts, terminology, connection practices, researching on, designing for and publishing on the Internet, as well as a brief study of the programming basics behind the creation of Web Pages using HTML and Dynamic HTML.

INCT 1320 - Introduction To Database Development  
Total Credits = 3  
Lecture = 1 / Laboratory = 2
The student will develop an understanding of database systems and database structure. The Structured Query Language (SQL) will be used to manipulate database records. A report generator will be used to produce reports.

**INCT 1330 - Introduction To Networking**  
**Total Credits = 3**  
Lecture = 2 / Laboratory = 1

Introduction to Networking is a foundation networking course that will cover the following topics: media and topologies, protocols and standards, network implementation, and network support. The course maps to CompTIA's Network+ certification exam.

**INCT 1391 - Procedural Programming I**  
**Total Credits = 7**  
Lecture = 1 / Laboratory = 6

A study in the prevailing procedural language, (actual language will be determined by market area). Topics will include, security, web access, structured query language, query by example, data capture, and data manipulation  
**Prerequisites:** CPTR 1010, INCT 1210

**INCT 1451 - Basic Programming I**  
**Total Credits = 7**  
Lecture = 1 / Laboratory = 6

Students will use a computer to enter, test, and debug applications programs.  
**Prerequisites:** CPTR 1010, INCT 1210

**INCT 1461 - C++ Programming**  
**Total Credits = 7**  
Lecture = 1 / Laboratory = 6

Students will use a computer to enter, test, and debug C++ applications programs.  
**Prerequisites:** CPTR 1010, INCT 1210

**INCT 1470 - C Programming**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

The creation of programming routines that can be utilized to extract system information, job status, and user menus.  
**Prerequisites:** CPTR 1010, INCT 1480
INCT 1491 - RPG Programming I  
Total Credits = 7  
Lecture = 1 / Laboratory = 6

Students will use a computer to enter, test, and debug RPG application programs.  
Prerequisites: CPTR 1010, INCT 1410

INCT 1500 - Internet Programming Language  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

Programming using Microsoft Visual basic.Net is designed for the advanced learner with the tools to plan and create interactive Visual basic.Net applications that conform to well-adopted Windows standards. Object oriented concepts are presented. Each project addresses programming-related problems the learned could expect to encounter in business. This course is valuable for software developers, analysts, programmers and power users who want to prototype, build and/or integrate Windows-based applications using Visual Basic.Net. Familiarity with Windows is assumed. Prior experience with macros or scripting language is recommended.  
Prerequisites: CPTR 1010, INCT 1410

INCT 1800 - Introduction To Unix/Linux  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

A hands-on study of the Unix or Linux operating system which includes installation of the operating system, administration and configuration of the system, and troubleshooting techniques involved in maintaining the system.

INCT 1801 - Java Programming I  
Total Credits = 7  
Lecture = 1 / Laboratory = 6

Students are introduced to program concepts and techniques using the Java programming language. Upon completion, students should have the ability to write a wide variety of programs using the Java programming language. Intensive hands-on applications are included.  
Prerequisites: CPTR 1010, INCT 1410

INCT 1900 - Web Page Design  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course allows the student to develop a working knowledge of a web site programming software package such as FrontPage. The student will plan, design, build, and publish an easy to navigate web site. Good designs fundamentals will
be covered.

Prerequisites: CPTR 1010

INCT 2010 - Introduction To Client/Server Networking
Total Credits = 4
Lecture = 2 / Laboratory = 2

This course is designed to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2008 environment. Furthermore, the course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-646.

Prerequisites or Corequisites: INCT 1200

INCT 2040 - Designing Security For A Client/Server Network
Total Credits = 4
Lecture = 2 / Laboratory = 2

This course is designed to provide students with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, and analyzing security risks in order to meet business requirements for securing computers in a networked environment. This course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-298.

Prerequisites: INCT 2010

INCT 2110 - Networking Technologies
Total Credits = 4
Lecture = 2 / Laboratory = 2

A hands-on study of networking technologies, which includes the planning, implementation, and administration of networks. The course also includes troubleshooting and security related issues.

INCT 2120 - Introduction To Basic Routers
Total Credits = 4
Lecture = 2 / Laboratory = 2

This course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction includes, but is not limited to, the Open System Interconnection (OSI) Reference Model, local area networks (LANs), wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, internet work open system (IOS) images and network troubleshooting. Particular emphasis is given to understanding the nature of and component of networks that make up LANs, WANs and the Internet. Students will become familiar with the use of command protocols that are used when configuring networks and will learn how to troubleshoot a 5-router topology.
**INCT 2130 - Intermediate Routing And Switching**
*Total Credits = 4  
Lecture = 2 / Laboratory = 2*

This course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction, includes, but is not limited to: a review of the Open System Interconnection (OSI) Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs), Novell Internet Packet Exchange (IPX), and network management. Particular emphasis is given to students being able to demonstrate the ability to apply learnings from Semesters 1 and 2 to a network and to be able to explain how and why a particular strategy is employed. In addition, the student will learn appropriate methodologies for managing networks, with emphasis placed on clear and adequate documentation of the Network.

**INCT 2140 - Wide Area Network Protocols**
*Total Credits = 4  
Lecture = 2 / Laboratory = 2*

This course continues to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment or further education and training in the computer-networking field. A task analysis of current industry standards and occupational analysis was used to develop the content. Instruction, includes, but is not limited to: a review of the Open System Interconnection (OSI) Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs), Novell Internet Packet Exchange (IPX), and network management. Particular emphasis is given to students being able to demonstrate the ability to apply learnings from Semesters 1 and 2 to a network and to be able to explain how and why a particular strategy is employed. In addition, the student will learn appropriate methodologies for managing networks, with emphasis placed on clear and adequate documentation of the Network.

**INCT 2150 - Advanced Routing**
*Total Credits = 3  
Lecture = 1 / Laboratory = 2*

This course teaches students how to implement, monitor, and maintain routing services in an enterprise network. Students will learn how to plan, configure, and verify the implementation of complex enterprise LAN and WAN routing solutions, using a range of routing protocols in IPv4 and IPv6 environments. The course also covers the configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

**Prerequisites:** INCT 2140 or CCNA Certification
**INCT 2160 - Remote Access**

**Total Credits = 3**
Lecture = 1 / Laboratory = 2

The course teaches students how to implement, monitor, and maintain switching in converged enterprise campus networks. Students will learn how to plan, configure, and verify the implementation of complex enterprise switching solutions. The course also covers the secure integration of VLANs, WLANs, voice, and video into campus networks. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills.

**Prerequisites:** INCT 2140 or CCNA Certification

**INCT 2170 - Multilayer Switching**

**Total Credits = 3**
Lecture = 1 / Laboratory = 2

This course teaches students how to monitor and maintain complex, enterprise routed and switched IP networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, based on systematic and industry recognized approaches. Extensive labs emphasize hands-on learning and practice to reinforce troubleshooting techniques.

**Prerequisites:** INCT 2140 or CCNA Certification

**INCT 2180 - Designing Networks**

**Total Credits = 3**
Lecture = 1 / Laboratory = 2

A study of good design techniques which include design goals, assessing existing networks, WAN design, LAN design, and building a prototype and pilot network.

**Prerequisites:** INCT 2140 or CCNA Certification.

**INCT 2190 - Internetwork Support**

**Total Credits = 3**
Lecture = 1 / Laboratory = 2

A hands-on study of local area and wide area network troubleshooting. Case studies will be used to provide students with practice finding network faults and incorrect router and switch configurations.

**Prerequisites:** INCT 2150, INCT 2160, INCT 2170

**INCT 2261 - Desktop Support**

**Total Credits = 4**
Lecture = 2 / Laboratory = 2

This course is designed to provide the learner with the knowledge and skills necessary to carry out the role of a desktop or help desk support technician. Areas of discussion will include the installation, deployment, configuration, customization, support, and troubleshooting of the operating system, as
well as its related desktop applications such as web browsers, e-mail clients, and office productivity software. The material covered in this course is consistent with the goals of the Microsoft Certified Desktop Support Technician (MCDST) certification.

Prerequisites: CPTR 1010, INCT 1200

INCT 2500 - Internet Programming Language II
Total Credits = 3
Lecture = 1 / Laboratory = 2

A continuation of CPTR 1500 a study in the prevailing language in Internet programming, (actual language will be determined by CPTR 1500). Advanced topics will include, web development, including database programming, communications, and on-line form activity.

Prerequisites: INCT 1500

INCT 2545 - Network Security: Ethical Hacking
Total Credits = 3
Lecture = 2 / Laboratory = 1

This class will immerse the student into an interactive environment where they will be shown how to scan, test and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system.

INCT 2650 - Advanced Database Development
Total Credits = 3
Lecture = 1 / Laboratory = 2

This course is an advanced database design class that follows a class in basic database maintenance using ACCESS. In this offering, the construction of a database via code is undertaken with the idea to write usable routines needed to effectively pull requested information from a greater whole. The focus is upon creating good data manipulation methodologies and the technologies needed to achieve those.

Prerequisites: INCT 1320

INCT 2820 - Server Technology
Total Credits = 3
Lecture = 1 / Laboratory = 2

The Server Hardware Specialist is expected to have an in-depth understanding of the planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. This specialist should know the interrelationships of all parts of the server system and understand the ramifications of their actions. This course provides the skills and knowledge to prepare the students for Server+ CompTIA certification.
INCT 2830 - Cabling Infrastructure  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

This course is designed for students interested in the physical aspects of voice and data network cabling and installation. The course focuses on cabling issues related to data and voice connections and provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. Students will develop skills in reading network design documentation, part list set up and purchase, pulling and mounting cable, cable management, choosing wiring closets and patch panel installation and termination as well as installing jacks and cable testing. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. This course will help prepare students for the BICSI Registered Certified Installer, Level 1.  
**Prerequisites:** INCT 2110 or Dept Head Approval

INCT 2840 - Managing Network Security  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

This course is intended to serve the needs of individuals interested in understanding the field of network security and how the field relates to other areas of information technology. Individuals will study, design, configure, and implement solutions that will reduce the risk of revenue lost and vulnerability.

INCT 2850 - Emerging Technologies  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

The goal of this course is to teach students the newest technological advances using hands-on demonstrations and lecture.

INCT 2855 - Firewall Technology  
**Total Credits = 7**  
Lecture = 1 / Laboratory = 6

Provides students with an understanding of firewalls and how the devices relate to other areas of information technology. Individuals will study, configure, and implement solutions using firewalls.

INCT 2860 - Wireless Technologies  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

This course will focus on the design, planning, implementation, operation, and troubleshooting of wireless networks. It will provide an overview of technologies, security and design best practices with particular emphasis on hands-on skills in wireless LAN setup and troubleshooting, site surveys, resilient WLAN design, installation, and configuration.
**INCT 2890 - Entrepreneurial Venture**  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Students enrolled in this course will explore the concepts of business planning, entrepreneurship and develop a business plan. They will explore whether their business concept meets their personal vision and goals; learn strategies to successfully market their business; understand how to price their new product or service; and learn how to develop sound financial statements and access capital. Students will apply the knowledge they learn to develop a business plan as they progress through the course.

**INCT 2902 - Internship**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

The internship will be the final course taken by students in their last semester. Students will be assigned projects at the school site or at an employer's site to gain practical hands-on workplace related skills.  
**Prerequisites:** Department Head approval

**INCT 2910 - Home Technology Integrator**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

The goal of this course is to provide students the skills necessary to master installation, integration and troubleshooting of the following sub-systems: home security, audio/video, computer networks, electrical wiring, HVAC, cable/satellite, broadband, telecommunications and structured wiring. The course targets individuals who want to work with the security, comfort, and entertainment subsystems of the automated home. The course prepares students to sit for the CompTIA HTI+ certification exam.  
**Prerequisites:** INCT 1100, INCT 1110, INCT 2110

**INCT 2920 - Network Defense and Countermeasures**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

Network Defense and Countermeasures begins with an introduction on the fundamentals of defending networks then moves to the design and implementation of firewalls. Also included is the implementation of VPNs and Intrusion Detection Systems. The course concludes with information on risk analysis and security policies. This course is mapped to the Security Certified Program certification exam.  
**Prerequisites:** INCT 2120, INCT 2855

**INCT 2925 - Hardening the Network Infrastructure**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2
Hardening The Infrastructure begins with an in-depth look at TCP/IP concepts then moves into the implementation of IPSec and securing Linux and Windows computers as well as routers. Students will then explore the structure of the Internet and the WWW and the security issues associated with being Online. The course will conclude with attack techniques used on the various Operating Systems. This course maps to Security Certified Program exam.

**Prerequisites:** INCT 2120

**INCT 2930 - Enterprise Security Implementation**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

Enterprise Security Solutions begins with a discussion of the needs and requirements of building a trusted network. From there the course moves into an examination of Certificate Policies and Certificate Practice Statements, procedures of configuring Linux and Microsoft CA, and digital certificates. Students will then be exposed to the procedures available for securing local resources, wireless networks, and Email. The course will conclude with a lab on building a trusted network. This course maps to a Security Certified Program exam.

**Prerequisites:** INCT 1200, INCT 1800

**INCT 2935 - Advanced Security Implementation**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

Advanced Security Implementation examines and explains the technologies required to build a trusted network. The course provides a detailed discussion of the reasons for building and components of a trusted network. Students will be provided in-depth information on cryptography, computer forensics, laws and legislation surrounding networks and network security, and biometrics and their applications. The course will conclude with examining strong authentication and two of the cornerstones of trusted networks: Digital Certificates and Digital Signatures. The course maps to a Security Certified Program exam.

**Prerequisites:** INCT 1200, INCT 2840

**INCT 2991 - Special Projects, I**
**Total Credits = 1**
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.

**INCT 2993 - Special Projects, II**
**Total Credits = 2**
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.
INCT 2995 - Special Projects, III  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A course designed for the student who has demonstrated specific special needs.

INCT 2996 - Special Projects, IV  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.

INCT 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.

INCT 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

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.

INST 1110 - Introduction to Industrial Instrumentation  
Total Credits = 3  
Lecture = 1 / Laboratory = 2  

An introductory course providing an occupational analysis of job descriptions, working conditions, employment opportunities, certification requirements, and safety considerations in the class and for those employed in the field of industrial instrumentation.

INST 1330 - Pressure and Level Management  
Total Credits = 4  
Lecture = 1 / Laboratory = 3  

An introduction to the concepts of pressure/level calculations, sensing devices, and perform pressure/level measurements; troubleshoot and repair/replace pressure/level indicators, recorders, transmitters, and transducers. Also included are air systems, gauges, and troubleshooting techniques.

INST 1410 - Flow Measurement  
Total Credits = 3  
Lecture = 0 / Laboratory = 3
This course includes instruction in performing flow measurement calculations and conversions; procedure for using flow sensing devices; perform flow measurement; troubleshoot and repair/replace flow indicators, recorders, transmitters, transducers, and relays.

**INST 1420 - Temperature Measurement**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

An introduction to the concepts of temperature measurement calculations and conversions, operating principles of temperature sensing devices, and performing temperature measurements. Also includes troubleshooting and repair/replacement of temperature indicators, temperature recorders, temperature transmitters, and temperature transducers.

**INST 1430 - Final Elements**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

Includes the principles of operation, calibration, servicing, troubleshooting, and repairing/replacing actuators, positioners, and control valves.

**INST 2610 - Controller**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

This course includes the principles of operation, maintenance, testing, troubleshooting and repairing/replacing of pneumatic and electronic analog process controllers and associated test equipment.

**INST 2620 - Motor Controls, Circuitry**  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

This course covers concepts of motor controls, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry.

**INST 2630 - Variable Speed Drives**  
**Total Credits = 2**  
Lecture = 0 / Laboratory = 2

Covers concepts of variable speed drives; frequency speed circuitry and troubleshooting; replacing circuitry.
**INST 2730 - Analytical Measurements**  
*Total Credits = 3*  
Lecture = 1 / Laboratory = 2

In this course the student will be introduced to the principles of liquid and gas analysis. Also covered is the terminology, techniques, and equipment used in the analysis of liquids and gases.

**INST 2740 - Programmable Logic Controllers**  
*Total Credits = 4*  
Lecture = 1 / Laboratory = 3

An introduction to Microprocessors, PLC types, theory, installation, applications, operations, and documentation of Programmable Logic Controllers (PLC's). Also covers types of programming, testing, and troubleshooting specific PLC systems. Operational safety in use of PLC's in industry.

**INST 2820 - Principles of Process Control**  
*Total Credits = 3*  
Lecture = 1 / Laboratory = 2

This course covers the concepts of automatic process control. Process characteristics and control applications will be presented, along with annunciator/shutdown systems and the concepts of Proportional, Integral, and Derivative control modes, loop tuning, and documentation.

**INST 2830 - Analog Control Systems**  
*Total Credits = 3*  
Lecture = 0 / Laboratory = 3

The student will be asked to construct, troubleshoot, and repair process control loops using analog control devices. Loop documentation and drawings will also be presented.

**INST 2840 - Digital Control Systems**  
*Total Credits = 3*  
Lecture = 0 / Laboratory = 3

Covers process measurements and control using computers. The student will configure computer-based control systems to implement loops, which they will document and troubleshoot. Data Acquisition, supervisory control, SCADA systems, direct digital control, distributed control, and field bus type systems will be presented.

**INST 2991 - Special Projects I**  
*Total Credits = 1*  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.  
**Prerequisites:** Consent of the Instructor
INST 2993 - Special Projects II  
Total Credits = 2  
Lecture = 0 / Laboratory = 2  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites or Corequisites: Consent of the Instructor

INST 2995 - Special Projects III  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites or Corequisites: Consent of the Instructor

INST 2996 - Special Projects IV  
Total Credits = 3  
Lecture = 3 / Laboratory = 0  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites or Corequisites: Consent of Instructor

INST 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
Prerequisites or Corequisites: Consent of the Instructor

INST 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

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.  
Prerequisites or Corequisites: Consent of the Instructor

ISYS 1440 - Word Processing  
Total Credits = 3  
Lecture = 1 / Laboratory = 2  

This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.  
Prerequisites: KYBD 1111
ISYS 1650 - Desktop Publishing
Total Credits = 3
Lecture = 2 / Laboratory = 1

This course includes basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated.

Prerequisites: ISYS 1550 or discretion of instructor (**ISYS 1550 IS NOT LISTED IN THE NEW BOT CURRICULUM; IT HAS BEEN INCORPORATED INTO THE NEW CLOCK HOURS OF ISYS 1440)

JOBS 2450 - Job Seeking Skills
Total Credits = 2
Lecture = 2 / Laboratory = 0

This course is required of all Technical Diploma and Associate Degree students and should be taken during their last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. Students will complete foundational Work Keys assessments and apply for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

Prerequisites: ORNT 1000

KYBD 1000 - Basic Keyboarding
Total Credits = 2
Lecture = 1 / Laboratory = 1

An introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

KYBD 1010 - Basic Keyboarding
Total Credits = 3
Lecture = 3 / Laboratory = 0

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

KYBD 1111 - Introduction To Formatting
Total Credits = 3
Lecture = 1 / Laboratory = 2

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

**Prerequisites:** CPTR 1002 AND KYBD 1010

**MACH 1350 - Machine Transcription**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary.

**Prerequisites:** ENGL 1030, ISYS 1450 or KYBD 1110 (**ENGL 1030 IS NOW BUSE 1030, ISYS 1450 IS NOW ISYS 1440, KYBD 1110 IS NOW KYBD 1111)**

**MAST 1210 - Administrative Procedures I**
**Total Credits = 4**
Lecture = 4 / Laboratory = 0

Discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/client education methods are covered. Practical application activities are integrated throughout this course.

**MATH 090 - Basic Mathematics**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This applied mathematics course provides a review for the student who needs to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions and decimals. This course also reinforces understandings of percentages, ratios, proportions, and measurements. This course also introduces basic algebra concepts including linear equations and applications.

**MATH 95 - Fundamentals Of Mathematics**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This developmental gateway math is a college based course designed to quickly enable the student to progress to the next math level which can ultimately funnel entry into college based algebra. It is taught at college level because of its intensity and skill level required for quick progress towards preparedness. It is not designed as an elementary level math, not is it taught at a lower level. This course re-enforces the skills needed to build a strong mathematical foundation for further study by reviewing applications for signed numbers, decimals, fractions, ratios and proportions, percentages, geometric formulas, order of operations; and algebraic axioms, identities, laws in solving equations, graphing linear functions, and statistics. Completers of this course should be able to perform basic statistical information from a dataset, solve equations, and graph linear functions.
Prerequisites or Corequisites: To be eligible to take Math 095, a student must meet one of the following:

1. Score 16 or higher on the Algebra section of the Compass test
2. Score 13 or higher on the Math section of the ACT
3. Successfully complete Math 090 with a grade of "C" or better

MATH 99 - Elementary Algebra
Total Credits = 4
Lecture = 4 / Laboratory = 0

This developmental gateway math is a college based course designed to quickly enable the student to progress to the next math level which is college based algebra. It is taught at college level because of its intensity and skill level required for quick progress towards preparedness. It is not designed as an elementary level math, nor is it taught at a lower level. This course includes a review of fundamentals, graphs and functions, solving linear equations and inequalities, polynomials, factoring polynomials, simplifying rational and radical expressions, solving equations with rational expressions and radicals, solving quadratic equations, graphing quadratic equations, and solving application problems.

Prerequisites or Corequisites: To be eligible to take Math 095, a student must meet one of the following:

1. Score 16 or higher on the Algebra section of the Compass test
2. Score 13 or higher on the Math section of the ACT
3. Successfully complete Math 090 with a grade of "C" or better

MATH 110 (CMAT 1213) - College Algebra
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is an in-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with application; systems of equations.

Prerequisites or Corequisites: Placement by ACT score, or a grade of C or better in MATH 099.

MATH 111 (CMAT 1223) - Plane Trigonometry
Total Credits = 3
Lecture = 3 / Laboratory = 0

Trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers and polar coordinates.

Prerequisites: MATH 105/110 with "C" or higher.

MATH 116 - Math For Health Professionals
Total Credits = 3
Lecture = 3 / Laboratory = 0
This course provides an overview of mathematic operations necessary for the calculation of oral and parental drug dosages. Emphasis is placed on numerical and measurement systems, decimals, fractions, ratio and proportions, percentages conversions, and calculations of medication dosages.

**Prerequisites or Corequisites:** Eligibility to enroll in MATH 105 /MATH 110 (CMAT 1213) or higher.

**MATH 117 (CMAT 1103) - A Survey Of Mathematics**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**

Course covers topics from critical thinking skills, logic, the real number system, geometry and measurement, consumer mathematics, counting principles, probability, and statistics (including the normal curve).

**Prerequisites:** Grade of "C" or higher in MATH 105 or MATH 110 (CMAT 1213)

**MATH 120 (CMAT 1235) - Precalculus**

- **Total Credits = 5**
- **Lecture = 5 / Laboratory = 0**

Serves as a replacement for MATH 105 or MATH 110 (CMAT 1213) and MATH 111 (CMAT 1223) as a preparation for calculus. Offered to students who demonstrate a high proficiency on the appropriate math placement test. Topics from advanced algebra and trigonometry to include: real number properties, solutions of equations and inequalities, relations, functions, graphs, polynomial and relational functions, exponential and logarithmic functions, complex numbers, systems of equations, theory of equations, circular functions and analytic geometry.

**Prerequisites or Corequisites:** A grade of "C" or higher in MATH 105 or MATH 110 (CMAT 1213) or a Math Enhanced ACT score of at least 22, or by permission of the department head.

**MATH 203 - Elementary Number Structure**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**

Emphasis of the course is elementary number theory, operations, algorithms, and problem solving.

**Prerequisites:** A grade of "C" or higher in MATH 105 or MATH 110 (CMAT 1213).

**MATH 204 - Conceptual Geometry**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**

Emphasis of the course is topics in formal and informal geometry.

**Prerequisites:** A grade of "C" or higher in MATH 203.

**MATH 210 (CMAT 1303) - Introduction To Statistics**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**
This course is designed to introduce students to the fundamentals of descriptive and inferential statistics with a pronounced emphasis on inference. The major topics include methods for analyzing sets of data, probability, probability distributions, estimation, confidence intervals, hypotheses testing, simple linear regression, correlation and non-parametric statistics.

**Prerequisites:** MATH 105/110 with "C" or higher.

**MATH 220 (CMAT 2115) - Calculus I**

Total Credits = 5  
Lecture = 5 / Laboratory = 0

This is the first course of a three course sequence. The concept of a limit is introduced, and it is used to develop the concepts of continuity and the derivative. These are studied numerically, graphically, and analytically for a wide variety of elementary, and transcendental functions. Applications of the derivative relating to curve sketching, related rates, and optimization are developed. Definite and indefinite integrals, the Fundamental Theorem of Calculus, and applications of the integral are also introduced.

**Prerequisites or Corequisites:** Successful completion of MATH 105/MATH 110 (CMAT 1213) and MATH 111 (CMAT 1223) or MATH 120 (CMAT 1235), or by permission of department head.

**MATH 221 (2125) - Calculus II**

Total Credits = 5  
Lecture = 5 / Laboratory = 0

This is the second course of a three course sequence. The course continues with additional applications of the integral relating to volume, work, arc length, and surface area. Additional techniques of integration for a wide variety of functions are also developed. Other topics include: parametric equations, polar coordinates, infinite sequences and series, Taylor Polynomials, and vectors.

**Prerequisites:** A grade of "C" or higher in MATH 220 (CMAT 2115).

**MATH 1015 - College Algebra**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Linear and quadratic equations and inequalities, radical and rational equations, complex numbers, graphing, functions, exponential and logarithmic functions, polynomial equations, systems of linear equations and inequalities.

**Prerequisites:** Math score of at least 21 on the Enhanced ACT, successful completion of Developmental Math, or permission of the campus CAO

**MATH 1110 - Technical Mathematics I**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

A study of algebra, right triangle trigonometry, coordinate systems, and numerical computations.
MATR 1350 - Introduction to Machine Transcription
Total Credits = 3
Lecture = 3 / Laboratory = 0

Hands-on applications of machine transcription equipment. Production of documents (mailable copy) from various fields of employment. Emphasis on English language skills: punctuation, spelling, grammar, and vocabulary.
Prerequisites: BUSN 1030, ISYS 1440 or KYBD 111

MCS 101 - Introduction to Health Information Management
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will discuss the foundation of the health information professions, organization and delivery of health care services, and the practice and function of the health information management department. The course will also focus on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses, and disease intervention which the allied health care professions encounter.

MCS 102 - Basic Medical Coding
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will aid the student in developing an understanding of the coding rules for ICD-9-CM and ICD-10-CM coding and classification systems in order to assign valid diagnostic and/or procedure codes.
Prerequisites: HSCI 110 & MCS 101
Corequisites: MCS 103

MCS 201 - Healthcare Delivery Systems
Total Credits = 3
Lecture = 3 / Laboratory = 0

Students will develop an understanding of the systems used for professional and institutional reimbursement in various healthcare settings.
Prerequisites: Admission to Delta's MCS program; HSCI 110; MCS 101, 102, & 103 with a grade of C or better.

MCS 202 - Reimbursement Methodology
Total Credits = 3
Lecture = 3 / Laboratory = 0

Students will develop an understanding of the systems used for professional and institutional reimbursement in various healthcare settings.
Prerequisites or Corequisites: Admission to Delta's MCS program; HSCI 110; MCS 101, 102, & 103
MCS 203 - Advanced Basic Medical Coding
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will aid the student in mastering other classification, nomenclature, and medical vocabularies. Also discussed is the application of coding principles as they affect reimbursement, the prospective payment system, and ethical issues related to reimbursement.

Prerequisites or Corequisites: Completion of HSCI 110 & MCS 101, 102, & 103 with a grade of "C" or better
Corequisites: MCS 204

MCS 204 - Advanced Medical Coding Lab
Total Credits = 3
Lecture = 0 / Laboratory = 3

Practical application and laboratory practice in coding using ICD-9-CM and ICD-10-CM.

Prerequisites: Completion of HSCI 110 & MCS 101, 102, & 193 with a grade of "C" or better
Corequisites: MCS 203

MCS 210 - Medical Coding Practicum
Total Credits = 3
Lecture = 0 / Laboratory = 0

MCS 210 is supervised on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 135 hours of practical experience will be required. The class will require students to be available for assignments to health care facilities Monday through Friday for up to eight (8) hours per day where students will be expected to work extensively with a primary group of practitioners and an opportunity to see day-to-day operations of the HIM department. This is an opportunity to learn about the practical side of healthcare from the practitioners themselves.

Prerequisites: Completion of all courses in the MCS program of study with a grade of "C" or better

MEDL 1300 - Medical Terminology
Total Credits = 3
Lecture = 3 / Laboratory = 0

An Introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

MSCM 101 - Intro To Mass Communications
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course introduces students to a survey of print, electronic and technological media that constitutes American mass communication. The history, issues, structures and practices of modern media are examined to determine the effect and role they have played in society. Students will examine and
review newspapers, television, Internet, books, movies and other aspects of the mass media.

Prerequisites or Corequisites: ENGL 102

MSCM 102 - Writing In The Media
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course introduces students to a survey of media writing including broadcast, print, advertisements and public relations. This course emphasizes the importance of writing and the need for accuracy in media writing. Students will examine and review the variety of styles in media writing, as well as write several pieces for publication.

Prerequisites or Corequisites: MSCM 101

MSCM 201 - Intro To Public Relations
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course introduces students to the role and origin of public relations in the United States. The course examines the history, law and ethics of public relations and how it applies to modern society. A review of public relations campaigns, applications and principles shows the development of public relations in America.

Prerequisites or Corequisites: MSCM 101, 102

MUSC 101 (CMUS 1013) - Music Appreciation
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed to foster an understanding of music through the study of selected examples of musical works. Emphasis is placed upon the analysis of compositions in conjunction with references to cultural and historical developments.

MUSC 102 - Fundamentals of Music Theory
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a study of the basic elements of music, including sound, melody, harmony, rhythm and form.

MUSC 201 - Symphonic Band (Directed Study)
Total Credits = 1
Lecture = 1 / Laboratory = 0

This course offers enriched learning of band literature through the rehearsal and performance of various styles and periods of music. Course can be taken up to three times

Prerequisites or Corequisites: Auditions by the department of VAPA at ULM
NURS 112 - Basics In Nursing
Total Credits = 5
Lecture = 3(3hr/wk) / Laboratory = 2(6 hr/wk)

An introduction to the standards, concepts, and processes required for quality and safety in nursing. The classroom, laboratory, and clinical practice components provide opportunities for development of the basic knowledge, skills, and attitudes necessary for competence and accountability in the delivery of healthcare. The course presents fundamentals of nursing and nursing concepts across the lifespan.

**Prerequisites:** ENGL 101, MATH 108 (MATH 110, or equivalent, may be substituted), PSYC 201, BIOL 221, BIOL 223, HSCI 106

**Corequisites:** Admission to Associate of Science in Nursing program.

NURS 122 - Nursing Of The Adult I
Total Credits = 8
Lecture = 4(4hr/wk) / Laboratory = 4(12 hr/wk)

Standards, concepts, and processes required for quality and safety in nursing care of adults with health disorders are emphasized in both theory and clinical practice. The classroom, laboratory, and clinical components provide opportunities for development of the knowledge, skills, and attitudes necessary for competence and accountability in the delivery of healthcare to adults.

**Prerequisites:** HSCI 115, NURS 112

NURS 132 - LPN To RN Transition
Total Credits = 6
Lecture = 5 / Laboratory = 1(3 hr/wk)

This is an accelerated course designed to facilitate successful entry of practical nurses into Level III of the Associate of Science in Nursing program. It expands the depth of content from the practical nursing program to include new theories, processes and skills specific to registered nursing. Theoretical content and core components related to quality and safety, patient-centered care of adults, pharmacology for nursing practice, selected psychomotor skills and health assessment are provided to foster knowledge, skills and attitudes necessary for competence and accountability in the delivery of healthcare.

* This class is required of the LPN to RN transition student; however, zero credit will appear on the student's transcript. The class is pass/fail.

**Prerequisites:** HSCI 106, BIOL 223, ENGL 101, MATH 110, PSYC 201, BIOL 222, BIOL 224, ENGL 102, HSCI 115, MATH 210, BIOL 210, BIOL 211 and LPN license

NURS 219 - Parent-Child Nursing
Total Credits = 6
Lecture = 4 / Laboratory = 2

Standards, concepts, and processes required for quality and safety in family-centered nursing are emphasized in both theory and clinical practice. The classroom, laboratory, and clinical practice components provide opportunities for development of the knowledge, skills, and attitudes necessary for
competence and accountability in the delivery of health care in family-centered nursing

**Prerequisites:** NURS 122 or NURS 132

**NURS 221 - Mental Health Nursing**
**Total Credits = 4**  
Lecture = 2 / Laboratory = 2

Standards, concepts, and processes required for quality and safety in family-centered nursing are emphasized in both theory and clinical practice. The classroom, laboratory, and clinical practice components provide opportunities for development of the knowledge, skills, and attitudes necessary for competence and accountability in the delivery of health care in family-centered nursing.

**Prerequisites:** NURS 122 or NURS 132  
**Corequisites:** NURS 219, humanities elective.

**NURS 232 - Nursing Of The Adult II**
**Total Credits = 8**  
Lecture = 4 / Laboratory = 4

Standards, concepts, and processes required for quality and safety in nursing care of adults with complex health disorders are emphasized in both theory and clinical practice. The classroom, laboratory, and clinical components provide opportunities for development of the knowledge, skills, and attitudes necessary for competence and accountability in the delivery of healthcare to adults.

**Prerequisites:** NURS 219 and NURS 221

**NURS 233 - Trends, Issues, And Management**
**Total Credits = 1**  
Lecture = 1(1hr/wk) / Laboratory = 0

Economic and political aspects of standards, concepts, and processes required for quality and safety in professional nursing. The didactic course provides opportunity for gaining competence and accountability in development of the knowledge, skills, and attitudes necessary for career opportunities in quality improvement, leadership and management roles, and professional growth in nursing.

**Prerequisites:** NURS 219 and NURS 221

**ORNT 1000 - Freshman Seminar**
**Total Credits = 1**  
Lecture = 1 / Laboratory = 0

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources. Career development activities include career research, and beginning the planning and development of an individual student career portfolio to be completed in JOBS 2450 class.
OSYS 1100 - Records Management  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

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

OSYS 2530 - Office Procedures  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.  
**Prerequisites:** BUSE 1030, ISYS 1450

PHSC 100 (CPYH 1023) - Physical Science I  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course is a presentation of an integrated approach to essential concepts in physics such as motion, gravity, heat, electricity, magnetism, sound and light and to emphasize the personal application of science, the process skills, problem solving, and discovery/inquiry learning.  
**Prerequisites:** Eligibility to enroll in MATH 99 or higher level math

PHSC 110 - Physical Science I Lab  
**Total Credits = 1**  
Lecture = 0 / Laboratory = 1

This laboratory is designed to accompany and enhance the lecture course Physical Science I (PHSC 100 (CPYH 1023)). Activities and exercises will address concepts presented in PHSC 100 (CPYH 1023) in addition to emphasizing the personal application of science, the process skills, problem solving, and discovery/inquiry learning.  
**Prerequisites:** Eligibility to enroll in MATH 099 or higher level math.  
**Corequisites:** PHSC 100

PHSC 120 (CPHY 1033) - Physical Science II-Pre Chemistry  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0
This course introduces the student to the following concepts of basic chemistry: atoms and their structure, atomic models, atomic nucleus and electron configuration, mixture, bonding, acids and bases, and oxidation and reduction.

**Prerequisites:** Eligibility for MATH 99 or higher level math

**PHSC 130 - Physical Science II Lab-Pre Chemistry**

- **Total Credits = 1**
- **Lecture = 0 / Laboratory = 1**

Laboratory designed to accompany PHSC 120 (CPHY 1033), Physical Science II. Students will apply chemistry concepts to laboratory exercises.

**Prerequisites or Corequisites:** Concurrent enrollment in or successful completion of PHSC 120 (CPHY 1033) with a grade of "C" or higher

**PHSC 1015 - Physical Science I**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**

Introductory study of topics in physical science including motion, energy, temperature, light and sound, electricity, and atomic structure.

**PHYS 210 (CPHY 2113) - General Physics I**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**

This first semester of a two-semester sequence is an overview of basic concepts and principles of mechanics, heat, and sound. This course is intended for science majors.

**Prerequisites:** Successful completion of MATH 111 (CMAT 1223), Plane Trigonometry, with a grade of "C" or higher;

**Corequisites:** Concurrent enrollment in PHYS 211 (CPHY 2111), General Physics I Laboratory

**PHYS 211 (CPHY 2111) - General Physics I Lab**

- **Total Credits = 1**
- **Lecture = 0 / Laboratory = 1**

Laboratory designed to accompany PHYS 210 (CPHY 2113), General Physics I; Laboratory activities are used to enhance the content and learning outcomes established for PHYS 210 (CPHY 2113) for mechanics, heat, and sound.

**Prerequisites or Corequisites:** Concurrent enrollment in or successful completion of PHYS 210 (CPHY 2113) with a grade of "C" or better

**PHYS 220 (CPHY 2123) - General Physics II**

- **Total Credits = 3**
- **Lecture = 3 / Laboratory = 0**
This second semester of a two-semester sequence is an overview of basic concepts and principles of optics, electricity, magnetism, and other topics of modern physics. This course is intended for science majors.

**Prerequisites:** Successful completion of PHYS 210 (CPHY 2113) & PHYS 211 (CPHY 2111) with a grade of "C" or higher;

**Corequisites:** Concurrent enrollment in PHYS 221 (CPHY 2121), General Physics II Laboratory

**PHYS 221 (CPHY 2121) - General Physics II Lab**

**Total Credits = 1**

Lecture = 0 / Laboratory = 1

Laboratory designed to accompany PHYS 220 (CPHY 2123), General Physics II; Laboratory activities are used to enhance the content and learning outcomes established for PHYS 220 (CPHY 2123) related to optics, electricity, magnetism, and other topics of modern physics.

**Prerequisites or Corequisites:** Concurrent enrollment in or successful completion of PHYS 220 (CPHY 2123), General Physics II, with a grade of "C" or higher

**POLI 110 (CPOL 2013) - American Government**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course is an introduction to the study of politics focusing on basic concepts, processes, and institutions. The government and politics of the US is examined in comparative perspective. Probable topics include nature of constitutional democracy, ideology, parties and elections, and formation of public policy.

**PSYC 201 (CPSY 2013) - Introduction To Psychology**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

A broad overview of the field of psychology, designed to expose students to major theories, research methods and applied areas of psychology.

**PSYC 225 (CPSY 2313) - Child Psychology**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course covers physical, psychological, and social aspects of the child from birth through the school years. Cultural, social, and hereditary factors that affect the child's behavior throughout the life cycle are examined.

**Prerequisites:** PSYC 201 (CPSY 2013).

**PSYC 226 (CPSY 2113) - Developmental Psychology**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0
Physical, psychological, and social aspects of the individual from conception to death. Cultural, social, and hereditary factors that affect the individual's behavior throughout the life cycle.

**Prerequisites:** PSYC 201 (CPSY 2013) with a "C" or higher.

**PSYC 227 (CPSY 2213) - Adolescent Psychology**

*Total Credits = 3*

Lecture = 3 / Laboratory = 0

This course covers physical, psychological, and social aspects of the adolescent. Cultural, social, and hereditary factors that affect the adolescent's behavior throughout the life cycle are examined.

**Prerequisites:** PSYC 201 (CPSY 2013) with a "C" or higher.

**PSYC 228 - Psychology Practicum**

*Total Credits = 3*

Lecture = 3 / Laboratory = 0

This course places students on clinical training in approved mental health agencies, community agencies, hospitals, or institutions. Students will work under an agency supervisor. However, the approval of the agency setting and job responsibilities will rest with the course professor.

**Prerequisites:** A minimum of 9 hrs in psychology.

**PSYC 2015 - Introduction To Psychology**

*Total Credits = 3*

Lecture = 3 / Laboratory = 0

An overview of psychology designed to expose students to the major theories, research practices, and applied areas of psychology.

**PTEC 101 - Intro To Process Technology**

*Total Credits = 3*

Lecture = 3 / Laboratory = 0

This course introduces students to the field of process operations within the process industry. It reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems which they operate.

**Prerequisites:** Must be eligible for MATH 99 and ENGL 99.

**Corequisites:** PTEC 131

**PTEC 131 - Process Instrumentation**

*Total Credits = 3*

Lecture = 0 / Laboratory = 3

This course involves the study of the instruments and instrument systems used in the chemical processing industry including terminology, primary variables, symbology, control loops, and basic
troubleshooting.

**Prerequisites:** Must be eligible for MATH 99 and ENGL 99.

**Corequisites:** PTEC 101

**PTEC 132 - Process Instrumentation II**

**Total Credits = 3**

Lecture = 0 / Laboratory = 3

This course, the second of a two semester sequence, involves the continuation of the study of the instruments and instrument systems used in the chemical processing industry including terminology, primary variables, symbology, control loops, and basic troubleshooting.

**Prerequisites:** Successful completion of PTEC 101 and PTEC 131 with a grade of "C" or higher.

**Corequisites:** PTEC 161

**PTEC 161 - Process Technology Equipment I**

**Total Credits = 3**

Lecture = 2 / Laboratory = 1

This course introduces equipment used in the process industry. It also studies many process industry-related equipment concepts including purpose, components, and operation. It emphasizes the process technician's role in operating and troubleshooting equipment.

**Prerequisites:** Successful completion of PTEC 101 and PTEC 131 with a grade of "C" or higher.

**Corequisites:** PTEC 132

**PTEC 203 - Safety Health And Environment**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course introduces the various types of plant hazards, safety, and environmental systems and equipment, and regulations under which industry is governed. It describes and applies various analysis techniques to identify potential unsafe workplace practices and workplace hazards to help ensure the safety of the work environment. It also discusses and explains the various federal, state and local regulations as well as industry standards that impact the Process Industry.

**Prerequisites:** Must have completed ENG 099, with a passing score of "C" or better, or permission from department

**PTEC 207 - Quality**

**Total Credits = 3**

Lecture = 3 / Laboratory = 0

This course introduces students to industry and laboratory related quality concepts including operating consistency, continuous improvement, economics, team skills, and statistical process control (SPC).

**Prerequisites:** Must be eligible for MATH 99 and ENGL 099
PTEC 242 - Process Technology II-Systems  
Total Credits = 3  
Lecture = 3 / Laboratory = 0

Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and the function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. Introduces the concept of system and plant economics.  
**Prerequisites:** Successful completion of PTEC 132 and PTEC 161 with a grade of "C" or higher.

PTEC 243 - Process Technology III-Operations/Capstone  
Total Credits = 4  
Lecture = 2 / Laboratory = 2

Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentations. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Project required.  
**Prerequisites:** Successful completion of PTEC 132 and PTEC 161 with a grade of "C" or higher.

PTEC 244 - Process Troubleshooting  
Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course applies a six-step troubleshooting method for solving and correcting operation problems. There is a focus on malfunctions as opposed to process design or configuration improvements. This course uses data from the instrumentation to determine the cause for the abnormal conditions in an organized and regimented way.  
**Prerequisites:** Successful completion of PTEC 132 and PTEC 161 with a grade of "C" or higher.

PTEC 263 - Fluid Mechanics  
Total Credits = 3  
Lecture = 2 / Laboratory = 1

This course examines the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and the function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. It also introduces the concept of system and plant economics.  
**Prerequisites:** Must have completed PTEC 161, MATH 110, PHSC 100, PHSC 110, with a passing score of "C" or better.
PTEC 291 - Process Technology Internship
Total Credits = 3
Lecture = 1 / Laboratory = 2

Students qualifying for an external internship must work a minimum of 140 supervised hours in a local industrial facility. Students who are unable to obtain an external internship will be required to take an internal internship consisting of 140 hours of departmentally approved team activities utilizing the PTEC laboratories and simulation programs. Drug screen required.

Prerequisites or Corequisites: PTEC 161 and PTEC 203, or departmental approval

READ 090 - Basic Developmental Reading
Total Credits = 3
Lecture = 3 / Laboratory = 0

This developmental reading course provides intensive study of vocabulary, comprehension, and informational skills, providing a foundation for the next level of developmental reading or for proficiency in career preparation courses.

READ 095 - Developmental Reading I
Total Credits = 3
Lecture = 3 / Laboratory = 0

This developmental reading course provides intensive study of vocabulary, comprehension, and informational skills, providing a foundation reading college level material or for proficiency in career preparation courses.

Prerequisites: To be eligible to take READ 095, a student must meet one of the following:

1. Score 51 or higher on the reading section of the Compass test
2. Score 12 or higher on the reading section of the ACT
3. Successfully complete READ 090 with a grade of "C" or better.

SCIE 101 - Introductory Earth Science I
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will present an integrated approach to general earth science. Basic skills, such as the scientific method, will be highlighted through earth science concepts. It will include topics from the following disciplines: geology, meteorology, and astronomy. Field trips will be arranged throughout the course.

SCIE 102 - Introductory Earth Science II
Total Credits = 3
Lecture = 3 / Laboratory = 0

This survey course will present an integrated approach to general earth science. Basic science skills, such
as the scientific method, will be highlighted through earth science concepts. General Earth Science 102 will include the following disciplines: geology, oceanography, meteorology, and astronomy with emphasis on oceanography, meteorology, and astronomy. Field trips may be arranged, but not required

**Prerequisites:** None- Students may enroll in SCIE 102 without having taken SCIE 101;

**SOCL 201 - Introduction To Sociology**
Total Credits = 3
Lecture = 3 / Laboratory = 0

As an introduction to the discipline of sociology, this course surveys and provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; logic and techniques of research; social organization, institutions, and inequality and social change.

**SOCL 202 - Current Social Problems**
Total Credits = 3
Lecture = 3 / Laboratory = 0

A description and sociological analysis of major contemporary social problems in American society. The focus is on both the individual and societal levels (on both social action and social structure) and on the reciprocal relationship between them.

**SOCL 210 - Sociology Practicum**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course will provide academic credit for training and supervised experiences in selected community service agencies and businesses.  
**Prerequisites:** SOCL 201

**SOLR 1000 - Solar Fundamentals**
Total Credits = 3
Lecture = 3 / Laboratory = 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**
Total Credits = 3
Lecture = 1 / Laboratory = 2

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**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

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**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

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.

**SPAN 101 (CSPN 1013) - Elementary Spanish I**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course introduces Spanish language and culture and explores the basic grammatical structure of the Spanish language. It also develops writing, reading, listening and speaking skills, as well as an appreciation for the geography, food, music values, and customs of the Hispanic world.

**SPAN 102 (CSPN 1023) - Elementary Spanish II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course extends elementary knowledge of the Spanish language and culture and explores the basic grammatical structure of the Spanish language. It also continues to develop writing, reading, listening and speaking skills, as well as an appreciation for the geography, food, music values, and customs of the Hispanic world.

**Prerequisites:** SPAN 101 (CSPN 1013) with "C" or higher

**SPAN 201 (CSPN 2013) - Spanish II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course extends elementary knowledge of the Spanish language and culture with increasing
emphasis on these four skills: speaking, listening, reading and writing.

**Prerequisites:** SPAN 102 (CSPN 1023) with "C" or higher

**SPAN 202 (CSPN 2023) - Intermediate Spanish II**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course continues the skills developed in SPAN 201. Emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Hispanic culture.

**Prerequisites:** SPAN 201 (CSPN 2013) with "C" or higher

**SPCH 1015 - Introduction To Public Speaking**
Total Credits = 3
Lecture = 3 / Laboratory = 0

Designed to teach students basic public presentation principles and skills. Students complete one speech each of personal introduction, information, persuasion, demonstration, and special occasion (influential person).

**SPCM 110 (CCOM 1013) - Fundamentals Of Speech**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed to help the student develop an awareness of the history and traditions of speech communication as a field of academic study. The student will learn fundamental codes, functions, and processes of oral communication. Public speaking assignments are included.

**SPCM 120 (CCOM 2013) - Intro To Public Speaking**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed to teach students basic public presentation principle and skills. Students will complete an introduction speech, an informative speech, a ceremonial speech, and persuasive speech. Students will also participate in impromptu presentations.

**SPPR 2991 - Special Projects I**
Total Credits = 1
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.

**Prerequisites:** Consent of Instructor
SPPR 2993 - Special Projects II  
Total Credits = 2  
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

SPPR 2995 - Special Projects III  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

SPPR 2996 - Special Projects IV  
Total Credits = 3  
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

SPPR 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
Prerequisites: Consent of Instructor

SPPR 2998 - Special Projects V  
Total Credits = 1  
Lecture = 1 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of Instructor

SPPR 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3

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.  
Prerequisites: Consent of the Instructor
TEAC 201 - Teaching And Learning In Diverse Settings I  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course, the first of a two-course sequence, introduces candidates to the field of teaching by focusing on professional responsibilities of educators and the development of elementary school children. Three primary topics will be addressed within the course:

- Professional issues for education careers
- Child development
- Technology for teaching and learning

**Prerequisites:** ENGL 101 with a C or better; ENGL 102 with a C or better; all developmental courses completed

TEAC 203 - Teaching And Learning In Diverse Settings II  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course, the second of a two course sequence, focuses on the diverse needs of students and the role of educators in recognizing and addressing learners' needs. The course will involve a combination of lecture, group learning, reflection and site-based experiences within schools.

Two primary topics will be addressed within the course:

- Diverse Ways of Knowing and Learning
- Professional Issues of Diversity in Education

*Note: By the end of the course, students will have passed the PRAXIS I and PRAXIS II exams. Both PRAXIS exams must be passed in order to receive credit for TEAC 203.  
**Prerequisites or Corequisites:** Students must be admitted into the A.S.T. program and will have completed TEAC 201 with a "C" or better. Students will have completed all developmental courses.

THEA 190 (CTHE 1013) - Theatre Appreciation  
**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course seeks to improve both the appreciation for and understanding of theatre art that includes the structure, focus and purpose of dramatic literature, its presentation (acting), and directing/managing, as well as physical designing (scenery, lighting, costumes, make-up) and related theatrical elements. This course, where possible, includes attendance at local theatrical presentations.

WELD 1110 - Occupational Orientation & Safety  
**Total Credits = 3**  
Lecture = 2 / Laboratory = 1

An introduction to the occupation of welding including facility layout, policies, safety and health
procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication skills, and essential workplace skills.

**Prerequisites:** Complete all appropriate entrance placement tests and campus registration requirements. Unless OSHA approved safety training documentation can be produced, credit should "NOT" be granted for this course.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content. *(Workkeys assessment and training recommended)*

**WELD 1120 - Basic Blueprint, Metallurgy & Welding Symbols**

**Total Credits = 3**

Lecture = 2 / Laboratory = 1

This course provides instruction and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

**Prerequisites:** WELD 1110 plus meets minimum approved Math entrance score, and consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1121 - Advanced Blueprint Reading**

**Total Credits = 4**

Lecture = 2 / Laboratory = 2

Instruction in this course includes a review of basic blueprint reading and an introduction to advanced blueprint layout, concepts, nomenclature, mark-up, and sketching specifications. Advanced disciplines covered may include Architectural, Civil, Electronics, Manufacturing, and Marine, Piping, Structural, ISO (International Standards Organization) or other industry specific disciplines.

**Prerequisites:** WELD 1110, WELD 1120 plus meets minimum approved Math entrance score, and consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1130 - Welding Inspection & Testing**

**Total Credits = 2**

Lecture = 1 / Laboratory = 1

An introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
WELD 1140 - Electrical Fundamentals  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

An introduction to welding equipment fundamentals of operation, polarity, equipment types, safety and systems setup; including welding related equipment connection and a review of tools used in welding procedures.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1210 - Oxyfuel Systems  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

An introduction to the principals of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup including practice cutting mild steel using both the manual and machine process.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1310 - Cutting Processes - CAC/PAC  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

An introduction to the principals of safely operating Air Carbon Arc Cutting (CAC-A) and Plasma Arc Cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1410 - SMAW - Basic Beads  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

An introduction to the principals of Shielded Metal Arc Welding (SMAW), component and consumable identification including the safe setup of equipment and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
WELD 1411 - SMAW - Fillet Weld
Total Credits = 3
Lecture = 0 / Laboratory = 3

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

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1412 - SMAW - V-Groove Bu/Gouge
Total Credits = 3
Lecture = 0 / Laboratory = 3

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

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1420 - SMAW - V-Groove Open
Total Credits = 4
Lecture = 1 / Laboratory = 3

An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding (SMAW) for open V-Groove welds, joint preparation, proper weld quality, qualification testing, and practice welding open V-Groove welds in the flat, horizontal, vertical, and overhead positions.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1510 - SMAW - Pipe 2G
Total Credits = 4
Lecture = 1 / Laboratory = 3

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

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.
**WELD 1511 - SMAW - Pipe 5G**  
**Total Credits = 4**  
Lecture = 0 / Laboratory = 4

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1512 - SMAW - Pipe 6G**  
**Total Credits = 4**  
Lecture = 0 / Laboratory = 4

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1610 - SMAW Stainless Steel (SMAW-SS) Multi-joint**  
**Total Credits = 4**  
Lecture = 1 / Laboratory = 3

An introduction to the principals of Shielded Metal Arc Welding Stainless Steel (SMAW-SS), component and consumable identification including the safe setup of equipment and practice of groove welds in the flat, vertical, horizontal, and overhead positions using stainless steel consumables.  
**Prerequisites:** WELD 1110, WELD 1420 or WELD 2885 and the consent of the Instructor/Advisor  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1620 - SMAW Stainless Steel (SMAW-SS) 5G Pipe**  
**Total Credits = 4**  
Lecture = 1 / Laboratory = 3

An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 5G horizontal fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 5G horizontal fixed position.  
**Prerequisites:** WELD 1110, WELD 1610, WELD 1510, WELD 1511, WELD 1512, or WELD 2885 and the consent of the Instructor/Advisor.
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1621 - SMAW Stainless Steel (SMAW-SS) 2G Pipe**  
**Total Credits = 4**  
Lecture = 0 / Laboratory = 4

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 2G vertical fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 2G vertical fixed position.  
**Prerequisites:** WELD 1110, WELD 1610, WELD 1510, WELD 1511, WELD 1512 or WELD 2885 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 1622 - SMAW Stainless Steel (SMAW-SS) 6G Pipe**  
**Total Credits = 4**  
Lecture = 0 / Laboratory = 4

Safely setup equipment and apply principals of Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Stainless Steel Pipe (SMAW-SS Pipe) in the 6G - 45° fixed position.  
**Prerequisites:** WELD 1110, WELD 1610, WELD 1510, WELD 1511, WELD 1512 or WELD 2885 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2110 - FCAW - Basic Fillet Welds**  
**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

An introduction to the principals of Flux Core Arc Welding (FCAW), component and consumable identification including the safe setup of equipment and practice of fillet welds in the flat, vertical, horizontal, and overhead positions.  
**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.  
**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2111 - FCAW - Groove Welds**  
**Total Credits = 3**  
Lecture = 0 / Laboratory = 3

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of V-Groove welds.
with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2112 - FCAW - Pipe 5G**
**Total Credits = 4**
Lecture = 1 / Laboratory = 3

Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 5G - horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G pipe joint.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2113 - FCAW - Pipe 2G**
**Total Credits = 4**
Lecture = 0 / Laboratory = 4

Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 2G – vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G pipe joint.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2114 - FCAW - Pipe 6G**
**Total Credits = 4**
Lecture = 0 / Laboratory = 4

Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 6G(R) - 45° fixed position pipe joint with/without a restriction ring, proper weld quality, safe setup of equipment and practice welding a 6G(R) pipe joint.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2210 - GTAW - Multi-joint**
**Total Credits = 3**
Lecture = 1 / Laboratory = 2

An introduction to the principals of Gas Tungsten Arc Welding (GTAW), component and consumable identification including the safe setup of equipment and practice of welding beads (fillet welds), and groove welds in the flat, vertical, horizontal, and overhead positions using carbon steel consumables.
Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2220 - GTAW - Pipe 5G**

**Total Credits = 4**
Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Tungsten Arc Welding of Pipe (GTAW-Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2221 - GTAW - Pipe 2G**

**Total Credits = 4**
Lecture = 0 / Laboratory = 4

Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.

Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2222 - GTAW - Pipe 6G**

**Total Credits = 4**
Lecture = 0 / Laboratory = 4


Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2230 - GTAW - Aluminum Multi-joint**

**Total Credits = 3**
Lecture = 1 / Laboratory = 2

An introduction to the principals of Gas Tungsten Arc Welding Aluminum (GTAW-A), component and consumable identification including the safe setup of equipment and practice of welding fillet and groove welds in the flat, horizontal, vertical, and overhead positions.

Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2240 - GTAW Low Alloy (GTAW-LA) 5G Pipe
Total Credits = 4
Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Tungsten Arc Welding of Low Alloy Pipe (GTAW-Low Alloy Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

Prerequisites: WELD 1110, WELD 2220, WELD 2221, WELD 2222 or WELD 2885 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2241 - GTAW Low Alloy (GTAW-LA) 2G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4

Safely setup and operate Gas Tungsten Arc Welding Low Alloy pipe (GTAWLow Alloy Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.

Prerequisites: WELD 1110, WELD 2240 or WELD 2885 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2242 - GTAW Low Alloy (GTAW-LA) 6G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4


Prerequisites: WELD 1110, WELD 2240 or WELD 2885 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2250 - GTAW Stainless Steel (GTAW-SS) 5G Pipe
Total Credits = 4
Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Tungsten Arc Welding of Stainless Steel Pipe (GTAW- Stainless Steel Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.
Prerequisites: WELD 1110, WELD 2220, WELD 2221, WELD 2222 or WELD 2885 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2251 - GTAW Stainless Steel (GTAW-SS) 2G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4

Safely setup and operate Gas Tungsten Arc Welding Stainless Steel pipe (GTAW- Stainless Steel Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.
Prerequisites: WELD 1110, WELD 2250 or WELD 2885 and the consent of the Instructor/ Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2252 - GTAW Stainless Steel (GTAW-SS) 6G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4

Prerequisites: WELD 1110, WELD 2250 or WELD 2885 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2260 - GTAW Aluminum (GTAW-Al) 5G Pipe
Total Credits = 4
Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Tungsten Arc Welding of Aluminum Pipe (GTAW- Aluminum Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.
Prerequisites: WELD 1110, WELD 2230, WELD 2220, WELD 2221, WELD 2222 or WELD 2885 WELD 2885 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2261 - GTAW Aluminum (GTAW-Al) 2G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4

Safely setup and operate Gas Tungsten Arc Welding Aluminum pipe (GTAWAluminum Pipe) equipment,
proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.

**Prerequisites:** WELD 1110, WELD 2260 or WELD 2885 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2262 - GTAW Aluminum (GTAW-AL) 6G Pipe**

**Total Credits = 4**

Lecture = 0 / Laboratory = 4


**Prerequisites:** WELD 1110, WELD 2260 or WELD 2885 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2310 - GMAW - Basic Fillet Weld**

**Total Credits = 3**

Lecture = 1 / Laboratory = 2

An introduction to the principals of Gas Metal Arc Welding (GMAW), types of weld transfer, weld quality, and component and consumable identification including the safe setup of equipment and practice of welding fillet welds in the flat, horizontal, vertical, and overhead positions.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2311 - GMAW - Groove Weld**

**Total Credits = 3**

Lecture = 0 / Laboratory = 3

Safely setup and operate Gas Metal Arc Welding (GMAW) equipment with practice of open V-Groove welds in the flat, horizontal, vertical, and overhead positions.

**Prerequisites:** WELD 1110 and the consent of the Instructor/Advisor.

**Corequisites:** Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

**WELD 2320 - GMAW - Pipe 2G**

**Total Credits = 4**

Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Metal Arc Welding of Pipe (GMAW-Pipe) in the 2G vertical fixed position, proper assembly of a 2G pipe joint, proper weld quality, safe setup of equipment, and practice welding a 2G vertical fixed position pipe joint.
Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2321 - GMAW - Pipe 5G
Total Credits = 4
Lecture = 0 / Laboratory = 4

Safely setup and operate Gas Metal Arc Welding pipe (GMAW-Pipe) equipment, proper assembly of a 5G horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.
Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2322 - GMAW - Pipe 6G
Total Credits = 4
Lecture = 0 / Laboratory = 4

Prerequisites: WELD 1110 and the consent of the Instructor/ Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2330 - GMAW - Aluminum Multi-joint
Total Credits = 4
Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Metal Arc Welding Aluminum (GMAW-A), component and consumable identification including the safe setup of equipment and practice of welding beads, fillet welds, and groove welds in the flat, vertical, horizontal, and overhead position.
Prerequisites: WELD 1110 and the consent of the Instructor/Advisor.
Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2340 - GMAW Aluminum (GMAW-AL) 5G Pipe
Total Credits = 4
Lecture = 1 / Laboratory = 3

An introduction to the principals of Gas Metal Arc Welding of Aluminum Pipe (GMAW- Aluminum Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, protecting the root, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.
Prerequisites: WELD 1110, WELD 2330, WELD 2320, WELD 2321, WELD 2322 or WELD 2885 and the
consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2341 - GMAW Aluminum (GMAW-AL) 2G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4

Safely setup and operate Gas Metal Arc Welding Aluminum pipe (GMAWAluminum Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.

Prerequisites: WELD 1110, WELD 2340 or WELD 2885 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2342 - GMAW Aluminum (GMAW-AL) 6G Pipe
Total Credits = 4
Lecture = 0 / Laboratory = 4


Prerequisites: WELD 1110, WELD 2340 or WELD 2885 and the consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2410 - Automated Welding Processes
Total Credits = 3
Lecture = 2 / Laboratory = 1

An introduction to automated welding processes including a review of fundamental automated welding process knowledge, welding procedures, joint design, equipment set-up and operation. Process applications may include but are not limited to SAW (Submerged Arc Welding), FCAW (Flux-Core Arc Welding), GMAW (Gas Metal Arc Welding), and GTAW (Gas Tungsten Arc Welding).

Prerequisites: WELD 1110 and consent of the Instructor/Advisor.

Corequisites: Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2420 - Construction Procedures I
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in construction procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD2883 or WELD2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2421 - Construction Procedures II**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in construction procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD2883 or WELD2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2422 - Construction Procedures III**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in construction procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD2883 or WELD2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2423 - Construction Procedures IV**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in construction procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD2883 or WELD2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.
WELD 2430 - Maintenance Procedures I
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in maintenance procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

Prerequisites: Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

Corequisites: Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2431 - Maintenance Procedures II
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in maintenance procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

Prerequisites: Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

Corequisites: Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2432 - Maintenance Procedures III
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in maintenance procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

Prerequisites: Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

Corequisites: Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2433 - Maintenance Procedures IV
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in maintenance procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered
through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2440 - Manufacturing Processes I**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in manufacturing procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2441 - Manufacturing Processes II**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in manufacturing procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2442 - Manufacturing Processes III**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in manufacturing procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.
WELD 2443 - Manufacturing Processes IV  
Total Credits = 2  
Lecture = 1 / Laboratory = 1  

This course is designed to introduce a student to advanced skills in manufacturing procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.  
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.  
**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2450 - Marine Procedures I  
Total Credits = 2  
Lecture = 1 / Laboratory = 1  

This course is designed to introduce a student to skills in marine procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.  
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.  
**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2451 - Marine Procedures II  
Total Credits = 2  
Lecture = 1 / Laboratory = 1  

This course is designed to introduce a student to advanced skills in marine procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.  
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.  
**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2452 - Marine Procedures III  
Total Credits = 2  
Lecture = 1 / Laboratory = 1  

This course is designed to introduce a student to advanced skills in marine procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered
through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2453 - Marine Procedures IV**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in marine procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2460 - Piping Procedures I**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in piping procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2461 - Piping Procedures II**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in piping procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.
WELD 2462 - Piping Procedures III  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in piping procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.  
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.  
**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2463 - Piping Procedures IV  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in piping procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.  
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.  
**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2470 - Pressure Vessel Procedures I  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in pressure vessel procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.  
**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.  
**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2471 - Pressure Vessel Procedures II  
**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in pressure vessel procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered
through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2472 - Pressure Vessel Procedures III**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in pressure vessel procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2473 - Pressure Vessel Procedures IV**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in pressure vessel procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2480 - Shipbuilding Procedures I**
**Total Credits = 2**
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in shipbuilding procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.
WELD 2481 - Shipbuilding Procedures II
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in shipbuilding procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.
Prerequisites: Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.
Corequisites: Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2482 - Shipbuilding Procedures III
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in shipbuilding procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.
Prerequisites: Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.
Corequisites: Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2483 - Shipbuilding Procedures IV
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in shipbuilding procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.
Prerequisites: Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.
Corequisites: Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

WELD 2490 - Structural Procedures I
Total Credits = 2
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to skills in structural procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through
cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2491 - Structural Procedures II**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in structural procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2492 - Structural Procedures III**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in structural procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.

**WELD 2493 - Structural Procedures IV**  
Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course is designed to introduce a student to advanced skills in structural procedures, related performance skills, and/or industry specific knowledge and safety awareness. Skills will be administered through cooperation with industry partners as indicated by the competency descriptions listed.

**Prerequisites:** Students may be required to pass an assessment of prior skills (WELD 2883 or WELD 2885) and/or have achieved an acceptable exit level certificate prior to enrollment and have the consent of instructor.

**Corequisites:** Depending on competency outcomes, students may be required to be enrolled in additional or simultaneous course content.
WELD 2883 - Basic Skills Evaluation
Total Credits = 1
Lecture = 0 / Laboratory = 1

A course designed to assess a student's life skills in welding and welding related performance and/or knowledge. Specific skills tested will be determined by the instructor and may include any combination of competency indicated in the welding program core curriculum. This assessment will be used to determine a student's readiness to enter the program at a more advanced skill level.

Note: Documented industry based certifications obtained within the past "6" (six) months may be substituted for skills determination with the instructors consent. This course is "NOT" a substitute for taking or challenging a core and/or required electives course and "NO" credit will be given toward a credit course.

WELD 2885 - Advanced Skills Evaluation
Total Credits = 1
Lecture = 0 / Laboratory = 1

A course designed to assess a student's life skills in advanced welding and welding related performance and/or knowledge. Specific skills tested will be determined by the instructor and may include any combination of competency indicated throughout the welding program. This assessment will be used to determine a student's readiness to enter the program at a more advanced skill level. Note: Documented industry based certifications obtained within the past "6" (six) months may be substituted for skills determination with the instructors consent. This course is "NOT" a substitute for taking or challenging a core and/or required electives course and "NO" credit will be given toward a credit course.

**Prerequisites:** Consent of instructor

WELD 2893 - SMAW Certification Preparation
Total Credits = 3
Lecture = 0 / Laboratory = 3

A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.

**Prerequisites:** Consent of the Instructor/Advisor.

WELD 2895 - FCAW Certification Preparation
Total Credits = 3
Lecture = 0 / Laboratory = 3

A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.

**Prerequisites:** Consent of the Instructor/Advisor.
WELD 2897 - GTAW Certification Preparation  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.  
Prerequisites: Consent of the Instructor/Advisor.

WELD 2899 - GMAW Certification Preparation  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.  
Prerequisites: Consent of the Instructor/Advisor.

WELD 2990 - Special Projects VI  
Total Credits = 6  
Lecture = 0 / Laboratory = 6  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of instructor

WELD 2991 - Special Projects I  
Total Credits = 1  
Lecture = 0 / Laboratory = 1  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of instructor

WELD 2992 - Special Projects IV  
Total Credits = 2  
Lecture = 1 / Laboratory = 1  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of instructor

WELD 2993 - Special Projects II  
Total Credits = 2  
Lecture = 0 / Laboratory = 2  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of instructor
WELD 2994 - Special Projects V  
Total Credits = 4  
Lecture = 0 / Laboratory = 4  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of instructor

WELD 2995 - Special Projects III  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A course designed for the student who has demonstrated specific special needs.  
Prerequisites: Consent of instructor

WELD 2996 - Certification I  
Total Credits = 4  
Lecture = 2 / Laboratory = 2  

A review of American Welding Society certification requirements, materials and mastered student skills, compare completed records; take an AWS closed book certification exam, and prepare workmanship qualification samples according to the AWS QC10- Entry Level Welder standard.  
Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.  
Prerequisites: Complete Program Core and the consent of the Instructor/ Advisor.

WELD 2997 - Practicum  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.  
Prerequisites: Consent of Instructor

WELD 2999 - Cooperative Education  
Total Credits = 3  
Lecture = 0 / Laboratory = 3  

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.  
Prerequisites: Consent of instructor

WKEY 0060 - WorkKeys Basics I  
Total Credits = 3  
Lecture = 3 / Laboratory = 0
This course provides instruction in the fundamentals of reading and mathematics skills identified by the ACT WorkKeys Readiness Screening Instrument. Instruction is individualized. This is a skills improvement course that may not be used for credit toward a certificate, diploma, or degree. Placement is based on ACT WorkKeys Readiness Screening scores.

**WKEY 0061 - WorkKeys Basics II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course is a continuation of WKEY 0060 and provides extended instruction in the fundamentals of reading and mathematics skills. Instruction is individualized. This is a skills improvement course that may not be used for credit toward a certificate, diploma, or degree. Placement is based on progress in WKEY 0060.

**WKEY 0070 - WorkKeys Core I**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course focuses instruction on improvement of skills identified in the core WorkKeys assessments of Reading for Information, Locating Information, and Applied Mathematics. Instruction is individualized to meet the student’s identified goals for employment. This is a skills improvement course that may not be used for credit toward a certificate, diploma, or degree. Placement is based on WorkKeys Core Assessment scores and EEAP identified employment skill levels.

**WKEY 0071 - WorkKeys Core II**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course is a continuation of WKEY 0070 and provides extended instruction in Reading for Information, Locating Information, and Applied Mathematics skills. Instruction is individualized to meet the student’s identified goals for employment. This is a skills improvement course that may not be used for credit toward a certificate, diploma, or degree. Placement is based on progress in WKEY 0070.

**WKEY 0080 - WorkKeys Advanced I**
**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course focuses instruction on skill development in WorkKeys skill areas identified in the student’s EEAP. Instruction is individualized to meet the student’s identified goals for employment. This is a skills improvement course that may not be used for credit toward a certificate, diploma, or degree. Placement is based on EEAP identified employment skill level goals and WorkKeys scores.
WKEY 0081 - WorkKeys Advanced II
Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a continuation of WKEY 0080 and provides extended instruction in WorkKeys skill areas identified in the student's EEAP. Instruction is individualized to meet the student's identified goals for employment. This is a skills improvement course that may not be used for credit toward a certificate, diploma, or degree. Placement is based on progress in WKEY 0080.
Foundation and Advisory Committee

Delta’s Foundation
The Louisiana Delta Community College Foundation is a non-profit, tax-exempt Louisiana corporation which is governed by a group of community leaders who represent the positive leadership of the community. These members seek to obtain gifts and grants needed beyond the scope of tax-based funding, and to manage and expend these items for the development of Louisiana Delta Community College. The Foundation’s board members represent small to large businesses in Northeast Louisiana. Some of these members have personally experienced the benefits of a community college and share in the vision of improvement in education in the community. The Louisiana Delta Community College Foundation exists to build leadership, scholarship, and partnerships by increasing donor support, rewarding excellence, and elevating the stature and importance of the College locally, regionally, and nationally.

Advisory Committees
Delta utilizes advisory committees to ensure that the College is meeting the needs of the community. The Chancellor’s Cabinet and College Council advises the Chancellor on developing long- and short-range plans for the College and acts as liaison between the College and the community. Advisory committees may consist of professional and community representatives, as well as representatives from Delta faculty, administrators, students and graduates. Advisory Committee meetings allow for discussions relative to programmatic curriculum modifications or revisions based on student academic and clinical performance, graduate credentialing examination results, employer feedback on graduate entry-level performance and identified needs of the job market.

Advisory Committee recommendations that require administrative action to be implemented are presented to the appropriate Dean, Vice Chancellor and/or other College standing committees for review, approval and possible implementation. The appropriate administrator, program director, lead faculty, or coordinator maintains minutes of advisory committee meetings to be distributed to committee members.
**Intellectual Property**

While the Louisiana Community and Technical College System and Louisiana Delta Community College recognizes that research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income, the System and College also recognizes that intellectual properties and discoveries may arise from the activities of faculty, staff, and students in the course of their duties or through the use of institutional resources. The policies governing the administration of such intellectual properties should provide adequate recognition and incentive to developers and, at the same time, ensure that the System Institution will share in the rights pertaining to intellectual properties in which they have an equity. LCTCS Institutions are committed to assisting their faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protections available under the United States laws governing patents, copyrights, trademarks, and other appropriate provisions.
Facilities

Main/Monroe
7500 Millhaven Rd
Monroe, LA 71203
(318) 345-9000

Bastrop
729 Kammell St.
Bastrop, LA 71221
(318) 283-0836

Farmerville
605 West Boundary
Farmerville, LA 71241
(318) 368-3179

Lake Providence
156 Highway 883-1
Lake Providence, LA 71254
(318) 559-0864

Monroe (Eastgate)
3158 Louisville Ave.
Monroe, LA 71203
(318) 362-5010

Ruston
1010 James Street
Ruston, LA 71273
(318) 251-4145

Tallulah
132 Old Highway 65 South
Tallulah, LA 71284
(318) 574-4820

West Monroe
609 Vocational Parkway
West Monroe, LA 71292
(318) 397-6100

Winnsboro
1710 Warren Street
Winnsboro, LA 71295
(318) 435-2163
Senior Leadership, Academic Deans, and Faculty

Senior Leadership

Dr. Barbara Hanson
Chancellor

Troy Caserta
Vice Chancellor, Finance and Administration

Don Wheeler
Interim Vice Chancellor, Academic Affairs

John Arthur Turner
Vice Chancellor, Student Affairs

Academic Deans

Dr. Robby Lindsay
Dean, Liberal Arts & Business Technology

Dr. George Roberts
Dean, Health Sciences, Natural Sciences & Math

Jason Manning
Dean, Industrial Sciences

Full-Time Faculty

Bernadine Adams
Associate Professor
Registered Nursing

Brenda Renee Barker
Assistant Professor
Registered Nursing

Marvin Delaney Almond
Instructor
Automotive Technology

James M. Bayless
Instructor
Welding

Brett Armintor
Instructor
History

Jessica R. Beard
Instructor
Practical Nursing

Charles Banner
Assistant Professor
Mathematics

Frank D. Boone
Instructor
Biology
Nils Borquist  
_Instructor_  
_English_

Sharon Bowman  
Coordinator/Associate Professor  
_English_

Alton Braddock  
Associate Professor  
_Mathematics_

Lena Brown  
Assistant Professor  
_Registered Nursing_

William Claude Brunson  
Lead Faculty, Instructor  
_Industrial Electronic Technology_

Natalie C. Campbell  
_Instructor_  
_Computer Information Systems_

Tracie Shopher Carroll  
_Instructor_  
_Barbering_

Sandee Clawson  
_Instructor_  
_Care and Development of the Young Child_

Monica M. Colvin  
_Instructor_  
_Business Office Occupations_

Susan Stephanie Orjia Cox  
_Instructor_  
_Business Office Occupations_

Judy Duff  
_Division Chair, Associate Professor_  
_Business Technology_

Jack Dunn  
_Assistant Professor_  
_Mathematics_

John C. Eby  
_Instructor_  
_Industrial Instrumentation_

Lenora Murphy Evans  
Program Coordinator, Instructor  
_Practical Nursing_

Debra Brossett Garner  
Assistant Professor  
_Registered Nursing_

Johnye Gatlin  
Program Coordinator, Instructor  
_Practical Nursing_

Allison Gault  
Lead Faculty, Professor  
_Business Office Occupations_

Marcus Gaut  
_Division Chair, Assistant Professor_  
_Nursing & Allied Health_

Wilman Jones George  
_Instructor_  
_Accounting_

Richard Gibbs  
_Professor_  
_Science_

Ashley Lazenby Gosdin  
Lead Instructor  
_Care and Development of the Young Child_

Tiffany Morgan Green  
_Associate Professor_  
_Science_

Gary Griffith  
_Instructor_  
_HVAC_

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_Program Director, Associate Professor_  
_Care and Development of the Young Child_
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Biology

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Instructor
Patient Care Technician

Alvin Hawthorne
Instructor
Welding

Deronteria Rashad Haynes
Instructor
Welding

James Henson
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Information and Communication Technology

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Mathematics

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Deborah Lewis
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Stephen Toups  
Baton Rouge

Student Representatives

Da’Antre Austin  
South Central Louisiana Technical College

Benson Kinney  
Louisiana Delta Community College
Glossary of Terms

**Academic Advisor**—An instructor in an academic program or a counselor who advise students concerning academic programs and class schedules.

**Academic Renewal**—Offers an opportunity for students who have a past history of less than satisfactory work to start college over with a new GPA.

**Academic Calendar**—The days of each semester set aside as class holidays, and days marking special events.

**Academic Year**—The period of time generally extending from August to May, usually equaling two semesters (fall and spring).

**Accreditation**—Institutional accreditation is a recognized approval given by one of the U.S. Department of Education’s recognized regional accreditors (i.e. Southern Association of Colleges and Schools).

**Adjunct Faculty**—The instructors serving in a temporary or part-time capacity to teach specific courses on a course by-course basis.

**Alumni**—Delta graduates.

**Applicant**—A student who has filed an application for entrance into the college or into a program but who has not yet registered.

**Articulation**—Agreement made with other colleges and universities to make the transfer of credits easier.

**Arts and Humanities**—Includes courses from art, literature, foreign languages, history, philosophy, and speech communications.

**Auditing**—Attending a course without receiving credit.

**Behavioral/Social Sciences**—Includes courses from anthropology, criminal justice, economics, education, geography, government, kinesiology, political science, psychology, social work and sociology.

**Catalog**—Contains information on such matters as admissions, registration, student organizations, programs offered, academic requirements, and courses of study.

**Census Date**—The 14th day of class in a fall or spring semester and the 7th day of class in a summer session are designated as the official census reporting date for Louisiana Institutions of Higher Education.

**Closed Sections**—A section of a class for which it is no longer possible to register. This section has no more space.

**Concurrent Enrollment**—When a college student is enrolled at two or more postsecondary institutions outside of a formal class enrollment agreement.

**Continuing Education**—The division of the college that offers courses that are not applicable toward a degree or certificate. Also called non-credit courses.
Corequisite—A course that must be taken at the same time or prior to another course.

Credit Hours—The amount of work a student completes is referred to as credit hours. Each completed course is worth an established number of credits. To receive a degree or certificate, a specified number of credits is required.

Cross Enrollment—When a college student is enrolled at two postsecondary institutions under a formal agreement that designates one institution as the home institution and the other as the host.

Credit by Examination—Available to students who feel they have sufficient knowledge of a particular course. Credit is awarded upon passing the examination.

Credit for Prior Learning (CPL)—a process that enables learners to demonstrate what they have learned and translate that learning into college credit.

Curriculum—Course requirements and electives for a Degree or Certificate Program.

Degree or Certificate Program—Any grouping of campus-approved courses which, when satisfactorily completed, will entitle a student to a degree or certificate.

Degree Designation—is the rank and title of the degree awarded by an institution of higher education to a student who has successfully completed a Degree Program.

Degree Subject Area—is the primary discipline which constitutes the focus of a Degree Program. When a student satisfactorily completes a Degree Program, he/she will be entitled to a degree in the appropriate subject area.

Degree Title—is the complete label of a Degree Program, (e.g. Associate of Arts in Liberal Arts).

Developmental Courses—Course which are designed to increase student knowledge to a level at which the student can continue with success in an academic program. Developmental courses do not apply toward the completion of a degree or certificate but are required for students who place into them.

Division—The separation of the College’s academic program. Delta currently has two academic divisions: Arts and Humanities and Natural Sciences.

Division Chair—Each academic division is headed by an administrator who is designated as a division chair. The division chairs provide educational and administrative leadership for the divisions.

Dual Enrollment—When a secondary student is also enrolled at a postsecondary institution.

Early Registration—Registration which occurs prior to open registration. Currently enrolled students are allowed to participate in early registration.

General Education Requirements—The group of courses, including English composition, mathematics, social sciences, arts and humanities, natural sciences, computer literacy, and oral communication, that must be completed in order to earn an associates degree or other approved credential.

Grade Point—Numerical values assigned to letter grades. Example: an A has a value of 4. The total grade points for receiving an A is determined by multiplying the grade points (4) times the number of credit hours earned in that course.
Grade-Point Average (GPA)—A system of measuring students’ average grades.

Graduation Audit—This is the process by which an academic advisor, Division Chair, and Registrar determine if a student who has applied for graduation has met the requirements of the student’s academic program as well as all other specified requirements.

Major—That part of a degree program which consists of a specialized group of courses in a particular discipline or field and which usually is consistent with the Dean Subject Area. A major usually consists of 25% or more of total hours in a curriculum. Major courses must be completed with a grade of ‘C’ or higher to fulfill graduation requirements.

Matriculation—Official enrollment of a student in a degree or certificate program.

Natural Sciences—Courses in biology, chemistry, earth science, geology, physical science and physics.

Non-Matriculating Student—A student who is attending college but is not working toward completion of a degree or certificate. Such students are usually not eligible for most forms of financial aid.

Overall Good Standing—The status of a student when he or she is in good academic standing, has no debts with the college, and has no discipline file in the Student Services Office.

Placement Testing—An examination process that determines a student’s entry-level into college courses.

Post-secondary Education Institution—An institution which has as one of its main missions the provision of a formal instructional program whose curriculum is designed primarily for students who are beyond high school age.

Prerequisite—A course which must be completed before enrolling in another course.

Probation—A warning signal which indicates poor academic performance.

Registration—The process of officially enrolling in and paying for specific courses in a given semester or session.

Sequence Number—The unique eight character identification code that is associated with each class (e.g. 30831101).

Scantron—A test sheet that is purchased from the bookstore and graded by computer.

Schedule of Classes—A publication which includes the semester calendar, times the courses will meet, room numbers, instructors, and other information for a particular enrollment period.

Suspension—A period of time in which a student is not permitted to attend college due to below satisfactory academic performance or for disciplinary reasons.

Syllabus—A sequential outline of topics to be covered by the instructor during a course. It should include the instructor’s grading policy, attendance regulations, course requirements, learning objectives, and instructor’s office hours.

Transcript—Official record of all academic work attempted by a student. It contains course numbers, titles of each course taken, the grades received, degrees/certificates received and academic status (probation/suspension).
**Abbreviations**

AALT  Associate of Arts Louisiana Transfer

AAS  Associate of Applied Science

AGS  Associate of General Studies

AS  Associate of Science

ASLT  Associate of Science Louisiana Transfer

ASN  Associate of Science in Nursing

CGS  Certificate of General Studies

CTS  Certificate of Technical Studies

TCA  Technical Competency Area