Louisiana Delta Community College

7500 Millhaven Road

Monroe, Louisiana 71203

(318) 345-9000

1-866-500-5322 (toll free)

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.

It is the policy of Louisiana Delta Community College not to discriminate on the basis of race, color, religion, sexual orientation, national origin, age, political belief, disability, marital status, or veteran’s status in admission to or participation in, its programs and activities as set forth in compliance with federal and state statutes and regulations. Louisiana Delta Community College does not discriminate in its hiring or employment practices.

Any persons having inquiries concerning Louisiana Delta Community College compliance with Title II (28 CFR 35.106), Title VI (34 CFR 100.6 (d), Title IX (34 CFR 106.9) and/or Section 504 (34 CFR 104.8) or Age Discrimination Act (34 CFR 110.25) may contact:

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Co -Title IX Coordinator

Louisiana Delta Community College

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CATALOG ADDENDUM

2019-2020 Undergraduate Catalog Changes

Catalog changes made following initial publication.

Published by the Registrar's Office of Louisiana Delta Community College, 7500 Millhaven Road, Monroe, Louisiana, 71201. The provisions of this catalog do not constitute an offer for a contract which may be accepted by students through registration and enrollment in the College. LDCC reserves the right to change any provision or requirement, including fees, at any time with or without notice.

Failure to read this catalog does not excuse students from the requirements and regulations describe herein.

Louisiana Delta Community College ensures equal opportunity for all qualified individuals without regard to race, color, religion, sex, national origin, age, political belief, disability, marital status, or veteran's status in admission to or participation in, its programs and activities. If a student believes he/she has been discriminated against on the basis of race, sex (including sexual harassment), religion, color, national or ethnic origin, age, disability, or military service, that the student should report the matter to the Dean of Student Success Services, who will seek to assist the student with resolution of the complaint as described in the complaint procedure. Louisiana Delta Community College will make reasonable special service and accommodations for students with learning or physical disabilities. Students desiring to self-identify may complete a Special Needs Assessment Form, which can be obtained in the Department of Student Success Services.
Message from the Chancellor

Louisiana Delta Community College (LDCC) is an institution with deep purpose and commitment to meeting the needs of students, employers, our community, state, and nation. Through our eight campus locations and distance learning programs, we strive to provide a student centered learning community with excellent faculty, programs, and services.

More than 10,000 students participate in learning opportunities via LDCC each year and we are rapidly growing and broadening our scope and programs. Through our eight campus locations and a vibrant distance learning community, our service delivery area is over 2,100 square miles in northeast Louisiana and beyond. Our focus is to provide an excellent education with a real world focus that helps our students to gain entry-level employment in a number of exciting career fields, or for those already employed, to gain the knowledge and skill necessary for advancement and the full realization of their career aspirations.

For those seeking an Associate degree or preparing to transfer to a four-year institution we provide a top tier faculty and a total commitment to a supportive learning environment. Our past students frequently cite LDCC as a great place to start their education and give much credit for their long-term success to their experiences here. LDCC is accredited by the Southern Association of Schools and Colleges (SACS-COC) and has expansive transfer programs in concert with the University of Louisiana-Monroe, Louisiana Technical University, Grambling State University, Northwestern State University, Louisiana College and many more state and national institutions. Our goal is for you to be able to “start here and go anywhere”.

If your objective is to obtain top tier technical training, we have a host of opportunities, all of which are developed and maintained through active partnerships with business and industry. LDCC has a strong reputation for excellence in working with business and industry and has a multitude of exciting options.

Some individuals seeking opportunities to advance themselves may not have completed their high-school education. LDCC offers outstanding adult basic education programming and has a number of job training programs of a short-term nature to help these students.

For employers, LDCC is committed to your needs to develop a world class workforce and we are committed to providing training solutions to make your business more competitive. As a leading provider of training programs for incumbent workers, we aim to provide carefully crafted training targeted to meet your specific needs.

As you explore this catalog, you will learn much about LDCC and its commitment to meet the challenges of a rapidly changing world. Let us know how we can assist you.

Best wishes in achieving your vision and goals! We want to help in every possible way.
General Overview

A Brief History

Louisiana Delta Community College is an open-admissions college offering two-year degree programs, certificates, and courses for personal or professional growth.

The Louisiana Legislature created Louisiana Delta Community College 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 Dennis Epps serving as the current Chancellor. LDCC held its inaugural semester of classes in Fall 2001 and became accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees in Summer 2009.

Beginning with the fall semester of 2001, LDCC was housed on the campuses of neighboring institutions. A newly constructed, permanent home was completed on Millhaven Road in June 2010. Sitting on just under 70 acres of land, the main building, named the Louisiana Purchase Building, stands complete with 128,000 sq. ft. When determining the name of the new campus building, the thought was to have it reflect the history and tradition of the state. Surprisingly, to purchase the land for the new construction, the state faced problems that led all the way back to the Louisiana Purchase of 1803. It took many months, but the pertinent document needed to resolve the issue of land ownership was found in the National Archives in Washington, DC. Someone said jokingly that the building should be named The Louisiana Purchase Building to reflect the difficulty surrounding the purchase; however, after the laughter subsided, it was deemed the perfect name. The Advanced Technology Center proudly resides beside the Louisiana Purchase Building with 28,000 sq. ft. Students began classes with the Fall 2010 semester on a campus they could finally call home.

Further changes were to come for LDCC. In July 2010, the first change came with a merger with Louisiana Technical College at Tallulah and Louisiana Technical College at Lake Providence. The second round of mergers came in July 2012. At that time, LDCC merged with the five campuses of Northeast Louisiana Technical College --Bastrop, Farmerville, Ruston, West Monroe, and Winnsboro—along with LiteracyLINC, the adult education program. The college's name remained Louisiana Delta Community College with each specific campus designated by city location. LiteracyLINC came under the Workforce Development program, and its name became DeltaLINC. Eventually, campus offerings ceased in Farmerville, and a new campus in Jonesboro opened. LDCC hosted two groundbreaking ceremonies for the renovation and expansion of the Winnsboro Campus and for the new Jonesboro Campus on May 15, 2015. The two facilities were a part of Act 360 of the 2013 Legislative Session that authorized financing of capital improvements for 29 projects for Louisiana's Community and Technical Colleges.

In the fall of 2016, LDCC began finding solid roots in servicing business and industry across its jurisdiction and even the state. The movement resulted in valuable partnerships for both LDCC students and the communities served. This momentum predicated on early adoption of rebranding efforts meant to launch in time for its 20th anniversary in 2021.

In April of 2018, LDCC officially announced the adoption of a new logo and new college colors. The burgundy and silver colors were retired to the "Legacy Collection," and Delta Blue and Pewter replaced them as the new official college colors. DeltaLINC also received a rebranding with its name change of Center for Adult Development.
While "how" business is done at LDCC continues to change with the evolution of technology and thought, serving students remains the priority of the college. LDCC ensures that students can start here and go anywhere.

CHANCELLORS SINCE FOUNDING

Dr. Lynn Kreider (2001-2005)
Dr. Barbara M. Hanson (2013-2016)
Mr. W. Dennis Epps (2016-present)

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

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 for questions about the accreditation status of Louisiana Delta Community College at:

1866 Southern Lane
Decatur, Georgia 30033-4097
404-679-4500
The College

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Senior Leadership

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<tr>
<th>W. Dennis Epps</th>
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<tr>
<td>Chancellor</td>
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Dr. Dan Corsi

Vice Chancellor for Academic Affairs

Wendell Coplin

Interim Vice Chancellor of Finance and Administration
College Division Chairs and Program Directors

Ryan Pierce
Division Chair
School of Business Technology

Charles Stevenson
Division Chair
School of Industrial Sciences

Scott Higginbotham
Division Chair
School of Liberal Arts

Frank Boone
Division Chair
School of Natural Sciences & Math

Sherita Williams
Division Chair
School of Nursing and Allied Health

College Faculty and Staff

Please click the link below to view all current LDCC Faculty and Staff.

Faculty and Staff
Department Directory
# LCTCS Board of Supervisors

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
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<tr>
<td>Dr. Monty Sullivan</td>
<td>System President</td>
<td></td>
</tr>
<tr>
<td>Stephen Toups</td>
<td>Board Chair</td>
<td>Baton Rouge, LA</td>
</tr>
<tr>
<td>Paul Price, Jr.</td>
<td>First Vice Chair</td>
<td>Winnsboro, LA</td>
</tr>
<tr>
<td>Willie Mount</td>
<td>Second Vice Chair</td>
<td>Lake Charles, LA</td>
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<tr>
<td>Tari T. Bradford</td>
<td></td>
<td>Shreveport, LA</td>
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<tr>
<td>Alterman &quot;Chip&quot; Jackson</td>
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<td>Lafayette, LA</td>
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<tr>
<td>Erika McConduit</td>
<td></td>
<td>New Orleans, LA</td>
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<tr>
<td>Timothy W. Hardy</td>
<td></td>
<td>Baton Rouge, LA</td>
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<tr>
<td>Michael &quot;Mickey&quot; Murphy</td>
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<td>Bogalusa, LA</td>
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<tr>
<td>Helen Bridges Carter</td>
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<td>Greensburg, LA</td>
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<tr>
<td>Joe Potts</td>
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<td>Metairie, LA</td>
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<td>Mark D. Spears, Jr</td>
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<td>Craig Spohn</td>
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<td>Bossier City, LA</td>
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<td>Stephen Smith</td>
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<td>Vincent St. Blanc III</td>
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<td>Franklin, LA</td>
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<tr>
<td>Stanton Slalathe</td>
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<td>Harvey, LA</td>
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LCTCS Student Board Members

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<thead>
<tr>
<th>Samantha Rushlow</th>
<th>Central Louisiana Technical College - Alexandria Campus</th>
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<td>Shanco Williams</td>
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College Library

The LDCC 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 102,196 item records which includes: books, serials, e-books, magazines, e-magazines, journals, e-journals, anatomy models, and databases. Delta students have additional access to librarians via phone and/or email.

Hours of Operation

Monroe Campus:

<table>
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<td>Monday</td>
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<td>Tuesday</td>
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<td>Wednesday</td>
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<td>Thursday</td>
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<td>Friday</td>
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<td>Saturday</td>
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<td>Sunday</td>
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*Summer Hours: Monroe Campus*

Monday-Thursday 7:30am – 5:00 pm  
Friday 7:30am – 11:30am  
Saturday-Sunday Closed

*Summer hours are subject to change.*

The operating hours vary at off-site campuses based on program schedules.
LIBRARY CODE OF CONDUCT

ALL ELECTRONIC DEVICES SHOULD BE PLACED ON SILENT.

SCHOOL-RELATED WORK TAKES PRIORITY OVER SOCIALIZING AND ENTERTAINING IN ALL AREAS OF THE LIBRARY, INCLUDING THE COMPUTER LAB.

PRINTING SHOULD BE FOR SCHOOL RELATED ITEMS ONLY AND SHOULD NOT BE ABUSED.

CONDUCT - The library is a place for reading and study. Students should conduct themselves in a manner which is conducive to quiet study. Violators may be instructed to leave the library. For more serious or repeated infractions, a student may be required to surrender his/her College Identification Card.

**Campus Safety**

*Campus Alerts.* LDCC uses BlackBoard Connect, 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 parking decals at the Student Billing Window and take their receipt to the front desk to receive their decal.

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 Campus Police 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 Police. Campus Police 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.
The Children's Center

The Louisiana Delta Children's Center, a Type III early childhood laboratory, is located on 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 a BS in Early Childhood Development and oversees daily activities that follow the Early Learning Guidelines of Louisiana.

Enrollment is open to 3 and 4 year olds. Applications can be picked up at the front desk of the Monroe campus or by coming by the Center, located in Room 104 on the Monroe campus.

Campus Bookstore

Students have a variety of options in purchasing textbooks. Students may use our campus bookstore, LDCC 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.

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 applied to his/her account may receive a bookstore credit at LDCC’s Bookstore beginning the first day of class. Students may also order books online at www.ladelta.bncollege.com/. Students must complete a Title IV Authorization form to receive the credit. Students needing to complete a Title IV Authorization form may do so by logging into LoLA, under the Financial Aid tab, and viewing any Unsatisfied Requirements. Forms are also available on Delta's website under Financial Aid Forms. Check with the Office of Financial Aid for additional information.

Fall and Spring Semester Hours of Operation

Monroe Campus

318-345-9009

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:00 am – 5:00 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 am – 5:00 pm</td>
</tr>
<tr>
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<tr>
<td>Saturday</td>
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<tr>
<td>Sunday</td>
<td>Closed</td>
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</table>
Summer Hours of Operation

Monroe Campus

318-345-9009

<table>
<thead>
<tr>
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<th>Hours</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Tuesday</td>
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<tr>
<td>Saturday</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Store hours the first few weeks of class:

8:00 – 5:00 PM Monday-Friday

*After Financial Aid is through processing, the semester schedule will begin.*

Hours of operation vary on outer campuses. Please contact the campus directly for bookstore hours.

Foundation and Advisory Committee

Delta's Foundation

The LDCC 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
LDCC 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.

**Veteran Services**

LDCC takes extra measures to communicate with our veterans, inform them of their benefits rights and privileges and assure them that they will always have the full support of the institution.

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 veterans' 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-members information regarding cost and quality of education at Delta along with high quality academic and student support services.

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

**Veteran Priority Registration**

Veteran Priority Registration gives veterans and military service members an opportunity to register for coursework prior to the published registration date for the general student population. Veterans and military service members receiving education benefits are eligible for priority registration. Veterans and military service members who are not using their education benefits must provide proof of military service to receive priority registration. Accepted proof of service include:

- DD214
- US Armed Forces Active Duty Orders
- Valid US Armed Forces DOD ID/Common Access Card
- Valid US Armed Forces Retiree ID card
College Tuition and Fees

Click here to view the Tuition and Cost Homepage.

Reimbursement of Fees for Cross-Enrolled Students

Students who are cross-enrolled at ULM and wish to receive a reimbursement for 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.

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 Registration: 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>
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<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.
Bank Mobile Debit Cards

Students with credit balances will receive their refund electronically through BANK MOBILE. You may choose to receive a Bank Mobile debit card, or have the funds electronically transferred into your personal checking account. Refunds are processed approximately 14 days after the funds are posted to the student fee bill.

Student Debt / Drop for Non-Payment Information

- 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.

- 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.

Residency

Residency Requirement

All new students must identify their residency status on their application for admission.

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 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.

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**Test Services**

Louisiana Delta Community College offers testing services to students for placement and examinations for other professional agencies throughout the year. We offer the Accuplacer as the College's placement survey. This assesses the student in the areas of math, reading, and writing. Faculty/advisors use the results to assist students in determining appropriate courses for their academic career. Other available examinations for the students and the community include ADA, ASE, GRE, LSLBC, TEAS, Praxis, NHA, HiSet, and Workkeys.

Select testing service needed to determine procedure and test dates.

**Accuplacer**

**ADA**

**ASE**

**GRE**

**HiSET**

**LSLBC**

**TEAS**

**PRAXIS**

**NHA**
TRIOS Veterans Upward Bound Program

The Veterans Upward Bound (VUB) Program is designed to motivate and assist military veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program targets first-generation and/or low-income military veterans who demonstrate a need for academic support. This free educational program offers intensive basic skills development in academic subjects required for successful completion of a high school equivalency program and/or admission to postsecondary education programs; short-term remedial or refresher courses in preparation for a college curriculum; and assistance with securing local support from other veteran servicing agencies.

Minimum Eligibility Requirements:

- A veteran who served on active duty in the U.S. Armed Forces for more than 180 days and was discharged or released under conditions other than dishonorable;
- A veteran who was discharged because of a service connected disability;
- A member of a reserve component of the Armed Forces of the U.S. who was called to active duty for a period of more than 30 days;
- A member of a reserve component of the Armed Forces of the U.S. who served on active duty in support of a contingency operation on or after September 11, 2001.

All applicants must provide a copy of the DD214

For more information, contact the Veterans Upward Bound Office at 318-345-9345 or visit the VUB webpage at https://www.ladelta.edu/admissions/military-veterans/trio-veterans-upward-bound/

Dr. Gloria George
Director of Veterans Upward Bound

Center for Adult Development

Services Provided:

- High School Equivalency instruction and testing (HiSET)
- Resources for Migrant and Seasonal Farmworkers
- Family Literacy including childcare services in Bernice and Monroe
- Preparation for college enrollment
- Integrated instruction in career pathways:
  - Healthcare
  - Manufacturing
  - Business
- Career guidance and decision-making
- Workplace skills preparation and credentialing
- Coaching and support
  - JAG
- Student Leadership instruction and organization for 16-21 year olds
- ESL instruction
- Basic digital literacy
Online class opportunities

Contact Information:
318.570.6027

Admissions Requirements:

Anyone interested in registering for class will need the following items:

- Current government-issued photo identification
- $20.00 money order made payable to LDCC
- Completed Age Waiver and Documentation (Ages 16-17 years only)
- Drop Slip from last school attended (Ages 16-18 years only)

LDCC Alma Mater

Louisiana Delta Community College Alma Mater

As we go beyond the doors of Delta
We will keep you near
Alumni and friends that we serve
This carol is sung for you clear.

Delta Knights scholastic,
Delta Knights so true, to
serve all those who need us,
Delta Knights will lead the way.
Employee and Applicant Grievance Procedure Policy

Delta Community College adheres to the LCTCS policy on Grievance – For All Employees (policy # 6.015):

1. Guidelines

It is the policy of the Louisiana Community and Technical College System to develop and maintain a satisfied and efficient work force. An employee who is seeking a solution concerning disagreements arising from working relationships, working conditions, employment practices, or differences in interpretation of policy is encouraged to discuss the matter with the immediate supervisor before filing a grievance. Most concerns can be resolved informally without the need for a formal grievance. **Performance evaluations are not grievable under this formal grievance policy.** LCTCS believes that employee grievances should be resolved at the lowest possible administrative level and an employee must exhaust all administrative procedures at the institution level before an appeal can be made to the President. Only those grievances that are related to the President or that the President cannot resolve shall be sent to the Board.

When an employee feels he/she has been treated unjustly, the employee has the right to utilize the grievance policy without fear of retaliation, discrimination, or reprisal because of the action. The decision to utilize the grievance policy shall be the employee's decision. It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.

When an employee feels that a condition of employment or application of a policy is unjust or inequitable, he/she is encouraged to first seek assistance from his/her immediate supervisor, who should attempt to solve the problem. The supervisor is responsible for handling the complaint and striving to arrive at a prompt, equitable solution.

Occasionally, an employee's complaint involves his/her supervisor, or the employee does not feel the matter has been resolved by the supervisor. In such an instance, the employee should feel free to file a formal grievance. The employee may appeal a complaint through to the college Chancellor. In the event that the complaint is appealed beyond the Chancellor level, the LCTCS President will respond to the appeal through a procedure established by the system President.

When an employee feels he/she is being discriminated against because of race, color, sex, ethnic origin, religion, age, veteran status, or disability and is not able to discuss this issue with his/her supervisor, the employee should refer to the LCTCS policy on harassment.

Only those grievances that are not eligible for appeal to the Director of Civil Service or the Civil Service Commission shall be processed through the LCTCS grievance policy.

Under certain circumstances, Civil Service classified employees should use the Civil Service procedure for appeals and hearings rather than the LCTCS system grievance policy. Examples of the types of actions over which the Civil Service Commission assumes responsibility are disciplinary actions which impact pay, such as:

- Removal of a permanent employee for cause
- Suspension with or without pay as a disciplinary action
- Reduction in pay
- Prohibited political activity
- Classification and Pay

2. Grievance Procedure
To file a grievance, employees should use the following procedures:

- The employee is encouraged to work out issues of concern with his or her immediate supervisor on an informal basis. However, this is not required before filing a grievance.
- The employee should file a written grievance as soon as possible after the action giving rise to the grievance and normally within fifteen (15) working days.
- The grievance should be directed to employer's supervisor, unless the grievance involves that supervisor, in which case the grievance should be directed to the next in line of management.
- The supervisor or, if applicable, the next in line of management, normally has fifteen (15) working days to respond to the grievance in writing.
- Should an employee be unsatisfied with a response from their supervisor, he or she may direct a written grievance to the Executive Director of Human Resources within ten (10) working days of receiving their supervisor's response. The Executive Director will act upon the complaint, in writing, normally within ten (10) days.
- The Executive Director will arrange an investigation with the parties involved. The Executive Director will then respond in writing to the aggrieved employee normally within fifteen (15) working days once the investigation is complete.
- The employee may appeal a complaint through to the college Chancellor within 10 working days of receiving the response.
- In the event that the complaint is appealed beyond the Chancellor level, the LCTCS President will respond to the appeal through a procedure established by the system President.

**Time periods provided in this policy for presenting or responding to grievances may be extended when necessary and appropriate.**

### Academics and Records

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>Credit for Prior Learning</th>
<th>Repeating Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Load</td>
<td>Credit Hour Policy</td>
<td>Requesting Official Transcripts</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>Developmental Course</td>
<td>Reverse Transfer</td>
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<td>Grading</td>
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<td>Developmental Course</td>
<td>Schedule Changes</td>
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<td>Academic Seminar Exemption</td>
<td>FERPA</td>
<td>Scholastic Honors</td>
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<tr>
<td>Assessment and Placement</td>
<td>Grade Appeal</td>
<td>Standard GPA Calculation</td>
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<tr>
<td>Assignment of Faculty</td>
<td>Grade Reports</td>
<td>Statewide General Education Requirements</td>
</tr>
<tr>
<td>Associate Degree Graduation Requirements</td>
<td>Grading System</td>
<td>Student Complaint Process</td>
</tr>
</tbody>
</table>
### Statewide General Education Requirements

**Board of Regents**

*State of Louisiana*

Approved 26 April 2001

Amended 25 March 2004; 23 May 2012

"The Board of Regents recognizes that all undergraduate academic credentials should contain a broad-based common educational experience that enhances students' ability to describe, interpret, and analyze their world. In addition to building awareness of a wide range of material and enriching the academic experience, general education should promote intellectual inquiry through basic content and methodology and contribute to the graduate's ability to communicate effectively in oral and written English.

General education courses should provide an introduction to a discipline, as in a survey course that covers a wide range of material within a specific discipline or area of inquiry and acquaints students with a broad section of the information or skills available in that area, or an appreciation course that introduces students to a creative field and leads to a general understanding and appreciation of work by others.

Depending on the level of the academic credential awarded, education in composition, mathematics and analytical reasoning, natural sciences, humanities, social/behavioral sciences and fine arts is required as part of undergraduate degree and certificate curricula at state colleges and universities. (See the table of *Statewide General Education Requirements.*) Specific course offerings may vary from one institution to another as the faculty at each campus designates courses that are to be included in the General Education inventory, but such courses share common characteristics essential to the study of academic disciplines.

- **English Composition.**  *Effective written communication skills are essential to prepare students to effectively and intelligently communicate in a variety of contexts.*
• **Mathematics/Analytical Reasoning.** As a cornerstone for the liberal arts, engineering, and sciences, mathematical/analytical reasoning skills are an essential component of all disciplines.

• **Natural Sciences.** Natural sciences study both life and physical sciences in an approach to understanding the universe by studying objects, phenomena, laws of nature and the physical world.

• **Humanities.** Humanities offer a broad-based study of cultural traditions and the human condition, including everything from language, literature and religion to history, philosophy and communication.

• **Social/Behavioral Sciences.** Social and Behavioral Sciences study human behavior and the relationship between individuals and their societies.

• **Fine Arts.** The Fine Arts provide an opportunity to explore and to value aesthetic creation and form as an essential means of conceiving and expressing the human experience.

In addition to specifics of this policy, all applicable general education requirements of the Southern Association of Colleges and Schools Commission on Colleges shall apply.

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### 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>
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<tr>
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<td>Half time</td>
<td>Fall/Spring</td>
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<tr>
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<td>Fall/Spring</td>
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<td>Fall/Spring</td>
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<td>Summer</td>
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<tr>
<td>Three-quarter time</td>
<td>Summer</td>
</tr>
<tr>
<td>Full time</td>
<td>Summer</td>
</tr>
</tbody>
</table>

### 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.

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 syllabus 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.

**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

**Course Cancellation**

Louisiana Delta Community College 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, Division Chair, or Program Director.

**Course Load**

Only an exceptional student, upon approval from the Program Director or 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 LDCC must present their ACT/SAT, Accuplacer/Next Generation Accuplacer placement exam scores, or official 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. Once a sequence is started the student can not test out of the developmental course sequence by retaking the placement exam.

**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-Service (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 during add/drop period. 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 unless the student has approval from his or her Division Chair. 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 and will be used in the calculation of tuition and fees.

Withdrawal/Resignation

Students may withdraw from courses or resign from the college with a grade of "W" up to the deadline published in the Academic Calendar. After the published date, students may not withdraw from courses. (If extenuating circumstances exist, a student may appeal his or her Division Chair.) Students who stop attending classes without officially withdrawing will receive an "F" in those 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. All students who plan on resigning and have received student aid must check with the Financial Aid office for resignation instructions.

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 failing grade will be assigned to them.

Grading System

Definitions:

**Attempted Hours** – Attempted hours are those hours for which a student registers and does not drop during the drop/add period when registered courses that are dropped do not become part of the academic record. After the drop/add period, all courses become part of the academic record whether the course is withdrawn with a grade of "W" or graded at the end of the semester/term. In addition, all transfer credit articulated will be included in attempted hours and also in earned hours and/or GPA hours based on the grade received. Attempted hours are used in determining financial aid eligibility and is determined by the Financial Aid Office personnel.

**Passed/Earned Hours** – Earned hours are those hours on the academic record that have a grade of A, B, C, D, S, P, or CR. Earned hours determines a student's classification as a freshman or sophomore. Earned hours are used to determine eligibility to receive a degree or award. Academic areas determine which courses can be used to satisfy requirements toward a specific degree or award.

**Quality Points** – Quality points are awarded based on the letter grade that you earn in a class. These points are then directly used to calculate your GPA which is used to determine academic standing for future enrollment. The breakdown of points earned for each letter grade is as follows:
A = 4 points per credit hour
B = 3 points per credit hour
C = 2 points per credit hour
D = 1 point per credit hour
F = 0 points per credit hour

**GPA Hours** – GPA hours are those credit hours for which a student registers and receives a grade of A – F or I. Credit courses for which a student receives a grade of "P," "CR," and "S" are included in earned hours, but not GPA hours. Semester hours for which a student registers, but later withdraws with a grade of "W" are included in attempted hours, but not GPA hours.

**GPA** - The GPA whether it be the semester GPA or the cumulative GPA are indicators of a student's success in a specific course, in a term or for the overall record for completion of an award or certificate. GPA is calculated for a specific course, term or cumulative in the same manner. To calculate GPA, divide the quality points by the GPA hours. For instance if you have pursued 12 semester GPA hours and earned 24 quality points for a specific semester/term, your GPA for that term would be a 2.0.

\[(24 \text{ QP} / 12 \text{ GPA HRS} = 2.0 \text{ GPA})\]

**Cumulative GPA Hours** - Cumulative GPA hours are all hours for which a student has registered and received a final grade of A – F or I at the college as well as all courses articulated in transfer credit.

**Adjusted GPA Hours** - Adjusted GPA hours are those credit hours for which a student registers and receives a grade of A- F or I at the home institution, excluding those credit hours removed from the calculation of the student's grade point average through a repeat/delete policy and/or those credit hours removed through Academic Amnesty.

**Adjusted Cumulative Grade Point Average** - This GPA is adjusted to exclude those quality hours and grades which have been removed from the calculation of a student's grade point average through a repeat/delete policy and/or Academic Amnesty. This adjusted cumulative grade point average is used to determine a student's academic status.

A = Excellent (90-100)
B = Good (80-89)
C = Average (70-79)
D = Below Average (60-69)
F = Failure (0-59)
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  Letter grades (i.e. RA, RB…) preceded with R indicate repeated courses, carry only attempted hours and are not counted in the GPA or earned hours.

W  Withdrawal (Shows as attempted hour, but does not impact on grade point average.)

Z  Letter grades (i.e. AZ, BZ…) with a Z suffix indicate courses marked for academic renewal, carry only attempted hours, and are not counted in the GPA or earned hours.

AU  Audit (Does not compute in GPA)

CR  Credit

### 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 GPA 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.

<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 3</td>
<td></td>
<td>= 12</td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>B = 3</td>
<td>x 3</td>
<td></td>
<td>= 9</td>
<td></td>
</tr>
<tr>
<td>SCIE 114</td>
<td>C = 2</td>
<td>x 4</td>
<td></td>
<td>= 8</td>
<td></td>
</tr>
<tr>
<td>CINS 101</td>
<td>D = 1</td>
<td>x 3</td>
<td></td>
<td>= 3</td>
<td></td>
</tr>
<tr>
<td>SPCM 110</td>
<td>F = 0</td>
<td>x 3</td>
<td></td>
<td>= 0</td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td></td>
<td></td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td>GPA Calculation</td>
<td>16 ÷ 32</td>
<td>=</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Academic Standing

There are two categories of academic status: Academic Probation and Good Standing. Louisiana Delta Community College (LDCC) will inform students of any changes in their academic status at the end of a completed semester or term. Students have the responsibility to know and understand the ramifications of their academic standing prior to the beginning of the next enrollment period. Academic Status is applicable to credit earned at LDCC. Only institutional hours are used when determining academic status.

Good Standing

Students must earn and maintain a 2.00 Adjusted Cumulative grade point average in order to be considered in good standing.

Academic Probation

Students will be placed on Academic Probation whenever their adjusted cumulative grade point averages falls below a 2.00 and grade point average hours are 15 or more.

Once an adjusted cumulative grade point average of 2.00 or higher is achieved, a student will be removed from Academic Probation and the record will reflect Good Standing status.

Academic Status for Visiting Students

LDCC does not implement academic status for visiting students since academic standing should be enforced at the student's home institution.
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 Division Chair/Program Director.

Grade Appeal

All academic appeals related to final grades received in courses must be initiated within seven (7) calendar days from the end of term date for the course within the semester. Failure to appeal within the seven (7) calendar 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. Final grades may only be appealed if at least one of the following conditions exist:

- The instructor departed substantially from his/her previously articulated written standards, without notifying students, in determining the grade.
- The instructor has imposed criteria different from those used to evaluate the academic work of other students in the class as outlined in the course syllabus.
- The instructor has demanded as a condition of passing a course a requirement not germane to the subject matter of the course.
- The instructor has made a calculation error and the student has tangible evidence to support the claim that an error was made.

Burden of Proof

The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

Procedures for Appealing a Final Grade

1) The grade appeal begins with the student submitting, in writing, an appeal to the faculty member. If the faculty member agrees that a course grade change is warranted, the faculty member will complete a "Grade Change Form", obtain the written signature of his/her division chair/program director, and forward the form to the Registrar with a copy to the Division Chair/Program Director. If the faculty member does not agree to the grade change, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.
2) If the faculty member denies the appeal or does not respond to the appeal within 5 calendar days, the student may appeal to the Division Chair/Program Director. Appeals to the Division Chair/Program Director must be made using the "Grade Appeal to the Division Chair/Program Director Form" and must be submitted within 15 calendar days of the final grade assignment. Division Chairs/Program Directors may meet with the student and/or faculty member. Division Chairs/Program Directors must respond, in writing, to student grade appeals within 10 calendar days of receipt. If the Division Chair/Program Director grants the appeal, the Division Chair/Program Director must complete a "Grade Change Form" and forward the form to the Registrar, with a copy to the faculty member. If the Division Chair/Program Director denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence.

*** ASN students must submit their grade appeals within 7 calendar days of the final grade assignment and must do so using the "Grade Appeal to the Division Chair/Program Director Form" (found on the LDCC website). ASN students will have their grade appeal reviewed by the Nursing Faculty Association's Appeals Committee. The Committee must respond, in writing, within 7 calendar days of receipt of the appeal***

3) If the grade has not been resolved through meetings with the faculty member and Division Chair/Program Director, the student may appeal to the Vice Chancellor of Academic Affairs. Appeals to the Vice Chancellor of Academic Affairs must be made using the "Grade Appeal to the Vice Chancellor of Academic Affairs Form" and must be submitted within 5 calendar days of notification from the Division Chair/Program Director that a grade appeal has been denied. The Vice Chancellor of Academic Affairs may meet with the student, Division Chair/Program Director, and/or faculty member. The Vice Chancellor of Academic Affairs must respond, in writing, to student grade appeals within 10 calendar days of receipt, notifying the student, faculty member, and Division Chair/Program Director on the correspondence. If the Vice Chancellor grants the appeal, he/she must complete a "Grade Change Form" and forward the form to the Registrar, with a copy to the Division Chair/Program Director and the faculty member. If the Vice Chancellor of Academic Affairs denies the appeal, his/her written response to the student must explain why the appeal is being denied. Email will suffice as written correspondence. The Vice Chancellor's decision will be final and binding.

Repeating Coursework

Policy

The highest grade earned at Louisiana Delta Community College or another accredited institution will be used to determine acceptability of the course for prerequisite and degree requirements. All attempts of the course where a lower grade was earned will be flagged as repeated and maintained on the academic record in the attempted hours, and the highest attempt will be computed in attempted hours, passed/earned hours, quality points, grade point average hours, and grade point average.

Professional programs within the College may set specific rules regarding the treatment of repeat courses in calculating the grade point average necessary for entry into the graduation from those programs. Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to course withdrawal and course repeats which are more stringent than those described here. It is the student’s responsibility to verify the effects of his/her enrollment and/or withdrawal upon financial aid.

Procedure
Upon completion of the class, once the new grade is posted, the repeated course or will be excluded (marked with an E on SHACRSE) and the new grade will be included (marked as I). The original grade remains on the transcript, but is marked as repeated and removed from the GPA calculation.

This policy is retroactively applied to all students.

**Grade Reports**

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. Grade reports are available on LoLA Self Service. Questions about the information on the grade report should be directed to Enrollment Services.

**Scholastic Honors**

**Chancellor's List:**

At the end of each regular semester, the Chancellor's List is published recognizing those full-time students enrolled in at least 12 semester hours who earn a semester GPA of 3.75 or higher.

**Honor's List:**

At the end of each regular semester, the Honor's List is published recognizing those full-time students enrolled in at least 12 semester hours who earn a semester GPA of 3.50 to 3.74.

**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/Division Chair holds initial responsibility to determine the application of transferable course work to a degree program.

An official degree audit must be requested from the advisor upon the completion of 42 semester hours for a program of 60+ hours. If the program is less than 60 hours, the degree audit will be completed upon completion of 75% of the required hours for the program. 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.

The College highly encourages all students to meet with an advisor to verify they are meeting all graduation requirements. However, it is the responsibility of the student to make sure he/she is meeting all certification requirements based on the College Catalog curriculum.
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 or a technical diploma and maintained a cumulative grade-point average of 3.5 or above will receive honors recognition in the commencement program as noted below:

- 3.50 – 3.69 Cum Laude
- 3.70 – 3.89 Magna Cum Laude
- 3.90 – 4.0 Summa Cum Laude

Delta also recognizes students earning a grade point average of 3.0 - 3.49.

Associate Degree Graduation Requirements

A candidate for an Associate's 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.
- Complete a minimum of 25 percent of the semester hours required for the degree through instruction at Delta. Appeals to this rule may be made with the VCAA.
- Complete the required coursework for the degree with the grade of a "C" or higher.
- 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.
- Participating in commencement exercises is not mandatory, but encouraged to all graduates.
Technical Diploma Graduation Requirements

A candidate for a Technical Diploma 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 the required coursework for the diploma with the grade of a "C" or higher.
- Complete the required General Education courses with the grade of "C" or higher.
- Complete a minimum of 25 percent of the semester hours required for the degree through instruction 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.
- Participating in commencement exercises is not mandatory, but encouraged to all graduates.

Concurrent Degrees or Diplomas

Students can receive two credentials - degrees or technical diplomas - both awarded at the same time. Prior to completing requirements for the two credentials, students must notify the Division Chair of their program of their intent to complete both programs.

To earn concurrent credentials, students must meet all graduation requirements for the concurrent/second credential: if the two credentials are associate degrees, students must earn at least 15 additional semester hours for a second associate degree in a second major. Earned credit hours cannot apply toward the first degree or technical diploma. In degree programs where there are several concentrations, a different concentration is not considered a second degree, and therefore cannot be used to earn a degree twice.

Note that students completing the requirements for an associate degree in which a technical diploma and/or certificate credentials are embedded, or a technical diploma in which certificate credentials are embedded, will be awarded each certificate, technical diploma and/or associate degree.

The completion of multiple credentials embedded within a single technical diploma or associates degree is not considered to be concurrent completion.

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 one regular semester, the student must reapply for admission and 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. A Change of Major form must be completed with academic advisor and turned in to Enrollment Services.

The Change of Major form can be downloaded in the Student Resources section on the school website.

Student Records

Admissions Office

The Director of Recruitment and Admissions oversees the operation of the Admissions Office personnel, policies, and procedures. The main functions of this office are to take applications for admissions, collect other required admission documents, and evaluate credentials. Placement testing is conducted by the Testing Center 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 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 electronic requests. Transcripts will not be sent to a third party without an electronic release signed by the student unless the request is from an authorized agency of the government. Students must notify Enrollment Services of any legal name changes. Changes in mailing address or phone number can be updated through the student's Lola account. Students are held responsible for all communications sent by the College to the last address provided.

Change of Name

The only acceptable document to verify a name change is presenting the name change on an official social security card. The student can bring the official social security card to their campus Enrollment Services.

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. A student can change his or her preferred email address through his or her Lola account. 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.

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### Requesting Official Transcripts

All current and previous students of Delta or NELTC can request their official college or GED transcript through the school website, [https://www.ladelta.edu/academics/student-resources/request-a-transcript/](https://www.ladelta.edu/academics/student-resources/request-a-transcript/)

**PLEASE CONTACT THE CAMPUS YOU ATTENDED IF YOU HAVE ANY QUESTIONS.**

Bastrop 318-283-0836  
Lake Providence/Tallulah 318-574-4820  
Ruston/Farmerville 318-251-4145  
West Monroe 318-397-6100  
Winnsboro 318-435-2163  
Monroe 318-345-9003  
Jonesboro 318-251-4145
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.

Intellectual Property

While the Louisiana Community and Technical College System and Louisiana Delta Community College recognize that research and scholarship should be encouraged without regard to potential gain from licensing fees, royalties, or other income, the System and College also recognize 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.

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 assist with 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.

Academic Renewal

Delta provides students the opportunity to renew their academic record. The student must not have been enrolled in college level course work for two consecutive years (24 months), 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 and cannot be declared for any period that was previously used for an awarded credential.

The following standards apply:

• The student must submit an application for admission, submit an official transcript from those colleges from which the student desires to use credits for placement, completion of degree requirements, or as directed by specific programs (i.e. nursing) (excluding Delta), and be admitted to the College.

• The student must submit a request for Academic Renewal along with supporting documents to the Enrollment Services Office before or during the first semester of enrollment.

• If Academic Renewal is not declared during the first term of enrollment, the student can retroactively request Academic Renewal to be effective the first term of attendance in an active term without any gaps in attendance and
must have maintained a minimum of a 2.0 term GPA for every term up to the date of the application for Academic Renewal. In addition, if Academic Renewal is declared using this process; only those courses prior to the two-year lapse of enrollment will be considered for renewal.

• The student must also submit a letter of explanation to include evidence that there is reasonable expectation of future satisfactory performance.

• Enrollment Services reviews the academic record to determine eligibility to be considered for Academic Renewal.

• If Enrollment Services determines that the student is eligible to request Academic Renewal, the application will be submitted to the appropriate academic division chair/campus director for review and consideration.

• Delta will recognize Academic Renewal granted by other institutions in the LCTCS System without appeal of acceptance.

• Delta MAY recognize Academic Renewal from institutions outside the LCTCS System, but the student must submit a request to apply it to his/her record.

• A non-LCTCS institution may choose to accept or deny the transfer of Academic Renewal granted by Delta. Students are encouraged to investigate the Academic Renewal policy if they plan to transfer to another institution.

• Applying for Academic Renewal does not ensure approval.

• If student is approved for Academic Renewal, the actual implementation of Academic Renewal will be contingent upon successful completion of course work (with a semester GPA of no less than 2.0) during their first term of enrollment (after approval) to ensure academic success. It will be the student's responsibility to return to Enrollment Services for review of the academic success. If the semester average is less than a 2.0, Academic Renewal will not be implemented on the student's academic transcript and the approval for Academic Renewal will be null and void.

• If the first term of enrollment after appeal for Academic Renewal is successful with a semester GPA of no less than 2.0, Academic Renewal will be implemented on the academic transcript. Only credits with grades of A, B, C, S, P, and CR will remain as credits earned to be used to satisfy requirements for awards and will be used in the cumulative GPA.

• All other grades (considered unsuccessful passes) will be flagged for Academic Renewal. These credits will be excluded from earned and GPA hours and will not be used in the GPA. In addition, these credits will not be used to meet graduation requirements.

• These credits, however, will remain on the transcript as attempted hours and will be used to determine eligibility for financial aid. A student who receives Academic Renewal may or may not be eligible for financial aid at Delta. Contact Financial Aid for more information.

• A student who received Academic Renewal will have the total cumulative grade point average (including courses waived by Academic Renewal) considered for academic honors awarded at graduation.

• If granted, Academic Renewal will be noted on the academic transcript.

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

A copy of the Petition for Academic Renewal can be located at the link below.

https://www.ladelta.edu/sites/default/assets/File/STUDENT_RESOURCES/Petition-for-Academic-Renewal.pdf
Transfer Credit Policy and Procedure

Transfer Credit

LDCC 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 Division Chair.

All prior official transcripts received that are from regionally accredited institutions of higher education will be recorded on the student's permanent record. LDCC will compute the grade point average in the same manner as is done for a LDCC student. All credits earned at regionally accredited schools are accepted and will be articulated as transfer credit; however, not all credits earned may be applied toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

- Acceptance of courses more than 10 years old to meet degree requirements is determined by the appropriate Division Chair in conjunction with the Academic Advisor
- Acceptance of courses that are not equivalent to courses taught at Delta is determined by the appropriate 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:
  - 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.
- Students are not required to provide transcripts from other institutions. If a student wants to use any of the grades they earned or courses they completed while attending another accredited institution towards placement or degree completion, they will need to request an official transcript to be sent to Delta prior to their first term of attendance.
- Transcripts for degree seeking students will be evaluated during the first semester at Delta by the Division Chair in conjunction with the Academic Advisor.
- Official transcripts must be received within 30 days from the beginning of the start of a transfer student's first term of attendance.
- Transcripts received by the deadline will be articulated and calculated into the cumulative grade point average by the last week of the first half part-of-term.
- A grade of "C" or better is required to meet pre-requisite or program requirements.
- The Louisiana Board of Regents for Higher Education Student Transfer Guide for General Education Articulation Matrix will be used to determine course equivalencies for the general education courses from all Louisiana public colleges and universities, as well as individual transfer guides from institutions with which LDCC has entered into transfer agreements.
- Transfer credits from non-regionally accredited institutions are not generally accepted at LDCC. A request for a review of this type credit may be made to the appropriate Division Chair.

Lifespan of Coursework
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 coursework will be transferred to Delta for purposes of establishing grade point average and admission status. Any questions of institutional accreditation, faculty credentialing or, if the course is over ten years old, will automatically be referred to the appropriate Division Chair 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 Division Chair prior to registering for the correspondence course.

Credit for Prior Learning

Credit for Prior Learning (CPL) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. LDCC awards credit for non-traditional learning based on results of national tests such as CLEP, AP, DANTES, and other extra-institutional examination programs; the institution's faculty-developed credit by examinations; 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 Credit for Prior Learning -

"The purpose of this policy is to establish means for awarding college credits to students who are enrolled in a degree or certificate program within the LCTCS through the use of evidence of experience already acquired that meets the course objectives. Students will receive credit for demonstrated mastery of learning objectives that are equivalent to the learning objectives of courses offered for credit. Such non-traditional means may include – but are not limited to –

- CLEP, AP, DSST, credit for past learning and/or life experiences
- Military training documented in the Joint Services Transcript or other official military records
- Industry-based certifications
- Portfolio assessment of college level learning acquired through work experiences
- Non-academic instruction evaluated by the American Council on Education (ACE)
- State or National certification or licensure
- 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 Division Chair.

- Requisite criteria for evaluation for Professional Certification Credit are determined by the Division Chair 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 Registrar's office. 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 a 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, diploma, 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.

- 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 LDCC

Prior Learning Credit refers to college-level examinations delivered by a third-party vendor that allow students to receive college credits in certain courses. Types of Prior Learning Credit 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 (DANTES)** - 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 Joint Service Transcript and DD Form 214.

- **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.

- **National Career Readiness Certificate (NCRC)** - Students who have earned a National Career Readiness Certificate (NCRC) during the past three years may receive credit for SPPR 2991. To earn the NCRC, students must take and pass the three WorkKeys assessments—Applied Math, Graphic Literacy, and Workplace Documents. Students will need to submit a copy of the NCRC certificate or a copy of the official score reports for each part of the assessment.

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. The form can be located here, https://www.ladelta.edu/sites/default/assets/File/STUDENT_RESOURCES/LDCC-Request-for-Prior-Learning-Credit18Aug17.pdf

### Credit by Examination (CBE)

Credit by examination is available for select courses. A student with prior occupational or educational experience may earn credit for courses in certain LDCC courses which are in the student's program. A challenge examination is given to students who wish to seek credit for a course through a procedure other than normal class instruction or transfer of credit from another post-secondary institution. Challenge examinations will be given only in exceptional situations when a student meets eligibility requirements. Not all courses are eligible for challenge exam. Students are encouraged to consider CLEP subject exams.

- The Division Chair determines if credit for the course may be obtained by challenge examination, and notes decision on the Credit for Prior Learning form.
- If approved, the academic supervisor will notify the student. The student must confirm agreement of the prescribed challenge exam and pay a non-refundable examination/transcription fee.
- Upon completion of the prescribed challenge exam, the material will be evaluated.
- The Division Chair will submit the Credit for Prior Learning form and testing documentation to the Registrar's office.
- If the student successfully passes the exam, the credit will be posted to the student's academic record.

**Regulations governing the challenge examinations:**

- Challenge credit is available only to students admitted to and enrolled as a student at LDCC.
- A student will not be permitted to take a challenge examination if the student has:
  - Audited course
  - Taken the course previously
  - Received credit for a higher course in a series or sequence
  - Previously challenged the course through challenge examination
- A passing grade for a challenge will appear on the transcript as "CR" for pass credit. Credit earned through challenge examinations is not used in the computation of the student's attempted hours, quality points, or cumulative grade point average, but may be counted as credit toward the degree for graduation.
- Request for a challenge examination must be received by the end of the second week of the semester. Examination is taken after payment is received and completed by the end of the fourth week of the semester, unless otherwise approved by the Registrar.

### College Level Examination Program (CLEP)

LDCC awards credit through CLEP (College Level Examination Program) in accordance with the score equivalencies recommended by the American Council on Education. The grade of "CR" will be assigned to all course work completed through CLEP.
Credit will be awarded as indicated on the chart below.

<table>
<thead>
<tr>
<th>CLEP SUBJECT</th>
<th>Minimum Score</th>
<th>LDCC Course Equivalent</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
<td></td>
<td></td>
</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>
<td>50</td>
<td>BUSN 231</td>
<td>3</td>
</tr>
<tr>
<td>Principals of Management</td>
<td>50</td>
<td>BUSN 210</td>
<td>3</td>
</tr>
<tr>
<td>Principals of Marketing</td>
<td>50</td>
<td>BUSN 201</td>
<td>3</td>
</tr>
<tr>
<td><strong>COMPOSITION AND LITERATURE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENGL 203/ENGL 204</td>
<td>3</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>ENGL 205/ENGL 206</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENGL 201/ENGL 202</td>
<td>3</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>ENGL 101/ENGL 102</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>HUMN 201/HUMN 202</td>
<td>3</td>
</tr>
<tr>
<td><strong>WORLD LANGUAGES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language, Level 1 Proficiency</td>
<td>50</td>
<td>FREN 101/102</td>
<td>6</td>
</tr>
<tr>
<td>Spanish Language, Level 1 Proficiency</td>
<td>50</td>
<td>SPAN 101/SPAN 102</td>
<td>6</td>
</tr>
<tr>
<td><strong>HISTORY AND SOCIAL SCIENCES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>POLI 110</td>
<td>3</td>
</tr>
<tr>
<td>History of U.S. I: Early Colonization to 1877</td>
<td>50</td>
<td>HIST 201</td>
<td>3</td>
</tr>
<tr>
<td>History of the U.S. II: 1865 to Present</td>
<td>50</td>
<td>HIST 202</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>PSYC 236</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 English 101 to students who meet the following minimum criteria for ACT or SAT scores earned in a single test:

**English 101**
- An ACT English score of 28 or above and an ACT Composite score of 25
- 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 meet the following minimum criteria for ACT or SAT scores earned in a single test:

**MATH 110**
- An ACT Math score of 26 or higher
- An SAT Math score of 600 or higher

*Credit is awarded only for official scores sent directly to LDCC 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, 102, 103, 104</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 110, 120</td>
<td>6</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</td>
<td>3</td>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>or English 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>Spanish Language</td>
<td>3</td>
<td>SPAN 101, 102</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, 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</td>
<td>4</td>
<td>PHYS 201, 220</td>
<td>6</td>
</tr>
<tr>
<td>Physics C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSYC 201</td>
<td>3</td>
</tr>
<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, 102</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Students who are admitted to Louisiana Delta Community College 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 Bursar's office with regards to tuition, fees, fines, etc.
- Follow dates and deadlines on the academic calendar for advising, registration, and payment.

Assessment and Placement

Students seeking to enroll at LDCC are not required to provide placement examination scores at the time of admission. However, the purpose of the placement exam is to measure a student's academic level to determine a student's need for developmental education course(s) in math, English, or reading. Individual courses and select degrees may have academic placement requirements. If a student seeks to enroll in a college level course, the student must satisfy one of the following:

- Provide ACT, SAT, Compass, or Accuplacer scores at or above the pre-requisite requirements.
- Successfully complete the pre-requisite coursework at Louisiana Delta Community College with a grade of "C" or higher.
- Provide an official transcript from a regionally accredited university documenting successful completion of the equivalent pre-requisite coursework with the grade of "C" or better.

Students failing to meet one of these requirements will be required to start at the 095 level for all mathematics, English, or reading courses.

Click here to view placement test score table.

Practical Nursing

The Practical Nursing program requires applicants to place at a minimum score on the Next Generation Accuplacer. Click here to view the practical nursing placement table.

Applicants to the Practical Nursing Program may retest for program/course placement (after a waiting period of a minimum of 5 business days) a maximum of two times prior to developmental course placement (three times total). After three unsuccessful attempts, a student must enroll in a developmental education course or complete 40 clock hours of developmental instruction from the LDCC's Center for Adult Development. Upon successful completion, the student is eligible to retest. If the student does not attend and complete the developmental course or 40 clock hours of instruction, the waiting period for the exam will be three years.
Uniformed Service Mobilization

PURPOSE

In compliance with the policy 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, LDCC has adopted the following procedures to help minimize the effects of this disruption as much as possible.

Louisiana Board of Regents Academic Affairs Policy: 2.21

Uniformed Service Mobilization

A.A. 2.21 Approved: 26 August 2015

In order to qualify under the provisions of this policy, students must present to the registrar or other appropriate college/university official a copy of military orders indicating their mobilization or activation. Students should contact the Division Chair of their degree as soon as they are in receipt of their orders. The Division Chair will inform them of the procedures to be followed. If, due to time constraints between the time of notification and the time of actual mobilization or activation, the students cannot present their orders as required, the parents, guardians, or spouse of the student may do so.

I. Awarding of Academic Credit/Grades

A. Students in the uniformed services who are mobilized/activated during a semester or term will be given the option of either: (1) complete withdrawal from the college or university for the semester; or (2) withdrawal from or continuation in individual courses within the college or university upon a determination that institution guidelines are met and that it is educationally sound to allow such continuation. Students who choose to remain enrolled in some or all courses should be provided reasonable support to ensure that the pursuit of education is disrupted to the minimum extent possible and that no undue penalties are assessed due to a military call to service.

B. Course Withdrawals. When mobilization/activation occurs prior to the college or university census date, mobilized students who withdraw will incur no penalty or grade in any course. Those who withdraw from all courses will be given a complete withdrawal from the college or university (with 100 percent refund of tuition and fees which have been paid, including student insurance and other non-refundable fees). After the census date, mobilized students who withdraw from a course shall receive a grade of “W” in the course and 100 percent refund of course-related tuition and fees which have been paid, excluding student insurance fees and other non-refundable fees. When possible, transcripts should be annotated to reflect that the resignation is the result of activation for military duty. Room and board payments will be refunded on a prorated basis, regardless of the date of involuntary mobilization/activation.

C. Continued Enrollment After Involuntary Mobilization/Activation. Students may choose to remain enrolled in individual courses upon a determination that it is educationally sound to allow such continuation and with the concurrence of the instructor and dean (or equivalent), as required by college or university guidelines. For courses in which enrollment is continued, institution policies should address, at a minimum, and dependent upon the date of involuntary mobilization, provisions for students to request: (a) a grade of incomplete; (b) a final grade based upon course work prior to the date of mobilization; or (c) an early final examination in order that the instructor can determine a final course grade. Those students who receive incomplete grades shall have no longer than one year after conclusion of the involuntary term of active duty to meet with university officials and work out a timetable for removing the incomplete grades.
II. Academic Status Upon Re-enrollment. When students whose enrollment was interrupted by mobilization/activation re-enroll in the same institution within one year of completion of their involuntary term of active service, the college or university will make every possible effort to place the students back into their academic studies track as close as possible to the same place they occupied when mobilized/activated. The normal readmission application fee will be waived for these students.

A. Reasonable attempts should be made to give preferential enrollment into high demand courses necessary for these students to continue their studies with as little interruption as possible.

B. Time spent on active duty should not be counted in determining the catalog under which the student must meet curricular or degree requirements; involuntary mobilization/activation will not be considered a break in continuous attendance, for catalog purposes. A person who, upon being offered separation from involuntary active duty, reenlists or otherwise voluntarily extends active duty, may be considered to have broken continuous attendance.

C. In instances of substantial change to curricula or course inventory during the period of involuntary military service, the institution shall make reasonable accommodations with substitute courses, independent study or other appropriate means. If a student's curriculum no longer exists at the time of re-enrollment, the institution shall reasonably assist the student in changing to a new curriculum or transferring to an institution where the desired curriculum is available.

III. Scholarships. A student who is mobilized/activated while holding a scholarship under the control of the college or university in which the student is enrolled shall have the scholarship, or an equivalent scholarship, reinstated upon re-enrolling at the college or university after the period of involuntary active duty so long as he/she remains otherwise eligible. This provision shall lapse if the student does not re-enroll in the same college or university within one year from the time of separation from the involuntary active duty.

IV. Books. If course textbooks are to continue being used in subsequent semesters or terms for courses from which a mobilized/activated student withdraws, colleges and universities should arrange for the purchase of these textbooks by the campus bookstore, when possible.

V. Student Grants and Loans. Students who have been awarded grants or loans and are mobilized/activated at any time during the semester or term should be advised to consult with the Financial Aid Office of the college or university they are attending in order to obtain clarification and/or further information on the status or repayment requirements of any existing grants and loans for attending college. Students on any State aid (e.g., TOPS, GO) should be urged to contact the Louisiana Office of Student Financial Assistance before leaving the campus (www.osfa.state.la.us).

Reverse Transfer Policy

PURPOSE

Louisiana Delta Community College wants to allow returning students an opportunity to retroactively earn a diploma or associate degree by transferring courses from an accredited institution.

Reverse transfer students must follow the guidelines below:

- Meet all LDCC graduation requirements, with exception to being enrolled the term of graduation. The student will only be enrolled in 'absentia' during the graduation term.
• Student will follow diploma/degree requirements under current catalog year.
• Be currently enrolled at or graduated from an accredited institution.
• Current or earned diploma/degree program cannot be in the same field of study as the diploma/degree pursued at LDCC.
• Student must complete an application for a Reverse Transfer.
• Student must reapply to the College.
• Student must complete graduation application.
• Student must meet all admission, registration, and graduation deadlines.

Student Complaint Process
In compliance with the U.S. Department of Education, the Louisiana State Board of Regents and Louisiana Delta Community College are committed to a student complaint process that is fair, timely, and effective. This policy establishes a process by which (distance education or face-to-face) students can initiate complaints against a post-secondary institution offering programs in the state of Louisiana when all other forums at the institutional level have been exhausted.

Link to policy: BoR Student Complaint Policy Ref# § 600.9 State authorization

Credit Hour Policy
10.7 SACSCOC

Louisiana Delta Community College's Determination of Credit Hours for Courses Policy:

1) defines a credit hour for all credit bearing college courses
2) provides direction for determining credit hours for credit bearing college courses
3) ensures credit hours are properly applied and assigned to courses which conform to commonly accepted practices in higher education

Academic Courses not subject to Clock to Credit Hour Conversion (Associate’s Degree programs)

In setting its annual calendar beginning and ending school dates, Louisiana Delta Community College sets a minimum of 750 minutes of seat time for one semester hour of academic course credit in traditional face-to-face courses for coursework not subject to the Clock to Credit Hour Conversion Formula. In accordance with federal regulations, a credit hour is defined as not less than one collegiate hour of classroom or direct faculty instruction per week over a fifteen week semester and a minimum of two hours out of class student work weekly (homework assignments, research, test preparation, etc.) for fifteen weeks for one semester. In addition to seat time requirements, academic courses not subject to the Clock to Credit Hour Conversion require a minimum of two hours of unsupervised work completed by the student outside of scheduled class time per week for every one semester hour of credit for that course. A course offered in fewer than 15 instructional weeks shall contain the same total hours (contact hours, preparation time, content, and requirements) as the same course offered in the standard 15-week semester.

Louisiana Delta Community College recognizes that college-level learning may be acquired in a variety of settings and can be documented objectively and comprehensively through written or performance examinations and other
academically sound procedures. With the growth of distance education; the introduction of technology in delivering instruction; and the increase in the number of special topic courses and independent study courses, the nature of contact hours has changed and requires greater flexibility. All courses not subject to the Clock to Credit Hour Conversion must be of reasonable length and include both content and contact sufficient to maintain high academic quality and standards commensurate with the credit hours awarded. The basis for such certification of learning is a valid, credible assessment system which reliably determines whether a student possesses clearly identified, standards-based knowledge, skills, and abilities.

For the purpose of awarding credit hours for distance education courses, hybrid, studio, clinical, directed study, and lab course formats, all LDCC courses not subject to the Clock to Credit Hour Conversion shall engage students for a minimum of three hours per week (homework assignments, research, test preparation, class meeting, clinical experience, etc.) not less than 2250 minutes per credit hour per week for every one semester hour of credit. Because it is difficult to measure engaged time for courses offered in hybrid or online formats, course content and learning outcomes should be matched to those established in face-to-face sections of the same courses.

**Academic Programs subject to Clock to Credit Hour Conversion (Technical Diploma Programs/Certificates)**

For courses in programs that are subject to the Clock to Credit Hour Conversion Formula (programs that do not lead to an Associate's degree), LDCC follows the Federal Department of Education Guidelines regarding Gainful Employment (GE) Program student contact hours. Credit hours for courses meeting the GE criteria will be determined based upon 37.5 contact hours per one credit hour if no unsupervised outside-of-class work is included in the course. If the course does require substantial outside-of-class work to be completed at a ratio of 7.5 hours per one credit hour then the credit awarded for that course will be based upon 30 contact hours per one credit hour. Documentation of unsupervised outside-of-class work must be contained within the syllabus for that course along with an appropriate list of assignments to demonstrate compliance with Federal Department of Education Guidelines regarding Title IV funding.

For the purpose of awarding credit hours for distance education courses and other alternative formats (hybrid, studio, clinical, directed study, and labs) which are applicable to GE programs and subject to the Clock to Credit Hour Conversion shall engage students for a minimum of 37.5 hours per credit hour. Because it is difficult to measure engaged time for courses offered in hybrid or online formats, course content and learning outcomes should be matched to those established in face-to-face sections of the same courses.

Note: Programs governed by separate accreditation bodies or state boards (i.e. LSBNE) must adhere to special guidelines stipulating program length or contact hours in a particular course. For these programs, the aforementioned policy regarding the clock to credit conversion will serve as the minimum. These programs may have student engagement time in excess of 37.5 hours per credit.
Admissions

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Admissions Policy

As a member of LCTCS and in compliance with the admission policy established by LCTCS policy #1.004 (effective 06/08/2016) and the Louisiana Board of Regents minimum admissions standards (effective April 2016) and Louisiana Legislature, LDCC has an open admissions policy. As such, anyone who meets admission requirements may enroll and register for eligible coursework, and will be classified as a student upon admission to the college.

Any person 17 years or older, regardless of prior academic preparation, will be fully admitted as long as the following criteria are satisfied:

1. The person has completed and submitted an application for admission;
2. The person has provided proof of selective service registration as required by Louisiana R.S. 17:3151; and
3. The person has satisfied the requirements of Louisiana R.S. 17:170 related to the immunization of persons entering school.

Some educational programs may have additional requirements for admission into the program in order to achieve program or industry accreditation standards; however, these requirements will not have an impact on full admission to LDCC. This policy applies to the following student types: first-time freshman, transfer, non-matriculating, and returning students. This policy does not apply to dually enrolled high school students and international students. Please refer to LDCC policy ES_101.1 Admissions, Dually Enrolled High School Students and policy ES_101.2 Admissions, International Students.

All eligible persons are assured equal opportunity for admission 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. Certain programs within the college may require additional admission standards in order to achieve program or industry accreditation standards.

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

Admission Requirements

Students seeking admissions to LDCC must follow these guidelines and requirements:
• Completed an Application for Admission
• Proof of Immunization Compliance
• Proof of Registration with Selective Service for those students required to register

Please note that official ACT scores or Accuplacer Placement Survey results may be needed for program entry and advising and placement purposes. If a student is transferring, official transcripts are not required from all post-secondary schools attended; however, if the student wants to be advised and use any prior credit from any post-secondary institution, the official transcript is required. The College will articulate any transcript received from a post-secondary institution.

Admissions without High School Diploma or Equivalency

Students who have not earned a high school diploma or equivalent may still be admitted to the College. However, students that have not earned a high school diploma or equivalent may be denied entry into a particular program that requires such. The application for admissions, immunizations and if male and 18 years of age, proof of Selective Service registration is required.

Student Types and Admission Requirements

First Time Freshman

A First Time Freshman is a high school graduate or recipient of a High School Equivalency (HiSET or GED) or one who has never attended a prior institution of higher education, except as a dual-enrolled or collegiate student. Students are required to complete the Application for admissions, submit immunizations and if male and 18 years of age, proof of Selective Service registration.

Transfer Student

A Transfer Student is a student who has been enrolled previously at another post-secondary institution. The application for admissions, immunizations and if male and 18 years of age, proof of Selective Service registration is required. Students who have attended another college/university prior to applying for admission to LDCC may provide official college transcripts from all previously attended institutions. Transfer students may be required to provide Official ACT scores or take the Accuplacer Placement Survey to determine if developmental course work will be required as a prerequisite to English 101, Math 110 (College Algebra) or 200 level courses.

For transfer students to be eligible for ENGL 101, they must have:

• Scored an 18+ in English on the ACT or,
• Scored at least a 70 on the Compass Writing Assessment or,
• 86-117 on the Classic Accuplacer Assessment or,
• 250+ on the Next Generation Accuplacer Assessment or,
• Successfully completed ENGL 099 (or its equivalent) or,
• Students who have attempted ENGL 101 at an accredited institution may be required to provide ACT or Accuplacer scores to support placement in this class.

For transfer students to be eligible for College Algebra they must have:

Scored a 19+ in Math on the ACT or,

• Scored at least a 40 on the Algebra section of the COMPASS or,
- 45-98 in the College Level Math section of the Classic Accuplacer or,
- 263+ in the Quantitative Reasoning, Algebra & Statistics section of the Next Generation Accuplacer or,
- 250-275 in the Advanced Algebra and Functions (AAF) section of the Next Generation Accuplacer or,
- Successfully completed MATH 099 (or its equivalent).
- Students who have attempted college level math at an accredited institution may be required to provide ACT or COMPASS scores to support this placement.

Delivery of transcripts will be accepted by the following means; electronically from the prior institution, or delivered in a sealed, unopened envelope to Enrollment Services.

**Returning Student**

An applicant who previously attended LDCC, but whose enrollment was interrupted for a minimum of one fall or spring semester will be classified as a Returning student. The student is required to submit a new application for admissions prior to enrollment.

**Visiting Student**

A student who is enrolled at one post-secondary institution who wishes to enroll concurrently at LDCC, or who intends to enroll at LDCC 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 LDCC. Once LDCC becomes this student's primary or sole institution, the Visiting student will need to reapply to the College as a Transfer student.

**High School Student - Dual 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 High School Dual Enrollment Program. The application for admissions, Signature Page completion, copy of high school transcripts, Pre-ACT test or ACT test scores, immunizations if taking classes on the College campus, and if male and 18 years of age, proof of Selective Service registration is required.

Students must be at least 15 years of age by the first day of the semester in which the student participates in Dual Enrollment. Students classified as a Sophomore are eligible to take one Dual Enrollment class per semester. 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 a composite ACT score of 19 or higher (Pre-ACT or SAT equivalent) and have at least a 2.5 GPA are eligible for general education courses. Students who earn an 18 in English, 19 in Math and 18 Composite score and have at least a 2.5 GPA are eligible for enrollment in college level math and English. The ACT and GPA requirements listed apply to courses for the academic pathway.

The minimum requirements for the technical career pathway are a GPA of 1.75 or ACT of 13 in Math, English, and Reading and to be currently enrolled in high school Math and English classes.

**International Students**

LDCC 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. Therefore, the College does not admit International students.
Admission Statuses

**Fully Admitted**

The applicant who has submitted proof of immunizations and Selective Service documentation will be fully admitted.

**Provisional Admission**

The applicant who has not submitted required documents.

Cross/Dual Enrollment Agreements

LDCC 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 included 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

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 15 years of age by the first day of the semester in which the student participates in Dual Enrollment. Students classified as a Sophomore are eligible to take one Dual Enrollment class per semester. 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 enrolling in dual-credit courses must satisfy the eligibility requirements set by the Louisiana Board of Regents (see BOR Academic Affairs Policy 2.22). Students who earn a composite ACT score of 19 or higher (Pre-ACT or SAT equivalent) with subscores of a 19 in Math and 18 in English and have at least a 2.5 GPA are eligible for general education courses. Students who have not yet taken the ACT may qualify via Pre-ACT with an 18 in English and a 19 in Math or the Aspire exam with a 433 in English and a 431 in Math. The ACT and GPA requirements listed apply to courses for the academic pathway.

Students who meet other readiness indicators but have less than an 18 in ACT English may be allowed to enroll in mathematics courses for Dual Enrollment if they are concurrently addressing their reading/writing deficiencies, as verified by the high school principal. Students who meet other readiness indicators but have less than a 19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses for dual enrollment if they are concurrently addressing their mathematics deficiencies, as verified by the high school principal. Students may concurrently address deficiencies by continuing to complete core classes, participate in online subject area reviews before retaking assessment, or after completing at least three core English/math courses, enrolling in a Board of Elementary and Secondary Education (BESE) approved HS transition or college developmental course for which a grade of a C or better will be equivalent to the required ACT.

The minimum requirements for the technical career pathway are a GPA of 1.75 or ACT of 13 in Math, English, and Reading and currently enrolled in high school Math and English classes.

LDCC 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.
Articulation of Course Credit

LDCC 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.

LDCC has a crosswalk listing transferable courses to local universities. LDCC 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.

New Student Orientation

LDCC hosts Quest, our new student orientation program, 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 LDCC policies and procedures, and to introduce the programs and services that are available.

Applicant Grievance Procedure

LDCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed.

3.01 Definitions

3.01:01 Grievance -Defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation.
3.01:02 *Discrimination Complaint* - Written complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, gender, sexual orientation, or disability.

*Student Grievant* - Individual enrolled in academic courses part-time, full-time, "credit," or "audit" who files the grievance.

3.01:03

*Applicant Grievant* (under ADA) - Applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status.

*Respondent* - Person alleged to be responsible for the violation.

3.01:05

3.01:06 *Day* - Working days in which the College is open for business, excluding holidays and week-ends.

Student files a written grievance. Forms are available from the Department of Student Success Services and/or the Office of Human Resources.

3.02:01

3.02:02 Student grievant submits written grievance to the Department of Student Success Services within 10 days after the attempt at informal resolution has failed. The grievance must include name, nature, and date of alleged violation; names of persons responsible (where known); and requested action.

Dean of Student Success Services/Campus Director notifies respondent within 10 days and asks respondent to:

a. Confirm or deny facts;
b. Indicate acceptance or rejection of student or applicant requested action;
c. Outline alternatives.

3.02:03

3.02:04 Within 10 days, respondent submits answer to the Dean of Student Success Services/Campus Director.

3.02:05 Within 10 days after receiving respondent's answer, the Dean of Student Success Services/Campus Director Services refers the written complaint and the respondent's to the Appeals Committee.

3.03 **Disciplinary Hearing Procedures**

The Grievant and Respondent meet with the Appeals Committee, who conducts the hearing. In cases of academic related grievances, the appropriate Academic Division Chair is notified.

3.03:01
Within 10 days after the hearing, the Appeals Committee issues a written decision to the student or applicant.

If the Grievant or Respondent is not satisfied with the decision, he/she must notify the Dean of Student Success Services/Campus Director within 10 days and must request a hearing with the Governing Board.

Within 10 days after receiving the request, the Dean of Student Success Services/Campus Director the Governing Board to establish a hearing date. The hearing is to be conducted within 30 days from the date of notification to the Governing Board.

Board of Supervisors
Louisiana Community & Technical College System
265 S. Foster Dr.
Baton Rouge, LA 70806-4104
Phone (225)922-2800

3.04 Rights of the Grievant and/or Victim

The grievant and/or victim shall be informed of the due process rights as outlined below.

The grievant and/or the victim have the right to a closed hearing.
3.04:03 The grievant and/or the victim have the right to appear at the hearing alone or with an attorney, advisor, or friend. The attorney, advisor, or friend may advise the defendant or victim but may not address the committee, witnesses, or other parties.

3.04:04 The grievant has the right to know what documentary evidence will be offered against him/her.

3.04:05 The grievant has the right to know the identity of each witness who will testify against him/her.

3.04:06 The grievant and the Dean of Student Success Services/Campus Director have the right to offer evidence.

3.04:07 The grievant has the right to argue on behalf of himself or herself.

3.04:08 Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals.
3.05 General Provisions

3.05:01 Grievance records will remain confidential unless permission is given by the parties involved to release such information. Grievance records are destroyed at the end of the semester in which the case is resolved.

3.05:02 LDCC will not tolerate any type of discipline or retaliation, direct or indirect, against any person who, in good faith, files a complaint or responds to questions in regard to having witnessed a prohibited incident.

3.05:03 False charges are treated as serious offenses and may result in disciplinary action.

Financial Aid

Federal Direct Loan Counseling

Federal Direct Student Loan Master Promissory Note (MPN) and Credit Check

Federal Supplemental Educational Grant (FSEOG)

Federal Work Study Program

Return of Title IV Funds Process for Federal Financial Aid

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) Appeal Procedure

The Office of Financial Aid
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 LDCC because of financial limitations.

Federal financial assistance and scholarships are available for degree-seeking students. 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!

**How to Apply for Federal Student Aid**

**APPLY** for Admission at Louisiana Delta Community College. Students applying for financial aid at LDCC must be enrolled in a certificate and/or degree program to be eligible for financial aid.

**COMPLETE and SUBMIT** the Free Application for Federal Student Aid (FAFSA). The FAFSA is free and quick, and it gives you access to the largest sources of financial aid to pay for college. Many states and colleges use your FAFSA data to determine your eligibility for state and school aid, and some private financial aid providers may use your FAFSA information to determine whether you qualify for their aid.

The FAFSA is available online at www.fafsa.gov starting on October 1st every year. You have to submit a FAFSA every year you are in school in order to determine eligibility for federal student aid. You sign your application electronically using your federal student aid Federal Student Aid Identification (FSA ID). If you do not have a FSA ID, you can apply for one at the same time you complete your FAFSA. If you are dependent, your parent(s) should apply for an FSA ID also. Be sure to list LDCC's school code – 041301 – on the application so LDCC can receive your results electronically.

**NOTE:** An FSA ID gives you access to certain U.S. Department websites. Students, parents, and borrowers are required to use an FSA ID, made up of a username and password. You are not authorized to create an FSA ID on behalf of someone else, including a family member. To create an FSA ID you can go to https://fafsa.ed.gov/.

**REVIEW** your Student Aid Report (SAR) carefully. Once your FAFSA application is processed you will receive an email from the Federal Processor with a link to your Student Aid Report (SAR). You should receive your SAR within 7 to 10 days after you submit the FAFSA. 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 FSA IDs. If you do not receive the SAR within 2 weeks after you first submitted it online, contact the Federal Processor at 1-800-433-3243.

**WHAT HAPPENS NEXT?** Your FAFSA is shared with the colleges and/or career schools you list on the application. The Office of Financial Aid receives your FAFSA from the Federal Processor and we will use your information to figure out how much student federal aid you may receive. Once the Office of Financial Aid receives your FAFSA, which can be up to one to seven days, you will receive notification via your LDCC student email address to complete and submit tracking requirements.

**Tracking Requirements, (also called Unsatisfied Requirements in LOLA) including Financial Aid Terms and Conditions**

Monitor your LOLA Self Service to view any documents required to complete your application. These documents must be submitted by the priority deadline to ensure the Office of Financial Aid will have enough time to process your request by the tuition and fee payment deadline. Allow a minimum of 3 to 4 weeks for your aid application to be reviewed and processed.

**Financial Aid Terms and Condition**

Acceptance of your financial aid award indicates that you agree to comply with the rules and regulations that govern the programs for federal aid as well as the policies of this institution. Your award is subject to change if corrections or revisions are made to the information you provided on your application for federal student aid. This could result in a student inquiring an outstanding balance which must be paid. Please visit our website to view a full listing of the terms and conditions at www.ladelta.edu/admissions/financial-aid/terms-and-conditions/

**ACCESSING FINANCIAL AID INFORMATION THROUGH LOLA**

The award notification will direct you to LOLA (our student self-service area) at my.lctcs.edu. You can use LOLA to monitor your financial aid status; eligibility, tracking requirements, and accept awards.

**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 status. 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 census date of the semester.

**NEW! Year Round Pell Grant Information**

The U.S. Department of Education Appropriations Act, 2017, allows a student to receive Federal Pell Grant funds for up to 150% of the student's Pell Grant Schedule Award (PGAS). This means, eligible Pell students may be able to
receive a third disbursement of Pell Grant each academic year. Louisiana Delta Community College will implemented “Year-Round Pell Grant” in the Summer of 2018.

Here is an example of how Year-Round Pell Grant will work for the 2019-2020 academic year:

A student with a Zero Expected Family Contribution (EFC) is eligible for $6,195 in Pell Grant for the year, or $3098 for the Summer 2019 semester and $3097 for Fall 2019 semester (based on full-time enrollment both semesters). Under the old rules, that student would not receive any Pell Grant if they enrolled full-time (12 Hours) for the Spring 2020 semester. Under the New Year Round Pell Grant initiative, that student would receive an additional $3098 disbursement if they were to enroll full-time (12 credit hours) for Spring or up to a maximum of $9293 for the entire academic year (Summer, Fall, and Spring). However, you must be enrolled in at least 6 credit hours for the Spring 2020 semester to receive any additional Pell Grant.

Listed is an example of how Year-Round Pell Grant will work:

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<thead>
<tr>
<th></th>
<th>Summer 2019</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
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<tbody>
<tr>
<td>EFC</td>
<td>0</td>
<td>0</td>
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<td>$3098 (50%)</td>
<td>$3098 (50%)</td>
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<td>Full-time</td>
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<td>12 or &gt; credit hours</td>
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<td>12 or &gt; credit hours</td>
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</table>

NOTE: Students who enroll in less than 12 credit hours (full-time) will receive a lesser amount in their Pell Grant award. In addition, the student must be enrolled in at least 6 credit hours (half-time) in the semester in which they surpass receiving 100% of the Pell Grant Scheduled Award.

It is important to note that this change will not result in extra Pell Grant being awarded to a student over the course of their undergraduate enrollment. The maximum timeframe that eligible students may receive Pell Grant is for the equivalent of twelve full-time semesters or 600%. In the past, a full-time student could receive only two disbursements per year. Now, students will be able to receive up to three Pell disbursements in one academic year if they are enrolled in the correct number of hours.

Federal Direct Student Loan Program

Since Fall 2014, Louisiana Delta Community College is participates in the William D. Ford Federal Direct Loan Program. Student borrowers obtain loan funds directly from the federal government (U.S. Department of Education). The official website is 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 Federal Direct Student Loans.

Federal Direct Student Loans are available for students meeting certain qualifications. A student enrolled in a degree seeking program with at least six financial aid 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/admissions/financial-aid.
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 length of your program of study. For example, if you are enrolled in a two-year academic program, the maximum eligibility period for which you can receive a Subsidized Direct Loan is three years (150 percent of two years = three years). 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.

Federal Direct Parent PLUS Loan is an unsubsidized loan for parents and stepparents of a dependent student. 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. If a student is considered dependent, then the income and the assets of the parent must be reported on the FAFSA. The borrower will be subject to a credit check. 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 is determined by your lender. Parents may request a PLUS loan at www.studentloans.gov.

Federal Direct Student Loan Interest Rates and Fees

Interest rates will be determined each June for new loans being made for the upcoming award year, which runs July 1 to the following June 30. Each loan will have a fixed interest rate for the life of the loan. You will also pay an origination fee of the loan to the government. Because of this deduction, you will receive slightly less than the amount you borrowed. Go to www.studentloans.gov/ for current year interest and fee rates.
Federal Direct Loan Counseling

Direct Loan Entrance Counseling - If you have not previously received a loan, you must complete the entrance counseling session before the college can make the first disbursement of your loan. This applies to all borrowers, except Parent Plus borrowers. The entrance counseling session can be completed at www.studentloans.gov/. The session will help you understand your responsibilities regarding your loan.

Direct Loan Exit Counseling – Students who have received a subsidized, unsubsidized or PLUS loan(s) under the Direct Loan Program, must complete exit counseling each time they drop below half-time enrollment, graduate, or leave school. Exit counseling can also be completed at www.studentloans.gov/.

Federal Direct Student Loan Master Promissory Note (MPN) and Credit Check

MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). In most cases, once you have submitted the MPN and it’s been accepted you will not have to fill out a new MPN for future loans. You can borrow additional loans on a single MPN for up to ten years. It is very important that you completely read and understand all of the information on the MPN before you sign it. It takes approximately 30 minutes to complete.

- You are not required to accept the full amount that LDCC may award to you.
- You may notify the Office of Financial Aid, if you want to borrow a lower amount.
- You can decline the entire loan amount.

To complete the entrance and/or exit counseling session and the MPN go to www.studentloans.gov/. You will be required to use your Department of Education-issued FSA ID. If you do not have a FSA ID, you may request one from the website at https://fsaid.ed.gov/.

For parents completing the Parent PLUS Loan, LDCC Office of Financial Aid will receive an approval or denial based on the credit evaluation done by the Department of Education.

If credit is approved:

- In most cases, once you have submitted the MPN and it’s been accepted, you won’t have to fill out a new MPN for future loans you receive to pay for the educational expenses of the same student. You can borrow additional Direct PLUS Loans on a single MPN for up to 10 years.
- You will receive a disclosure statement from the U. S. Department of Education that gives you specific information about any loan that the college plans to disburse under your MPN, including the loan amount and loan fees, and the expected loan disbursement dates and amounts.

If credit is denied:

- The PLUS Loan applicant who has an adverse credit history still may be able to receive a loan by obtaining an endorser who does not have an adverse credit history. If the applicant does not wish to obtain an endorser, the PLUS loan will be deleted and the student may request an additional Unsubsidized Direct Loan. However, the amount may be less than the PLUS loan due to federal limits.
Loan Disbursements (paid out)

Generally, your loan(s) will cover a full academic year. For first time loan borrowers, LDCC will disburse your loan by crediting it to your LOLA in two disbursements to pay tuition and fees and other authorized charges. If the loan disbursement amount exceeds your school charges, LDCC will pay you the remaining balance via EFT to your BankMobile preference. Check you LOLA for disbursements.

Note: If you change your mind, a loan can be canceled, even if the MPN agreeing to the loan terms has already been signed. LDCC will notify you whenever it credits your student account with your Direct Loan funds. You may cancel all or a portion of your loan if you inform LDCC Office of Financial Aid within 14 days after the date LDCC sent you this notice, or by the first day of your payment period, whichever is later. If you have received funds from the loan to your student account, you will have to return the funds to the college.

Loan Proration - Per federal regulations the college is required to prorate an undergraduate student's annual Direct Loan limits, when they are enrolled in their final period of study that is shorter than an academic year. The maximum loan amount would be determined by the number of credit hours enrolled for the final semester. In some cases, the actual loan amount that a student is eligible for (based on costs, EFC and other aid) may be less than the prorated loan limit.

Repaying You Federal Direct Student Loan Debt

Enrollment Status and Other Changes - It is important to keep your loan servicer informed of any changes in your status, so that your loan information is up-to-date. This is your responsibility. You must notify the loan servicers if you: change your address or name, do not enroll at least half-time (six credit hours), stop attending school or drop below half-time, transfer from one school to another, or graduate. Until you graduate or leave LDCC, you must keep the Enrollment Services Office at LDCC informed of any of these changes.

After you graduate, leave school, or drop below half-time enrollment, you MUST complete the exit counseling session at www.studentloans.gov/. You will then receive information about repayment and your loan provider will notify you of the date your loan repayment begins. We cannot emphasize enough the importance of making your full loan payments on time either monthly (which is the usual pay cycle) or according to your repayment schedule. If you do not make your payments, you could end up in default, which has serious consequences. Student loans are real loans—just as real as car loans or mortgages. You must pay back your student loans.

Consequences of Default

You are legally required to repay your educational loans, even if you drop below half-time status, don't finish college, can't find a job right away, or are dissatisfied with the education you received. Your education loan must be repaid when your grace period expires. If you don't fulfill your end of the agreement, the entire unpaid amount of the loan, including interest may be due immediately. Here are some other problems you may face if you default on a student loan:

- Loss of federal and state income tax refunds
- Legal action and assessment of collection charges including attorney fees
- Loss of eligibility for other student aid and assistance under most federal benefit programs
- Loss of eligibility for deferments
- Loss of professional license
- Negative credit reports
• Garnishment of wages

Grace Periods

Each type of loan has its own requirements regarding grace periods (amount of time until your first payments), repayments options, and repayment periods:

• Federal Direct Loans
  o You have a grace period of six months until your first payment must be received.
  o Repayment information from the Department of Education at studentaid.gov explains available repayment options for direct loans, includes examples of monthly payments for different loan amounts, and covers other topics you need to consider when managing your loans.

• Federal PLUS Loans
  o The repayment period for PLUS loans begins on the date the loan is fully disbursed, and the first payment is due within 60 days of the final disbursement.
  o Parent PLUS Loan borrowers may choose to have repayment deferred while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after the student is no longer enrolled at least half-time.

If you have an in-school deferment on a Direct Subsidized or Unsubsidized Loan that entered repayment at an earlier date (before you returned to school) and you graduate, drop below half-time enrollment, or withdraw from school, you will be required to immediately begin making payments on the loan because the six month grace period has already been used up, there is no second grace period.

• Reservists Called Active Duty
  o If you are called or ordered to active duty for more than 30 days from a reserve component of the U.S. Armed Forces, the period of your active duty service and time necessary for you to re-enroll in school after your active duty ends are not counted as part of your grace period. However, the total period that is excluded from your grace period may not exceed three years. If the call or order occurs while you are in school and requires you to drop below half-time enrollment, the start of your grace period will be delayed until the end of the excluded period. If the call or order occurs during your grace period, you will receive a full 6-month grace period at the end of the excluded period. If you are a reservist called to active duty with the U. S. Armed Forces for more than 30 days, contact your loan servicer to let them know your status.

Deferment and Forbearance

If you are having temporary problems repaying your federal student loans, contact your loan servicer to see if you are eligible for deferment or forbearance. A deferment or forbearance allows you to temporarily stop making payments or reducing loan payments on your federal student loans. Note: Interest will continue to be charged on your Direct and Plus Loans. If you do not pay this interest during the deferment/forbearance, it will be capitalized at the end of the deferment/forbearance.

Consolidation

If you make multiple education loans, you can consolidate them into a single Direct Consolidation Loan. This may simplify repayment if you are making separate loan payments to different loan holders, as you’ll only have one monthly payment to make. There may be tradeoffs, however, so you will want to learn about the advantages and possible disadvantages. To learn more, go to www.studentaid.ed.gov/.
Loan Cancellation (forgiveness or discharge)

Under certain circumstances, you may have all or part of your loan cancelled or discharges. To learn more, go to www.studentaid.ed.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:

1. Be a Louisiana resident
2. File a Free Application for Federal Student Aid (FAFSA)
3. Receive a Federal Pell Grant
4. Have remaining financial need after deducting Estimated Family Contribution (EFC) and all federal/state/institutional grant or scholarship aid ("gift aid") from student's Cost of Attendance (COA)
5. Be enrolled as a regular student enrolled in an eligible program on at least a halftime basis (minimum of 6 hours)
6. Be meeting DELTA's Satisfactory Academic Progress requirements for receipt of Title IV aid; or be approved through the appeals process

Award Amounts

Award amounts to eligible students are based on the institution's allocation and their packaging policy. Awards may vary with each academic year.

Award will not be paid for summer sessions, quarters or terms.

Maximum and minimum annual award amounts for the 2019-2020 academic year:

Maximum Annual Award $1000
Minimum Annual Award $500

Full time & half time students (12 credit hours or more to 6 credit hours) should be awarded $1,000 a year ($500 per semester)

Less than half time students should not be awarded Go Grant

Award Calculations

A student's Go Grant award at DELTA will not be for more than 60% of the student's unmet need at the time the Go Grant award is packaged to the student.

Example:

Cost of Attendance $17,500
EFC $1,500
Need $16,000

60% of need ($16,000) = $9,600

Gift aid, inclusive of the Go Grant amount should not exceed $9,600 for this student. Examples of gift aid include Federal Pell Grant, TOPS, TOPS Stipends and institutional scholarships.

Packaging Policy

DELTA will package Go Grant awards in accordance with the following provisions:

1. Priority will be given to students who are 25 or over.
2. Students under the age of 25 with an EFC from 5576 to 0
3. Transfer and re-entering students will be awarded on the same basis as a continuing students.
4. DELTA will award Go Grant funds until all allocated funds have been exhausted.

Renewal Requirements

1. Must file a FAFSA or the renewal FAFSA at least annually
2. Continue to receive a Federal Pell grant
3. Have remaining financial need after deducting Estimated Family Contribution (EFC) and all federal/state/institutional grant or scholarship aid ("gift aid") from student's Cost of Attendance (COA).
4. The award can be renewed for subsequent years to a maximum Lifetime award that correlates to that of the Federal Pell grant
5. For additional information on the Louisiana Go Grant and other state aid programs, please visit www.osfa.state.la.gov.

Federal Supplemental Education Grant (FSEOG)

FSEOG 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 needs 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 FSEOF 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 $500, with the usual award being $250 for the fall and spring semesters. The FSEOG award will be credited to the student's account and will appear on the student's LOLA account. 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 complete the FAFSA by the priority deadlines and submit a Federal Work Study Application.
Important Financial Aid Priority Deadlines

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<td>March 15</td>
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<tr>
<td>May 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 (The 14\textsuperscript{th} class day is the final appeal date for the semester).</td>
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<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 (the 14\textsuperscript{th} class day is the final appeal date for the semester).</td>
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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:

- Pace of progression - Earning (passing) a required number of hours (67% of all hours attempted) and
- Grade point average - Achieving and maintaining at least a 2.00 grade point average and
- Maximum timeframe - Total overall attempted hours must not exceed 150% of the published length of the students' degree program. Refer to the LDCC academic catalog at www.ladelta.edu for program requirements.

The SAP policy includes 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 evaluation (SAP) is reviewed at the end of each payment period (Fall, Spring and Summer).

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 Procedure

Students who do not meet SAP standards have the right to submit an appeal to the college's Financial Aid Appeals Committee. Appeals must be submitted by the college's established deadlines, which is published on Louisiana Delta Community College's website. Appeals are typically based upon mitigating circumstances such as prolonged illness,
accidents that required hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented incidents. All appeals must include documentation that: (1) substantiates claims being made in the appeal and (2) demonstrates a change in current circumstances, making academic success likely if the appeal is granted. Appeals can only be made once per payment period.

If an appeal is approved, the student must submit an Academic Plan and Degree Audit Summary Form to the Office of Financial Aid. Once the Degree Audit Summary Form is completed, it may NOT be updated. Students changing majors or who have exhausted all of the remaining hours to complete their degree must submit another SAP Appeal.

The student will then be evaluated at the end of each payment period based on their academic plan. SAP appeal decisions are final and cannot be overridden. If an appeal is denied, the student is not eligible for federal aid and must attend at their own expense until (1) the student meets the academic standards as outlined in the SAP policy or (2) the student successfully appeals and is approved to be placed on an academic plan in a future payment period. If you are appealing because you did not meet the requirements of the Academic Plan, your extenuating circumstance must have occurred during your most recent semester.

**Academic Renewal/Amnesty**

Academic renewal does not affect or alter the student's financial aid records for purposes of determining financial aid eligibility. All hours attempted and grades received will continue to be counted for purposes of federal financial aid and satisfactory academic progress.

**Transfer Students**

Transfer students are required to meet the same standards as native students in order to receive federal financial aid. All transfer students shall initially be coded "TRANS" until the end of the first payment period when they are evaluated for SAP. At the time of the SAP evaluation only transfer credits transcribed by the college will be counted (as both attempted and completed hours) in the cumulative GPA, pace of progression, and maximum allowable hours components of the SAP determination.

**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.

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.

You must maintain continuous full-time enrollment or earn at least 24 hours for each academic year to keep your TOPS. If you do not earn 24 hours your TOPS award will be cancelled. The following minimum cumulative GPAs must be maintained:

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If your award is suspended because of GPA or steady academic progress, you may have your award reinstated upon achieving the required cumulative GPA, if the period of ineligibility is not over two years (one year for the TOPS Tech award or students using Opportunity, Performance or Honors to pursue a technical program). Cancellation of a TOPS award due to failure to earn 24 hours per academic year, is permanent unless you are granted an exception. Students must apply for the exception within 6 months of the award cancellation date. If you are granted an exception through LOSFA, you must submit a copy of your exception letter to the Office of Financial Aid. Go to the TOPS portal at www.osfa.la.gov/ or contact a LOSFA representative at 1-800-259-5626 for more information.

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.

Outside Scholarships

If you applied for a scholarship from a private foundation, company or community group, you must contact the Accounting Office or the Office of Financial Aid. 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 Accounts Receivable, 7500 Millhaven Road, Monroe, LA 71203.

Tuition Waivers

**Louisiana Delta Community College (LDCC) Employee/Dependent Tuition Fee Waiver**

This program is designed to encourage employees and dependents of employees to continue their education through completion of an associate's degree. It provides tuition assistance for employees and dependents of employees. Employees must have been employed at Delta for at least one year in a permanent position. Full-time employees can receive tuition exemption, up to 6 hours, but are responsible for all fees. Employee dependents are charged $25 per hour, plus all applicable fees. Applicants must complete the LDCC Employee/Dependent Tuition Fee Waiver form available on Delta's 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 Region VIII Office, 24 Accent Dr. Suite 105, 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 Process 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. The percentage of time the student completed for the semester determines the "earned percentage." The earned percentage is based on calendar days in the semester, including weekends and holiday breaks. Only scheduled breaks of at least 5 days will be excluded. The length of the break is determined by counting from the first day of the break up to the next day on which classes are offered. The weekends preceding and following the break are counted as part of the break, unless Saturday classes are scheduled. If Saturday classes are scheduled in the weekend preceding the break, only the Sunday would be counted as part of the break. If Saturday classes are scheduled in the weekend following the break, neither Saturday nor Sunday is counted as part of the break.
Students who stop attending classes and do not officially resign from Delta will also be subject to this process. 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. Additional information on R2T4 can be found on our website at http://www.ladelta.edu/Admissions/Financial-Aid/return-of-title-iv-funds/.

### Student Success Services

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**Welcome to Department of Student Success Services**

The Department of Student Success Services is here to provide students with essential college services to support co-curricular learning and student development. The Department of Student Success Services consists of the following offices: The Dean of Student Success Services, Career Services, Student Life- Clubs and Organizations/SGA, Student...
Conduct Administration and Title IX. We encourage students to take advantage of all the College has to offer and to reach out to our knowledgeable staff who will familiarize you with all services.

**Free Expression Statement**

Louisiana Delta Community College (LDCC) deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all of its campuses, subject only to reasonable time, place, and manner restrictions. LDCC's Campus Free Expression Policy can be found on the LDCC Website in the Department of Student Success Services tab.

**Identification Cards**

All LDCC students are required to obtain College identification cards. The card allows students to access to College services such as library services.

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. There is no cost to students to receive the card. If an identification card is lost, it must be reported and replaced.

**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:

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

The information below follows the requirements of the Act.

It is unlawful to possess, use, or distribute illicit drugs on LDCC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. LDCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced.
The College provides drug awareness seminars throughout the year as well as referral services to students, faculty, and staff who seek help with substance abuse problems.

LDCC is a drug and alcohol-free campus and recognizes that drug and alcohol abuse is a major societal concern and problem. Such abuse leads to health problems, decreased productivity, crime and general weakening of our nation's social fabric. Alcohol and drug abuse is especially destructive to education and learning, inhibiting educational, social and interpersonal development. It is the purpose of this policy to establish a comprehensive program to address the abuse of alcohol and drugs.

The following conduct is prohibited:

- The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics or other controlled substances, including marijuana.
- The use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia.
- 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.
- The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
- Operating or attempting to operate a motor vehicle while intoxicated.
- Public intoxication on College property.
- Furnishing, serving and/or otherwise providing alcoholic beverages to persons under 21 years of age. College Sanctions

Students who violate the provision violates the College's Code of Student Conduct and will be subject to sanctions, which could include criminal prosecution, suspension and/or expulsion.

Drug and Alcohol Prevention:

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 Services, located in Office 155 on the Monroe campus or by calling 318-345-9152. Additionally, informational literature is available as well as various educational activities are provided annually to increase student’s awareness of alcohol and other drug related problems.

Cell Phones 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

LDCC student e-mails 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 Louisiana Delta Community College (LDCC) 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 Obligations:
• This method of communication places certain obligations on each student.
• Students understand they have a college e-mail account by attending LDCC.
• 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 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 violation of the Code of Student Conduct and will be subject to 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 can merge their LDCC 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 if a student is enrolled at LDCC. When students are within 90% of their mailbox quota, they will receive a message notifying them that their mailbox is almost full.

Examples of Appropriate Student Wide Distribution

• Communicating student information from the Student Success Services Offices;
• 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

LDCC 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 LDCC students are expected to dress in an appropriate manner while one 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 LDCC 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 Department of Student Success Services for appropriate disciplinary actions.
action. Some Departments maintain a student dress code based on the program curriculum, such as Process Technology. Contact the Division Chair for more information.

### Search and Seizure

Lockers and desks are the property of LDCC 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

**Student Concern Procedure**

**Purpose**

The purpose is to provide students with a fair and efficient process to present and resolve concerns arising out of their academic and non-academic interactions with faculty, staff and students.

**Non-Academic**

Students who wish to file a non-academic concern must direct the concern in writing to the Department of Student Success Services at their campus. Concerns can also be submitted by completing the incident report/student concern form that is located on LDCC's website.

**Procedures:**

1. Dean of Student Success Services will investigate incidents/concerns that take place on the Monroe Campus, and Campus Directors will investigate incidents/concerns on their respective campuses. These representatives will determine a resolution and respond in writing within 10 working days.
2. If the student is not satisfied with the response he/she may appeal the decision within 10 working days to the Executive Director of Enrollment Management, who makes the final decision.

**Academic**

Concerns from students about faculty members should be handled by the department involved.

**Procedures:**

1. Students who wish to file an academic concern about faculty should first contact the faculty member involved in effort to reach an informal solution.
2. If the concern is not resolved to the student's satisfaction, the student is to make an appointment with the Program Coordinator/Director who may then:
3. Talk to the faculty involved
4. Arrange a joint meeting between faculty member and student
5. Appoint a departmental committee to investigate the situation
6. If there is no solution at the departmental level, the student may take the concern to Academic Division Chair
7. If no solution at the faculty, departmental and Division Chair levels, the student may appeal to the Vice Chancellor for Academic Affairs.

All written concerns are kept at the Campus Student Services Office written format and electronic format through the online student conduct software.

**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. Students who violate the LDCC Tobacco Policy is subject to sanctions based on the College's Code of Student Conduct.

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

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 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 student learning. 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 based on the College's Code of Student Conduct. These actions may include dismissal from the College 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.

**Career Services**

LDCC Career Services is committed to providing free career counseling services and resources to assist students in exploring and defining their career options. Career Coach, a website for career development, is available for students to complete career assessments and identify career goals. In addition, students and alumni can find help with the job search process through workshops, job placement support, LDCC Career Services webpage, and annual Career Fairs. Students on all LDCC campuses are provided direct support in regard to all aspects of the career process, and have consistent access to the Office of Career Services. This is done through a holistic approach offering support services, ensuring Campus Directors, CTE Coordinators, and Student Success Services are involved in planning, and administering these services to students.
Counseling and Disability Services

Counseling Services

Personal counseling services are offered to LDCC students to help them realize, develop and fulfill their personal potential which will allow for maximum benefit of their college experience. Confidential and individual counseling appointments are available for students to help manage the challenges of college life, including balancing personal and academic responsibilities. Students may present for counseling to address concerns such as, but not limited to, depression, anxiety, alcohol and drug use, stress, self-esteem, eating and body image, grief and loss, issues about sexuality, and relationship issues. The goal of counseling services at LDCC 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 asked to make an appointment with the counselor during regular office hours.

Classroom visits, workshops, and seminars are offered annually including topics such as stress management, sexual assault awareness, alcohol and substance abuse, breast cancer awareness, and healthy relationships.

Disability Services

Louisiana Delta Community College (LDCC) strives to serve students with disabilities 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 disabilities 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 (i.e., tests read aloud, extended time), sign-language interpreters, relocation of inaccessible classrooms, permission to record lectures and note-taking assistance.

LDCC 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. LDCC provides reasonable accommodations and services to ensure access to all qualified students with disabilities who self-identify for services. The requested academic adjustments and auxiliary aids 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, which is 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, located on the College's website, to renew academic adjustments and auxiliary aids each semester. Campus Directors or their designated representative at each of the community campuses will notify the Director of Disability Services, who will travel to the campus to meet with the student seeking assistance through Disability Services.

Student Handbook

A copy of the Louisiana Delta Community College (LDCC) Student Handbook can be downloaded from the Delta website at www.ladelta.edu. It contains important information that every LDCC 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.
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 LDCC student or student organization.

All students admitted to the College accept the responsibility to conform to all LDCC 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.

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.

1. A student may be formally charged with misconduct for violation of any of the "Regulations Governing Student Behavior."
   - 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.
   - In cases of behavioral misconduct in the classroom, the faculty member has the authority to dismiss the student from the class for 24 hours.

2. A student charged with misconduct retains all College rights until due process is completed, unless there is evidence that the student:
   - Has been convicted of a felony within a year;
   - 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;
   - Has engaged in any activity of such nature that presence on campus is potentially dangerous to the health and safety of the College, whether 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.

Code of Student Conduct - 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.
Types of Academic Misconduct

1.01 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 unpreditated acts of academic misconduct. The following definitions of and distinctions between unpreditated and premeditated academic misconduct are established.

1.01:01 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 situation; and careless or incomplete documentation of sources.

1.01:02 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 period before it is carried into effect.

1.02 Categories of Academic Misconduct

1.02:01 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.

1.02:02 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.

1.02:03 Plagiarism involves submitting another person’s ideas, words, data, arguments, or sentence structure as the student's own without proper documentation.

1.02:04 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.

1.02:05 Violation of class rules is the intentional failure to follow the class policies concerning assignments and behavior.

1.02:06 Complicity is the willing involvement with others in any academic misconduct.

1.02:07 Software Fraud is the unlawful downloading and copying of computer software used in the creation of academic work.

1.02:08 Multiple submissions of work involve handing in academic work that was done previously by the student for another class, or by someone else.
1.03 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:

1.03:01 Assignment of a reduced grade on a paper, project, assignment, or exam

1.03:02 Reduction of final grade for the course.

1.03:03 Assignment of a grade of "F" for the course.

1.03:04 Assignment of a grade of zero on a paper, project, assignment, or exam.

1.03:05 Verbal Warning – An oral explanation by the faculty member of violation and possible consequences if misconduct continues.

1.06:06 Written Reprimand – From the faculty member to the student on whom the penalty is imposed, placed in the student's permanent discipline record.

1.03:07 Academic Probation – A specified period of testing imposed on a student during which further violations may result in suspension from the College.

1.03:08 Removal from the course in which the academic misconduct occurred with a letter grade of "F".

1.03:09 Counseling – Students are directed to seek counseling for a period to be designated by the counselor.

1.03:10 Academic Suspension – This suspension is for a specified period and the student may apply for readmission to the College after expiration of the specified time. (To be used by the Vice Chancellor for Academic Affairs or Academic Appeals Committee.)

1.03:11 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.

1.04 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 Academic Honor Code 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.
1.05 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.

1.05:01 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, determine the sanctions, and contact the student in writing of the outcome and the opportunity to respond.

Students who do not agree with charges and/or sanctions may appeal writing to the Academic Division Chair within 10 working days of the date listed on notification. The Academic Division Chair will convene the Academic Appeals Committee. The Academic Appeals Committee will determine if the academic misconduct is premeditated or unpremeditated, review the evidence and impose the appropriate sanction(s) for the academic misconduct. The Academic Division Chair will notify the student within 10 working days of the outcome from the Academic Appeals Committee.

Students who do not agree with charges and/or sanctions from the Academic Appeals Committee may appeal in writing the decision within 10 working days to the Vice Chancellor for Academic Affairs who makes the final decision on the case.

1.05:03 Students who do not agree with the charges and/or sanctions of Academic Appeals Committee may appeal within 10 working days to the Vice Chancellor for Academic Affairs who makes the final decision.

1.06 Academic Misconduct Hearing Sanctions

1.06:01 Any administrative sanction listed in Section 1.03

1.06:02 Suspension: forced withdrawal from the College for a specified period.

1.06:03 Expulsion: permanent, forced withdrawal from the College.

1.06:04 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.
Welcome to Student Activities and Conduct

HOME OF THE DELTA KNIGHTS

The Office of Student Activities and Conduct Administration help students successfully navigate the college experience, and provide access to tools and resources so they may reach their academic goals. We provide student life opportunities through co-curricular learning experiences. Additionally, we help develop and empower student leaders, promote a wide array of events, activities and engagement opportunities through our LDCC clubs and organizations. These the student experience and improves student learning.

Student Clubs and Organizations

Student Government Association

The Student Government Association Officers (SGA) are elected to represent and execute the student will and to promote the general welfare of the students and are elected to represent all LDCC eight campuses. SGA representatives are elected on each community campus. Through the SGA, students are encouraged to provide input into the decision-making process of the College. The SGA also has a voice in the College governance through representation on numerous college committees. The open-door policy of campus administrators also allows for student input.

Current Student Clubs and Organizations

Student's college experience is much more than books, lectures, homework, and tests. Students can get involved in a Campus club or organization, which is an important part of education. LDCC's clubs and organizations allow students to explore their special interests, develop qualities integral to success in the workplace, develop decision making skills, strengthen ability to work as a team player, develop organizational and leadership skills, and interact with other students and faculty/staff members in an informal setting.

Several chartered student organizations are available to students. All college policies and procedures as well as the Code of Student Conduct will be adhered to while participating in any student activity or organization. Students will be allowed freedom of association with organizations that promote the interests of the academic community or College. The membership and actions of student organizations will be determined by vote of only those persons who hold bona fide membership in the College community. Each student organization must have a staff or faculty advisor. The advisors will not have the authority to control the policies of organizations.

Student organizations are open to all students without regard to race, creed, or national origin. Students and student organizations are free to examine and discuss all questions of interest to them and are free to express, within the Code of Student Conduct, opinions publicly and privately. Organizations can invite and hear any person of their choosing, in keeping with educational objectives of the College. As members of the academic community, students are free to express their views on issues of institutional policy and procedures and on matters of general interest to the student body.
List of Current LDCC Clubs and Organizations:

- Anime (Otaku Host Club)
- Behavioral and Social Science Organization (B.S.S.O.)
- LDCC Christian Fellowship
- LDCC Early Childhood Organization (DECO)
- SciQuest
- Student Government Association (SGA)
- Fine Arts Organization: Cultural Understanding and Services (FOCUS)
- Spanish Club
- Phi Theta Kappa Honor Society
- LDCC Student Nursing Association
- LDCC Bass Fishing Club
- National Society of Leadership and Success
- National Technical Honor Society

How to Start and Organization

- Students, advisors or staff members interested in starting an organization must submit their Constitution and By-Laws and fill out a Prospective Student Organization Form with the Department of Student Success Services.
- The Dean of Student Success Services must approve and sign the constitution, bylaws, and Prospective Student Organization Form and must send the request to the Chancellor for final approval.
- Club members and advisors are required to follow all club and organization guidelines and maintain standings of the college Student Handbook.
- Club advisors must maintain and update the application on file with the Department of Student Success Services.
- An expense report of all funds should be reported to the Department of Student Success Services at the end of each activity. The report should include the name of the activity, date, monies collected, and expenditures.
- Records are to be kept of fundraiser activities and expenses. These files are subject to be audited by the Accounting Department quarterly.
- The recommendations and procedures mandating club accounts at Louisiana Delta Community College must be followed always. This documentation is on file in the Department of Student Success Services.

Scheduling Activities and Meetings

- All activities require approval by the Department of Student Success Services. Applications for activities must be submitted to the Department of Student Success Services no later than two weeks preceding the scheduled activity.
- Whenever an area of the institution, such as the Commons Area, or a classroom, is used for college activities, the group or organization sponsoring the event is held responsible for restoring the area to its previous condition. Steps to schedule an activity or meeting:
  1. Scheduling must be two weeks prior to sponsoring each event.
  2. The club president and the club advisor must sign the Student Activity Request Form.
  3. The appropriate individuals must approve the space needed for the event.
  4. The Dean of Student Success Services must approve the Student Activity Request Form.

Flyers and Posting Regulations

Clubs and Organizations can post a maximum of 8 flyers two weeks prior to the event. The Department of Student Success Services must stamp these flyers before they are posted. Glass display cases can be used monthly to showcase events, accomplishments, or promotion of the club/organization. All unauthorized postings will be thrown away.
Organizations are not allowed to place any flyers in the Administrative hallways. Removed flyers will be thrown away. Flyers will not be approved until the Student Activity Form is completed.

Communication and Representation

1. All organizations are given the privilege of appointing a Club Representative to the Student Government Association. Check with the Department of Student Success Services to confirm SGA meeting days and times. Each club representative must maintain a cumulative 2.0 cumulative grade point average and 8 semester hours of class work.
2. A complete roster of all current members of each organization is due by the third week of school each semester. Additions to the roster can be made at any time. Any organization without a completed form in their file will lose their organizational rights until the form has been forwarded to the Department of Student Success Services.

Student Life

Monroe Campus

- **Amphitheater**: Concerts, theatrical performances, Fall Welcome Week, SpringFest Activities, and other events are held at the Amphitheater.
- **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.
- **LDCC 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.
- **LDCC'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 TV 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**: LDCC does not offer on-campus housing at this time.

Community Campuses

LDCC's community campuses offer students co-curricular learning opportunities through various activities and events that are held throughout the year such as Fall Welcome Week, Spring Fest, and SGA sponsored Black History Events and much more. Community Campuses have Student Government Association Senators that represent the interests of LDCC community campus students. Each community campus offers a designated student lounge, study tables, snack machines and microwaves.
The mission of the Student Conduct Office is to promote and maintain a civil learning environment by holding students accountable to the expectations of the College. Through the management of the Code of Student Conduct, we educate students in support of their success in order to foster a respectful community. LDCC expects students to be responsible, respectful, civil adults and the Code of Student Conduct exists to help maintain the learning environment on campus. All enrolled students are held responsible for the Code of Student Conduct and are expected to be familiar with these expectations in this document. A copy of the Code of Student Conduct is in the Appendix A and on the LDCC website.

CODE OF STUDENT CONDUCT - ACTS OF MISCONDUCT OTHER THAN ACADEMIC

DISCIPLINE RECORDS: Records of disciplinary actions are maintained in the Office of the Dean of Student Success Services. Students have the right to review their disciplinary records.

SECTION TWO

2.01:01 Failure to comply with behavioral standards of the Louisiana Community and Technical College System and Louisiana Delta Community College, as well as abide by local, state and federal laws.

2.01:02 Violation of the rights of individuals as established in the United States and Louisiana Constitutions.

2.01:03 Harassing conduct of any kind, including acts based on race, gender, ethnicity, sexual orientation, disability, religion, etc.

2.01:04 Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.

Cyber stalking, that is, use of electronic mail or electronic communication of any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

2.01:05 Bullying, that is, severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on an individual's rights, and/or may disrupt the campus environment

Physical abuse or threat there of including acts of intimidation against any person or persons, or other conduct which threatens or endangers the health or safety of any such person or persons including hazing, domestic violence or offensive touching.

Sexual offenses, including offensive touching (sexual battery), nonconsensual intercourse (rape), and intercourse with a person who is not capable of giving consent due to some form of intoxication or who is otherwise incapable of giving consent, and performing sexual acts to self on college property, college activities and events on or off-campus.

2.01:08 Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property. Unauthorized use, access to, manipulation of, tampering with or duplication of any College computer
hardware, software programs, and/or associated documentation including, but not limited to, telecommunications equipment, computer equipment, etc.

Using the College's computing resources for personal or financial gain; allowing non-college personnel access to computing resources on campus; displaying obscene, lewd, or sexually harassing images or text in use of the College's computers; or modifying or copying records or data belonging to the College.

Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College, public, or private property, including library materials, computer equipment and software, vending/games machines, and vehicles.

Setting a fire on campus or campus-related premises or setting the fire alarm without proper authority.

The intentional making of a false report of a bomb, fire, or other emergency.

Failure to comply with fire or safety procedures (including failure to evacuate for fire drills and weather alarms) whenever the alarm sounds.

Falsification of academic records, identification cards, financial aid records, academic forgery, altering official academic documents, misusing College documents, or withholding information relating to admission, transfer credits, financial aid, academic status, records, etc (refers to academic transcripts).

Failure to answer a College summons or to appear for a discipline hearing as notified by College officials.

Failure to meet any College-related financial obligation. Passing worthless checks or counterfeit money or transactions in order to fulfill financial obligations.

Participation in any group demonstration, sit-in, or disorderly conduct which disturbs the orderly activities and processes of the College.

Possession or consumption of alcoholic beverage in any form on campus or while participating in a College activity or on a College-sponsored trip.

The possession of a firearm, explosives, knives or weapons or any item that may be construed as such by a student or non-student on school property, at school-sponsored functions. This includes ammunition, fireworks, or other dangerous substances or materials of any kind.

Unauthorized or illegal possession, use, sale, or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, or other illegal drugs on campus or while on a College-sponsored event or trip.

Personal conduct which does not comply with socially accepted behavior in the academic community (includes but is not limited to: engaging in drunkenness, use of profanity, disorderly conduct, lewd, indecent, or obscene gestures or conduct, etc.) on or off-campus.

Disturbing the peace by unreasonable loud noise or behavior and or disruptive and disorderly behavior.

Convicted of a felony.

Formally charged by civil authorities with the commission of a felony of such nature that the student's presence at the College is potentially dangerous to the health, safety, and educational environment of the College community.

When there is strong convincing evidence that the student against whom civil authorities have brought charges or imposed penalties has committed a felony of such nature that the student's continued presence at the College is potentially dangerous to the health, safety, and educational environment of the College community.
Smoking in College facilities. All buildings of LDCC are smoke-free and tobacco-free. Smoking, chewing, 2.01:27 snorting and/or any use of tobacco products or tobacco “like products (such as e-cigarettes) are prohibited in buildings and on the college grounds.

2.01:28 Gambling of any type.

2.01:29 Obstruction or disruption of teaching, research, administration, disciplinary procedures, or college-authorized activities or events. Severe or repeated disruption of class/lab activities.

Disobedience to lawful order or directive from campus police, an instructor in the classroom, and/or
2.01:30 insubordination or disrespect to an instructor and/or administrator when they are functioning in their official capacity.

Disrespect or inappropriate behavior at any time when dealing with students, College employees, and/or the 2.01:31 general public. This includes various degrees of obscenities and profanities, e-mails, text messaging and voice mail.

2.01.32 Theft, larceny, shoplifting, embezzlement or the temporary taking of the property of another.

2.01:33 Repeated or accumulated violations of any part of the code.

2.01:34 Disruptive behavior that interferes with learning on campus.

2.01:35 Retaliation against any complainant, witness, or College employee.

2.01:36 The possession and use of unmanned aircraft system (drones) on all College campus grounds.

2.02 Disciplinary Standards and Procedures:

Initiation of Discipline Proceedings:

When the Dean of Student Success Services/ Campus Director or Designee/AdultED Director receives notification that a student has violated any rule or regulation of the Code of Student Conduct, the Dean of Student Success Services/Campus Director/AdultED Director shall investigate the alleged violation within 10 working days of receiving the notification.

The Dean of Student Success Services/ Campus Director or Designee/AdultED Director may summon a student 2.02:02(either orally or in writing) to appear in connection with an alleged violation. The summons shall direct the student to appear at a specified date, time, and place.

A student who fails to keep an administrative appointment or who fails to appear without just cause within 24 hours or one class/business day shall forfeit the right to present their case and will have said charges considered
2.02:03in absentia by Dean of Student Success Services/Campus Director or Designee/AdultED Director. Thereupon, the Dean of Student Success Services/Campus Director or Designee/AdultED Director will review the case, conduct investigation, and submit case to the College's Disciplinary Hearing Committee for ruling.

The Disciplinary Hearing Committee will give written report of outcome of case with imposed sanctions if 2.02:04determined to Dean of Student Success Services who will notify the student of the outcome from the Disciplinary Hearing Committee within 10 working days.

Within 10 working days of receiving the letter with disciplinary sanctions, the student may appeal in writing to the Executive Director of Enrollment Management whose has the final ruling on the case.
2.03 Definitions:

2.03.01 Student: any person enrolled in college classes (full-time, part-time, audit, or credit).

2.03.02 College employee: any person employed by the College including student employees.

2.03.03 College facilities: all lands, buildings, and facilities owned, leased, or controlled by the College.

2.03.04 College activity, event, or trip: any activity, event, or trip that is sponsored by the College or any division/organization of the College.

Student Disciplinary Hearing Committee: Committee may have up to 5 members, not including the chairman or the Dean of Student Success Services (ex-officio member), faculty/staff members. Members are selected from a campus wide pool of committee members who are randomly selected for each case.

2.04 Sanctions

Discipline sanctions may be imposed in response to misconduct acts committed by students or a student organization. The purpose of imposing sanctions is to promote educational and social development of the student and the College community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution.

No refund or credit of tuition, fees, or other costs associated with attendance of the College will be made to students when discipline sanctions are imposed which result in the student being deprived privileges and/or access to services.

In the case of serious violations, a notation of the discipline matter will be placed on a student's academic transcript until it is cleared. In the case of dismissal from the College, the record is permanent.

Discipline records are confidential in accordance with federal and state laws. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena or by the administration of FERPA.

2.04.01 Written Reprimand: from the appropriate administrator to the student on whom the penalty is imposed, placed in the student's permanent discipline record.

2.04.02 Warning probation: written notification that further violations of any sub-section of this code will result in more severe discipline action. Warning probation may be imposed for a period of not more than one calendar year.

2.04.03 Disciplinary probation: written notification that further violations of any sub-section of this code may result in suspension. The terms of disciplinary probation shall be determined by the Disciplinary Hearing Committee.

2.04.04 Suspension of privileges: prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

2.04.05 Community Service: assigned a specific number of hours of service.

Counseling: student directed to Student Counseling and Disability Office for a period of time designated by the Counselor. In the case where the College is not qualified or equipped to handle severe personal, psychological or emotional problems, the Counselor will refer the student to an off-campus agency to meet the student's needs.

2.04.06 Restitution: repair or replacement of property damaged.
Fines: monetary fines to fit the particular case. If the fine is not paid, it remains on the student's record as indebtedness to the College, which then renders the student ineligible to register for subsequent semesters or to receive official transcripts.

Cancellation of registration or denial of credit may be imposed in cases where the student is found responsible of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

Suspension: may be used in the event of a threat of safety to the College community or if a student refuses to answer a summons.

Expulsion: may be used in the event of a threat of safety to the College community.

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).

A written report is made indicating the imposed sanctions. The student may appeal the sanctions of the administrator and request a hearing before the Disciplinary Hearing Committee. Requests for appeals must be submitted in writing to the administrator within 10 working days of the notification of the administrative sanction.

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 Student Disciplinary Hearing Committee for readmission to the College after one year.

2.05 Appeal Procedures

The student has the right to submit a written appeal to the decision or any sanction imposed within 10 working days to the Executive Director of Enrollment Management if any of the following apply: insufficient evidence to support the charge(s); sanctions imposed were inappropriate; information discovered that indicates that the administrator or committee members were not impartial. The appeal is based on the records of the investigation/hearing. No new evidence may be presented.

**Code of Student Conduct - Student Grievance Procedures**

**Section Three**

**Code of Student Conduct**

LDCC affirms the rights of students to fair and judicial resolution of problems which may accompany conditions of their enrollment. Toward this end, the College maintains informal and open access to instructors and administrators as an avenue by which grievances may be discussed.

**3.01 Definitions**

Grievance - Defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation.
3.01:02 Discrimination Complaint - Written complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, national origin, gender, sexual orientation, or disability.

3.01:03 Student Grievant - Individual enrolled in academic courses part-time, full-time, "credit," or "audit" who files the grievance.

Applicant Grievant (under ADA) - Applicant for admission to postsecondary education who submits a complaint alleging discrimination based on race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status.

3.01:05 Respondent - Person alleged to be responsible for the violation.

3.01:06 Day - Working days in which the College is open for business, excluding holidays and week-ends.

3.02 Formal Filing Procedures

3.02:01 Student files a written grievance. Forms are available from the Department of Student Success Services and/or the Office of Human Resources.

Student grievant submits written grievance to the Department of Student Success Services within 10 days after the attempt at informal resolution has failed. The grievance must include name, nature, and date of alleged violation; names of persons responsible (where known); and requested action.

Dean of Student Success Services/Campus Director notifies respondent within 10 days and asks respondent to:

a. Confirm or deny facts;

3.02:03 b. Indicate acceptance or rejection of student or applicant requested action;

c. Outline alternatives.

3.02:04 Within 10 days, respondent submits answer to the Dean of Student Success Services/Campus Director.

3.02:05 Within 10 days after receiving respondent's answer, the Dean of Student Success Services/Campus Director refers the written complaint and the respondent's to the Appeals Committee.

3.03 Disciplinary Hearing Procedures

3.03:01 The Grievant and Respondent meet with the Appeals Committee, who conducts the hearing. In cases of academic related grievances, the appropriate Academic Division Chair is notified.

3.03:02 Within 10 days after the hearing, the Appeals Committee issues a written decision to the student or applicant.

3.03:03 If the Grievant or Respondent is not satisfied with the decision, he/she must notify the Dean of Student Success Services/Campus Director within 10 days and must request a hearing with the Governing Board.

Within 10 days after receiving the request, the Dean of Student Success Services/Campus Director the Governing Board to establish a hearing date. The hearing is to be conducted within 30 days from the date of notification to the Governing Board.

3.03:04 Board of Supervisors
3.04 Rights of the Gievant and/or Victim

3.04:01 The grievant and/or victim shall be informed of the due process rights as outlined below.

3.04:02 The grievant and/or the victim have the right to a closed hearing.

   The grievant and/or the victim have the right to appear at the hearing alone or with an attorney, advisor, or friend. The attorney, advisor, or friend may advise the defendant or victim but may not address the committee, witnesses, or other parties.

3.04:04 The grievant has the right to know what documentary evidence will be offered against him/her.

3.04:05 The grievant has the right to know the identity of each witness who will testify against him/her.

3.04:06 The grievant and the Dean of Student Success Services/Campus Director have the right to offer evidence.

3.04:07 The grievant has the right to argue on behalf of himself or herself.

   Victims of cases involving violence and/or sexual offenses will be informed of the outcome of the hearing and subsequent appeals.

3.05 General Provisions

3.05:01 Grievance records will remain confidential unless permission is given by the parties involved to release such information. Grievance records are destroyed at the end of the semester in which the case is resolved.

3.05:02 LDCC will not tolerate any type of discipline or retaliation, direct or indirect, against any person who, in good faith, files a complaint or responds to questions in regard to having witnessed a prohibited incident.

3.05:03 False charges are treated as serious offenses and may result in disciplinary action.
Campus Locations

The main campus of Louisiana Delta Community College is located in the unique and diverse city of **Monroe, Louisiana**.

However, we offer a total of eight campus locations in eight different cities across northeast Louisiana. This provides students across the region with the convenience of being able to attend classes close to home.

If you would like more information about any of our campuses, or if you would like to schedule a visit to a LDCC campus, you may give us a call at

318-345-9003.

Click on the campus location below to view information for each campus.

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**Adult Development Center (DeltaLine)**

- Bastrop Campus
- Jonesboro Campus
- Lake Providence Campus
- Monroe Campus
- Ruston Campus
- Tallulah Campus
- West Monroe Campus
- Winnsboro Campus
Adult Development Center

Services Provided

- High School Equivalency instruction and testing (HiSET)
- Resources for Migrant and Seasonal Farmworkers
- Family Literacy including childcare services in Bernice and Monroe
- Preparation for college enrollment
- Integrated instruction in career pathways:
  - Healthcare
  - Manufacturing
  - Business
- Career guidance and decision-making
- Workplace skills preparation and credentialing
- Coaching and support
- JAG
  - Student Leadership instruction and organization for 16-21 year olds
- ESL instruction
- Basic digital literacy
- Online class opportunities

Contact Information

318.570.6027

Admission Requirements

Anyone interested in registering for class will need the following items:

- Current government-issued photo identification
- $20.00 money order made payable to LDCC
- Completed Age Waiver and Documentation (Ages 16-17 years only)
- Drop Slip from last school attended (Ages 16-18 years only)
Monroe Campus

7500 Millhaven Road
Monroe, LA 71203

Programs

Business and Technology
Care and Development of Young Children
Computer Science
Criminal Justice
Forensic Science and Technology
General Studies
Industrial Instrumentation Technology
Information Technology
Louisiana Transfer Degrees
Medical Coding Specialist
Process Technology
Registered Nursing

Contact Information

Knight Center, Admissions and Financial Aid
318.345.9003
enrollmentdept@ladelta.edu
financialaid@ladelta.edu

Julie Salter, Career Services
318.345.9151
jsalter@ladelta.edu
Traci Clark, Disability Services
318.345.9152
traciclark@ladelta.edu

Program Contacts

Please visit our website for specific program advisor contact information.

Contact the Knight Center for summer advising hours.

https://www.ladelta.edu/academics/advisor/

Bastrop Campus

Welcome to Louisiana Delta Community College-Bastrop Campus! Whether you are seeking to earn you high school equivalency degree, are a recent high school graduate, or are an adult returning to school, we have a program and schedule which can be customized to fit your lifestyle and needs. We offer technical programs in healthcare, welding, and business in addition to an associate's degree transferrable to a four year university with traditional face-to-face classroom instruction, video conferencing, and online courses. The Bastrop Campus prides itself for having faculty and staff dedicated to delivering quality instruction and passionate about being a part of the community.

Please feel free to visit or call us to learn more about our program offerings, financial assistance, and registration process.

I look forward to seeing you soon!

Amber Rawls,
Campus Director
318-974-7006

729 Kammell Street
Bastrop, LA
71221

Mailing Address:
P.O.Box 71120
Bastrop, LA
71221

Programs
Business Office Administration
Criminal Justice
General Studies
Patient Care Technician
Practical Nursing
Welding

Contact Information

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318.974.7039
amberrawls@ladelta.edu

**Fay McMullan, Front Desk**
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walciemcmullan@ladelta.edu

**Janice McDougal, Student Services**
318.974.7029
jmcdougal@ladelta.edu

**Financial Aid**
318.974.7030

Program Contacts

**Tyesha Williams, Practical Nursing**
318.974.7026
Tyeshawilliams3@ladelta.edu
Kimbrely Young, Patient Care Technician & Nurse Assistant
318.974.7033

Joseph Gray, Welding
318.974.7093
Josephgray1@ladelta.edu

Dorothy Wheeler, Business Office Administration
318.374.7037
dorothywheeler@ladelta.edu

Jonesboro Campus

236 Industrial Drive
Jonesboro, LA
71251

Programs
Business Office Administration
General Studies
Industrial Maintenance Technology
Louisiana Transfer Degree – Criminal Justice
Patient Care Technician
Welding

Contact Information

James Jopling, Interim Campus Director
318.345.9266
jamesjopling@ladelta.edu
Wilda Smith, Campus Coordinator
318.480.5011
wildasmith@ladelta.edu

Dorothy Davis, Financial Aid Advisor
318.497.6323
dorothydavis@ladelta.edu

Ruta Johns, Enrollment Services & Admissions
318.497.6324
rutajohns@ladelta.edu

Mary Watkins, Testing
318.480.5010
Marywatkins1@ladelta.edu

Program Contacts

Karen Tolar, Business Office Administration
318.497.6328
karentolar@ladelta.edu

Patient Care Technician
TBA

Jody Hale, Welding
318.480.5014
jodyhale@ladelta.edu
Welcome to the LDCC-Lake Providence campus! Whether you are looking to upgrade your skills or begin a new career, we have the quality programs to change your life. We offer a full range of technical training and academic programs to fit your schedule. Whether it is healthcare, welding, business, diesel technology, or a transferable associate's degree, our qualified instructors offer classes to suit your schedule. We also provide instructional delivery systems that fit your learning preferences. Face-to-face instruction, video-conferencing, and online courses can prepare you for a highly skilled, high wage career.

Call today and begin your new career. Our friendly, trained staff will be happy to assist you.

I look forward to seeing you soon!

Scott Cox,
Campus Director
318-231-5100
156 Highway 883-I
Lake Providence, LA
71254

Programs
Business Office Administration
General Studies
Patient Care Technician
Practical Nursing
Welding
Contact Information

Scott Cox, Campus Director
318.474.5225
mccox@ladelta.edu

Patricia Dunn, Financial Aid Advisor
318.474.5236
318.231.5130
pdunn@ladelta.edu

Dewanna Temple, Admissions & Testing
318.474.5235
dtemple@ladelta.edu

Program Contacts

Harold Eggert, Business Office Administration & General Studies
318.231.5121
haroldeggert@ladelta.edu

Janet Putman, Practical Nursing
318.231.5126
janetputman@ladelta.edu

Nurse Assistant
318.231.5120

Welding
Dr. Marc Boswell, Adult Education
318.231.5122

Ruston Campus

At the Ruston location of Delta Community College, we strive for excellence. We want to prepare students to be the very best at their chosen profession. We want to prepare students for high wage jobs in high demand careers. Our faculty and staff care for the wellbeing of students. We work one on one with students to find a career that will be best for them. Our programs cost half the cost of traditional four year colleges and have options to make as much or more than many four year degrees.

We work with business leaders to prepare students for the jobs that are in our community. We want students to be ready to work when they get done. If you are a business leader or potential student and would like to meet, please feel to reach out. We want to help meet your needs.

1010 James Street
Ruston, LA 71273

Programs

Business Office Administration
General Studies
Industrial Instrumentation Technology
Louisiana Transfer Degree – Criminal Justice
Patient Care Technician
Practical Nursing
Welding

Contact Information

TBA, Campus Director

Nadja Haynie, CTE Coordinator
318.497.6326
nadjahaynie@LaDelta.edu

Dorothy Davis, Financial Aid Advisor
318.497.6323
dorothydavis@ladelta.edu

Ruta Johns, Enrollment Services, Admissions, & Testing
318.497.6324
rutajohns@ladelta.edu

Program Contacts

Karen Tolar, Business Office Administration
318.497.6328
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Kimberly Jolivette, Patient Care Technician & Nurse Assistant
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Jana Kilbride, Practical Nursing
318.497.6332
janakilbride@ladelta.edu

Dallas Mays, Welding
318.497.6334
johnmays@ladelta.edu

Gerry Caskey, Industrial Instrumentation Technology
Welcome to the LDCC-Tallulah campus! Whether you are looking to upgrade your skills or begin a new career, we have the quality programs to change your life. We offer a full range of technical training and academic programs to fit your schedule. Whether it is healthcare, welding, business, diesel technology, or a transferable associate's degree, our qualified instructors offer classes to suit your schedule. We also provide instructional delivery systems that meet your learning preferences. Face-to-face instruction, video-conferencing, and online courses can prepare you for a highly skilled, high wage career.

Come watch us grow! We will offer more quality training programs in 2019 on a newly renovated campus complete with a workforce-training center. Call today and begin your new career. Our friendly, trained staff will be happy to assist you.

I hope to see you soon!

Scott Cox,
Campus Director
318-474-5200
132 Old Highway 65 South
Tallulah, LA
71282

Programs
Business Office Administration
Diesel Powered Equipment Technology
General Studies
Industrial Maintenance Technology
Louisiana Transfer Degree – Criminal Justice
Patient Care Technician
Practical Nursing
Welding
Contact Information

Scott Cox, Campus Director
318.474.5225
mccox@ladelta.edu

Patricia Dunn, Financial Aid Advisor
318.474.5236
pdunn@ladelta.edu

Dewanna Temple, Admissions & Testing
318.474.5235
dtemple@ladelta.edu

Program Contacts

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318.474.5231

Candice Collins, Practical Nursing
318.474.5238
candicecollins@ladelta.edu

Phillip Henson, Welding
318.474.5240
phenson@ladelta.edu

Adult Education
318.474.5243

John Allen Johnston, Diesel Powered Equipment Technician
West Monroe Campus

At the West Monroe location of Delta Community College, we strive for excellence. We want to prepare students to be the very best at their chosen profession. We want to prepare students for high wage jobs in high demand careers. Our faculty and staff care for the wellbeing of students. We work one on one with students to find a career that will be best for them. Our programs cost half the cost of traditional four year colleges and have options to make as much or more than many four year degrees.

We work with business leaders to prepare students for the jobs that are in our community. We want students to be ready to work when they get done. If you are a business leader or potential student and would like to meet, please feel to reach out. We want to help meet your needs.

Nathan Hall
Campus Director

318-397-6100

609 Vocational Parkway
West Monroe, LA
71292

Programs

Air Conditioning and Refrigeration
Automotive Technology
Barber Styling
Business and Technology
Business Office Administration
Diesel Powered Equipment Technology
Drafting and Design Technology
Electrician
General Studies

Industrial Maintenance Technology

Louisiana Transfer Degree - Humanities

Patient Care Technician

Practical Nursing

Welding

Contact Information

Nathan Hall, Campus Director
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nathanhall1@ladelta.edu

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Sharon Pollard, Financial Aid Advisor
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Melilda Wilson, Student Services Coordinator
318.397.6102
meltidawilson@ladelta.edu

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318.397.6143
mikemcneese@ladelta.edu

Bookstore
318.397.6197

Bruce Brown, Campus –Police Officer
318.397.6117
brucebrown@ladelta.edu

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318.397.6105
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Program Contacts

Beryl Little, Nursing Services
318.397.6188
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318.397.6125
James Bayless, Paramedic
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jamesbayless@ladelta.edu

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318.397.6158
corneliabryan@ladelta.edu

Tracie Carroll, Barber-Styling
318.397.6159
traciecarroll@ladelta.edu

Rock Frost, Diesel Engine Technology
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Abdol Saleh, Industrial Maintenance
318.397.6196
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Gerald Sepulvado, Electrician
318.397.6135
geraldsepulvado@ldelta.edu

Diesel Driving Academy
318.397.6189

Respiratory Therapy
318.397.6181

Rita Bartlett, Adult Education – Hi Set
318.397.6174

Winnsboro Campus

Welcome!

At Louisiana Delta Community College in Winnsboro, you will experience a comfortable and exciting learning environment where students will gain the knowledge and skills needed to become employed in a high wage, high demand career. The heart of our campus is our strong faculty who actively dedicate themselves daily to the students to advance their knowledge in each respective discipline. Students experience rich and meaningful interactions with dedicated faculty in the classroom, in the labs, or in clinical settings. With the low student teacher ratio, teachers and students are able to engage with one another as needed.

The passion of the LDCC-Winnsboro faculty is rivaled perhaps only by the dedication of our campus staff. From the first interaction to the last, our staff guides students through the enrollment process with a smile and a friendly word. While here, our students become familiar with our staff and know that whatever the need is, our staff is willing to go beyond what is expected to provide it.

Whether you require high school equivalency, seek a technical certification, want to earn an Associate’s degree, or plan to transfer to a university, we have what you need to help you reach your ultimate goal. In addition, we offer degrees and certificates in Welding, Practical Nursing, Patient Care Technician, and Nurse Assistant. We are pleased to say that we offer many of our courses in the evening and even on weekends.

LDCC-Winnsboro has state-of-the-art training labs and equipment for welding, allied health, and science. Our beautiful new campus offers many comfortable spaces for students to relax, study, or meet with friends. We offer large and small meeting rooms for staff, students, and members of the community to gather. We love meeting new people, so please come by to take a tour of our campus or to ask questions about your new career. No matter where you are in life, we want you to be the next member of our Winnsboro family!

With warm regards,

DeAnne Kiper,
Campus Director
318-367-6200
Programs
General Studies
Louisiana Transfer Degree - Humanities
Patient Care Technician
Practical Nursing
Welding

Contact Information
DeAnne Kiper, Campus Director
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318.367.6234

**Leslie McMurray, Practical Nursing**
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**Kelsey Vallee, Adult Education Instructor**
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kelseylvalee@ladelta.edu
General Education Course Disciplines

The LDCC General Education Course Discipline List is used to help guide students on which courses to take when their program requires credit hours in a specific subject area. Students can select the subject area and view the list of courses that fall under that required discipline. **This course listing is not subject to the Louisiana Transfer degree programs. The Louisiana Transfer degree course listings can be found within the specific curriculum.**

<table>
<thead>
<tr>
<th>Applied Sciences</th>
<th>Math/Analytical Reasoning</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Humanities</td>
<td>Social/Behavioral Sciences</td>
</tr>
</tbody>
</table>

### English Composition

- ENGL 101 (CENL 1013)
- ENGL 102 (CENL 1023)

### Humanities

#### English

- ENGL 201 (CENL 2103)
- ENGL 202 (CENL 2113)
- ENGL 203 (CENL 2153)
- ENGL 204 (CENL 2163)
- ENGL 205 (CENL 2203)
- ENGL 206 (CENL 2213)
- ENGL 207
- ENGL 208
- ENGL 211 (CENL 2303)
- ENGL 215 (CENL 2313)
- ENGL 220 (CENL 2513)
- ENGL 250

#### French

- FREN 101 (CFRN 1013)
- FREN 102 (CFRN 1023)
- FREN 201 (CFRN 2013)
- FREN 202 (CFRN 2023)

**History**
- HIST 101 (CHIS 1013)
- HIST 102 (CHIS 1023)
- HIST 201 (CHIS 2013)
- HIST 202 (CHIS 2023)
- HIST 210 (CHIS 2033)

**Humanities**
- HUMN 201 (CHUM 2213)
- HUMN 202 (CHUM 2223)
- HUMN 250

**Mass Communication**
- MSCM 101
- MSCM 201

**Philosophy**
- PHIL 201 (CPHL 1013)

**Speech**
- SPCM 110 (CCOM 1013)
- SPCM 120 (CCOM 2013)
- SPCM 130 (CCOM 2213)

**Spanish**
- SPAN 101 (CSPN 1013)
- SPAN 102 (CSPN 1023)
- SPAN 201 (CSPN 2013)
- SPAN 202 (CSPN 2023)

**NOTE:**

*Below is from SACSCOC CR 2.7.3*

Courses in basic composition that do not contain a literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement in CR 2.7.3.
Note:

- **If only one humanities is required for an associates**, neither speech, foreign language, nor composition may be used to satisfy the humanities requirement
- If more than one humanity is required, speech, foreign language, or a composition course may be used as a humanities along with a traditional humanity that satisfies the SACSCOC requirement/definition
- This action was rendered by SACSCOC in 2010.

**Fine Arts**

**Art**

- ARTS 103 (CART 2203)
- ARTS 104 (CART 2213)
- ARTS 105 (CART 1113)
- ARTS 106 (CART 2303)
- ARTS 107 (CART 1123)
- ARTS 110
- ARTS 120 (CART 1023)
- ARTS 201 (CART 2103)
- ARTS 202 (CART 2113)
- ARTS 203
- ARTS 204
- ARTS 207

**Music**

- MUSC 101 (CMUS 1013)
- MUSC 102
- MUSC 201

**Theater**

- THEA 105 (CTHE 2303)
- THEA 190 (CTHE 1013)
- THEA 221 (CTHE 2103)

**NOTE:**

ARTS 120, ARTS 201, ARTS 202, MUSC 101, and THEA 190 are the only fine art classes that count towards the General Education-Fine Arts requirement.

**Natural Sciences**

**Biology**

- BIOL 101 (CBIO 1013)
• BIOL 102 (CBIO 1023)
• BIOL 103 (CBIO 1011)
• BIOL 104 (CBIO 1021)
• BIOL 110
• BIOL 111
• BIOL 201 (CBIO 1033)
• BIOL 202 (CBIO 1043)
• BIOL 203 (CBIO 1031)
• BIOL 204 (CBIO 1041)
• BIOL 210 (CBIO 2213)
• BIOL 211 (CBIO 2121)
• BIOL 221 (CBIO 2213)
• BIOL 222 (CBIO 2223)
• BIOL 223 (CBIO 2211)
• BIOL 224 (CBIO 2221)
• BIOL 228
• BIOL 230 (CBIO 2603)
• BIOL 231 (CBIO 2601)

Chemistry

• CHEM 101 (CCEM 103)
• CHEM 102 (CCEM 1113)
• CHEM 103 (CCEM 1101)
• CHEM 104 (CCEM 1111)
• CHEM 110 (CCEM 1123)
• CHEM 111 (CCEM 1121)
• CHEM 120 (CCEM 1133)
• CHEM 121 (CCEM 1131)
• CHEM 221
• CHEM 222
• CHEM 223
• CHEM 224

Geology

• GEOL 101
• GEOL 102 (CGEO 1113)
• GEOL 110

Physical Science

• PHSC 100 (CPYH 1023)
• PHSC 110
• PHSC 120 (CPHY 1033)
• PHSC 130
Physics

- PHYS 110
- PHYS 210 (CPHY 2113)
- PHYS 211 (CPHY 2111)
- PHYS 220 (CPHY 2123)
- PHYS 221 (CPHY 2121)

Science

- SCIE 101
- SCIE 102
- SCIE 114

Math/Analytical Reasoning

Mathematics

- MATH 110 (CMAT 1213)
- MATH 111 (CMAT 1223)
- MATH 114 (CBUS 1103)
- MATH 115
- MATH 116
- MATH 117 (CMAT 1103)
- MATH 120 (CMAT 1235)
- MATH 201
- MATH 203
- MATH 204
- MATH 210 (CMAT 1303)
- MATH 212
- MATH 220 (CMAT 2115)
- MATH 221 (2125)
- MATH 298

Social/Behavioral Sciences

Care and Development of Young Children

- CDYC 101
- CDYC 103
- CDYC 141
- CDYC 165
- CDYC 211
- CDYC 213
- CDYC 240
- CDYC 261
- CDYC 265
- CDYC 273
• CDYC 280
• CDYC 298

**Education**

• EDUC 101
• EDUC 131
• EDUC 181

**Economics**

• ECON 201 (CECN 2213)
• ECON 202 (CECN 2223)

**Criminal Justice**

• CJUS 101
• CJUS 160
• CJUS 201
• CJUS 202
• CJUS 203
• CJUS 205
• CJUS 206
• CJUS 207
• CJUS 210
• CJUS 212
• CJUS 213
• CJUS 214
• CJUS 215

**Geography**

• GEOG 202 (CGRG 2113)
• GEOG 205 (CGRG 2213)

**Political Science**

• POLI 110 (CPOL 2013)
• POLI 202

**Psychology**

• PSYC 201 (CPSY 2013)
• PSYC 210
• PSYC 225 (CPSY 2313)
• PSYC 226 (CPSY 2113)
- PSYC 227 (CPSY 2213)
- PSYC 228
- PSYC 229

Sociology

- SOCL 110
- SOCL 201
- SOCL 202
- SOCL 210

Teaching and Learning

- TEAC 201
- TEAC 203

Applied Sciences

Forensic Science

- FORS 100
- FORS 132
- FORS 160
- FORS 210
- FORS 214
- FORS 220
- FORS 224
- FORS 230
- FORS 240
- FORS 242
- FORS 280
- FORS 282

Health Science

- HSCI 101
- HSCI 102
- HSCI 103
- HSCI 104
- HSCI 105
- HSCI 110
- HSCI 115

Mathematics

- MATH 110 (CMAT 1213)
- MATH 111 (CMAT 1223)
• MATH 114 (CBUS 1103)
• MATH 115
• MATH 116
• MATH 117 (CMAT 1103)
• MATH 120 (CMAT 1235)
• MATH 201
• MATH 203
• MATH 204
• MATH 210 (CMAT 1303)
• MATH 212
• MATH 220 (CMAT 2115)
• MATH 221 (2125)
• MATH 298

Medical Coding

• MCS 101
• MCS 102
• MCS 103
• MCS 201
• MCS 202
• MCS 203
• MCS 204
• MCS 210

Nursing

• NURS 112
• NURS 122
• NURS 132
• NURS 219
• NURS 221
• NURS 232
• NURS 233

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.

**Programs of Study Abbreviations**

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<td>Technical Competency Area</td>
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<tr>
<td>TD</td>
<td>Technical Diploma</td>
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**LDCC General Education Requirement**

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

6 hours—Complete both courses.

- ENGL 101 (CENL 1013) - English Composition I (3 credit hrs./45 clock hrs.)
- ENGL 102 (CENL 1023) - English Composition II (3 credit hrs./45 clock hrs.)

Humanities 9 Hours

9 hours including 3 in literature.

- ENGL 201 (CENL 2103) - English Literature I (3 credit hrs./45 clock hrs.)
- ENGL 202 (CENL 2113) - English Literature II (3 credit hrs./45 clock hrs.)
- ENGL 203 (CENL 2153) - American Literature I (3 credit hrs./45 clock hrs.)
- ENGL 204 (CENL 2163) - American Literature II (3 credit hrs./45 clock hrs.)
- ENGL 205 (CENL 2203) - World Literature I (3 credit hrs./45 clock hrs.)
- ENGL 206 (CENL 2213) - World Literature II (3 credit hrs./45 clock hrs.)
- ENGL 207 - Literature Of The Old Testament (3 credit hrs./45 clock hrs.)
- ENGL 208 - Literature Of The New Testament (3 credit hrs./45 clock hrs.)
- ENGL 211 (CENL 2303) - Survey Of Short Stories & Novels (3 credit hrs./45 clock hrs.)
- ENGL 215 (CENL 2313) - Introduction To Drama & Poetry (3 credit hrs./45 clock hrs.)
- FREN 101 (CFRN 1013) - Elementary French I (3 credit hrs./45 clock hrs.)
- FREN 102 (CFRN 1023) - Elementary French II (3 credit hrs./45 clock hrs.)
- FREN 201 (CFRN 2013) - Intermediate French (3 credit hrs./45 clock hrs.)
- FREN 202 (CFRN 2023) - Intermediate French (3 credit hrs./45 clock hrs.)
- HIST 101 (CHIS 1013) - Western Civilization To 1650 A.D. (3 credit hrs./45 clock hrs.)
- HIST 102 (CHIS 1023) - Western Civilization Since 1650 A.D. (3 credit hrs./45 clock hrs.)
- HIST 201 (CHIS 2013) - History Of The United States 1492-1877 (3 credit hrs./45 clock hrs.)
- HIST 202 (CHIS 2023) - History Of The US 1877-present (3 credit hrs./45 clock hrs.)
- PHIL 201 (CPHL 1013) - Introduction To Philosophy (3 credit hrs./45 clock hrs.)
- SPCM 110 (CCOM 1013) - Fundamentals Of Speech (3 credit hrs./45 clock hrs.)
- SPCM 120 (CCOM 2013) - Intro To Public Speaking (3 credit hrs./45 clock hrs.)
- SPCM 130 (CCOM 2213) - Interpersonal Communication (3 credit hrs./45 clock hrs.)
- SPAN 101 (CSPN 1013) - Elementary Spanish I (3 credit hrs./45 clock hrs.)
- SPAN 102 (CSPN 1023) - Elementary Spanish II (3 credit hrs./45 clock hrs.)
- SPAN 201 (CSPN 2013) - Spanish II (3 credit hrs./45 clock hrs.)
- SPAN 202 (CSPN 2023) - Intermediate Spanish II (3 credit hrs./45 clock hrs.)
Fine Arts 3 Hours

- ARTS 120 (CART 1023) - Art Appreciation (3 credit hrs./45 clock hrs.)
- ARTS 201 (CART 2103) - Survey Of Art History I (3 credit hrs./45 clock hrs.)
- ARTS 202 (CART 2113) - Survey Of Art History II (3 credit hrs./45 clock hrs.)
- MUSC 101 (CMUS 1013) - Music Appreciation (3 credit hrs./45 clock hrs.)
- THEA 190 (CTHE 1013) - Theatre Appreciation (3 credit hrs./45 clock hrs.)

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 (CBIO 1013) - General Biology I (3 credit hrs./45 clock hrs.)
- BIOL 102 (CBIO 1023) - General Biology II (3 credit hrs./45 clock hrs.)
- BIOL 201 (CBIO 1033) - Principles Of Biology I (3 credit hrs./45 clock hrs.)
- BIOL 202 (CBIO 1043) - Principles Of Biology II (3 credit hrs./45 clock hrs.)
- BIOL 221 (CBIO 2213) - Human Anatomy And Physiology I (3 credit hrs./45 clock hrs.)
- BIOL 222 (CBIO 2223) - Human Anatomy & Physiology II (3 credit hrs./45 clock hrs.)

Physical Science Sequence Courses:

- CHEM 101 (CCEM 103) - General Chemistry (3 credit hrs./45 clock hrs.)
- CHEM 102 (CCEM 1113) - General Chemistry II (3 credit hrs./45 clock hrs.)
- CHEM 110 (CCEM 1123) - Chemistry I (3 credit hrs./45 clock hrs.)
- CHEM 120 (CCEM 1133) - Chemistry II (3 credit hrs./45 clock hrs.)
- PHSC 100 (CPYH 1023) - Physical Science I (3 credit hrs./45 clock hrs.)
- PHSC 120 (CPHY 1033) - Physical Science II-Pre Chemistry (3 credit hrs./45 clock hrs.)
- PHYS 210 (CPHY 2113) - General Physics I (3 credit hrs./45 clock hrs.)
- PHYS 220 (CPHY 2123) - General Physics II (3 credit hrs./45 clock hrs.)
- GEOL 102 (CGEO 1113) - Historical Geology (3 credit hrs./45 clock hrs.)
- SCIE 101 - Introductory Earth Science I (3 credit hrs./45 clock hrs.)
- SCIE 102 - Introductory Earth Science II (3 credit hrs./45 clock hrs.)

Individual Biological Sciences Courses:

- BIOL 210 (CBIO 2213) - General Microbiology (3 credit hrs./45 clock hrs.)
- BIOL 228 - Pathophysiology (3 credit hrs./45 clock hrs.)
- BIOL 230 (CBIO 2603) - Principles Of Zoology (3 credit hrs./45 clock hrs.)

Individual Physical Science Courses:
Math/Analytical Reasoning 6 Hours

6 hours specific to degree program

- MATH 110 (CMAT 1213) - College Algebra (3 credit hrs./45 clock hrs.)
- MATH 111 (CMAT 1223) - Plane Trigonometry (3 credit hrs./45 clock hrs.)
- MATH 117 (CMAT 1103) - A Survey Of Mathematics (3 credit hrs./45 clock hrs.)
- MATH 120 (CMAT 1235) - Precalculus (3 credit hrs./45 clock hrs.)
- MATH 210 (CMAT 1303) - Introduction To Statistics (3 credit hrs./45 clock hrs.)
- MATH 220 (CMAT 2115) - Calculus I (3 credit hrs./45 clock hrs.)
- MATH 221 (2125) - Calculus II (3 credit hrs./45 clock hrs.)

Social/Behavioral Sciences 6 Hours

6 hours with at least 3 at the 200 level

- ECON 201 (CECN 2213) - Macroeconomics (3 credit hrs./45 clock hrs.)
- ECON 202 (CECN 2223) - Microeconomics (3 credit hrs./45 clock hrs.)
- GEOG 202 (CGRG 2113) - Cultural Geography-Internet (3 credit hrs./45 clock hrs.)
- GEOG 205 (CGRG 2213) - Physical Geography (3 credit hrs./45 clock hrs.)
- POLI 110 (CPOD 2013) - American Government (3 credit hrs./45 clock hrs.)
- PSYC 201 (CPSY 2013) - Introduction To Psychology (3 credit hrs./45 clock hrs.)
- PSYC 225 (CPSY 2313) - Child Psychology (3 credit hrs./45 clock hrs.)
- PSYC 226 (CPSY 2113) - Developmental Psychology (3 credit hrs./45 clock hrs.)
- PSYC 227 (CPSY 2213) - Adolescent Psychology (3 credit hrs./45 clock hrs.)
- SOCL 201 - Introduction To Sociology (3 credit hrs./45 clock hrs.)
- SOCL 202 - Current Social Problems (3 credit hrs./45 clock hrs.)

Louisiana Transfer Associates Degree

- LDCC General Education Requirement - Curriculum Sheet
- Social Science, A.A.L.T. - Curriculum Sheet
- Fine Arts, A.A.L.T. - Curriculum Sheet
- Humanities, A.A.L.T. - Curriculum Sheet
- Biological Sciences, A.S.L.T. - Curriculum Sheet
- Physical Sciences, A.S.L.T. - Curriculum Sheet

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 (with grade requirements met) 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

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.

To apply for admission, visit our Admissions page.

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.
School of Business and Technology

Business and Technology, A.A.S.

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.

Associate of Applied Science in Business and Technology

Click on the Course Disciplines page to view the list of courses within the required area below.

- ACCT 201 (CACC 2113) - Intro To Financial Accounting
- BUSN 101 (CBUS 1003) - Introduction To Business
- BUSN 201 (CMGM 2003) - Principles Of Marketing
- BUSN 210 (CMGM 2103) - Principles Of Management
- BUSN 215 - Business Communication
- BUSN 231 (CBUS 2103) - Business Law I
- CINS 101 - Introduction To Computers
- CINS 203 - Spreadsheet Applications
- CINS 204 - Word Processing Applications
- CINS 205 - Database Applications
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- FRST 100 - Freshman Studies Seminar
- Humanities - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- MATH 210 (CMAT 1303) - Introduction To Statistics
- Natural Science - 3 credit hours
- PSYC 201 (CPSY 2013) - Introduction To Psychology OR
- SOCL 201 - Introduction To Sociology
- Core Electives - 9 credit hours

Total: 61 credit hours

Additional Certifications

Certificate of Technical Studies in Administrative Assistant

CIP Code: 520101

- ACCT 201 (CACC 2113) - Intro To Financial Accounting
- BUSN 101 (CBUS 1003) - Introduction To Business
- BUSN 215 - Business Communication
- CINS 101 - Introduction To Computers
- CINS 204 - Word Processing Applications
- Core Electives (Administrative Assistant) - 3 credit hours
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- MATH 110 (CMAT 1213) - College Algebra
- FRST 100 - Freshman Studies Seminar
• PSYC 201 (CPSY 2013) - Introduction To Psychology OR
• SOCL 201 - Introduction To Sociology

Total: 31 credit hours

Career and Technical Certificate in Basic Accounting

CIP Code – 520304

• ACCT 201 (CACC 2113) - Intro To Financial Accounting
• ACCT 202 (CACC 2213) - Intro To Managerial Accounting
• BUSN 101 (CBUS 1003) - Introduction To Business
• CINS 203 - Spreadsheet Applications *IBC Prep Course*

Total: 12 credit hours

Career and Technical Certificate in Business Entrepreneurship

CIP Code – 520701

• ACCT 201 (CACC 2113) - Intro To Financial Accounting
• BUSN 190 (CMGM 2313) - Small Business Management *IBC Prep Course*
• BUSN 201 (CMGM 2003) - Principles Of Marketing
• BUSN 210 (CMGM 2103) - Principles Of Management
• BUSN 231 (CBUS 2103) - Business Law I
• CINS 203 - Spreadsheet Applications *IBC Prep Course*

Total: 18 credit hours

Career and Technical Certificate in Customer Service for Business Professionals

CIP Code: 520499

• BUSN 101 (CBUS 1003) - Introduction To Business
• BUSN 130 - Customer Service For Business Professionals
• BUSN 215 - Business Communication
• CINS 101 - Introduction To Computers OR
• CINS 102 - Internet & Computing Literacy

Total: 12 credit hours

Career and Technical Certificate in Software Applications

CIP Code: 110201

• CINS 101 - Introduction To Computers OR
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 four distinct concentrations; (1) General Office, (2) Accounting, (3) Medical Office and (4) Legal 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:

- Demonstrate technical skill in the use of leading industry-based productivity software products.
- Maintain and operate office equipment efficiently.
- Apply and use correct communication skills.
- Demonstrate basic occupational and employability skills through critical thinking and situational analysis.
- Develop and apply industry desired personality traits and appearance.
- Prepare to become responsible citizens and good leaders in business services and the world of human work as demonstrated through appearance, dependability, mental attitude, initiative, human relations skills, and other characteristics necessary for success on the job.
- Function efficiently in the office environment.
Click on the Course Disciplines page to view the list of courses within the required area below.

The student must meet any one of the Technical Diploma concentration requirements PLUS the following courses:

- ENGL 101 (CENL 1013) - English Composition I
- Humanities (History) - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 3 credit hours
- PSYC 201 (CPSY 2013) - Introduction To Psychology OR
- SOCL 201 - Introduction To Sociology

Total: 66 credit hours

Additional Certifications

Technical Diploma in Business Office Technology - Legal Office Concentration

**CIP Code - 520401**

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- ACCT 1500 (2413) - Computerized Accounting
- BOTL 1210 - Legal Administrative Procedures
- BOTL 1300 - Legal Terminology
- BOTL 2110 - Legal Transcription
- BUSE 1030 - Business English
- BUSI 1000 - Business Law
- BUSI 1045 - Business Communication
- BUSM 1050 - Business Math
- CPTR 1002 - Computer Literacy And Applications OR Approved Substitution CINS 101 or CINS 102
- CPTR 1320 - Spreadsheets
- CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
- JOBS 2450 - Job Seeking Skills
- KYBD 1010 - Basic Keyboarding
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100
- OSYS 1100 - Records Management

Total: 51 credit hours

Technical Diploma in Business Office Technology - Medical Office Concentration

**CIP Code - 520401**

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- BOTH 1120 - General Body Structure
- BOTH 1210 - Administrative Procedures For Medical Offices
- BOTH 1300 - Medical Office Terminology
- BUSE 1030 - Business English
- BUSE 1045 - Business Communication
- BUSM 1050 - Business Math
- CPTR 1002 - Computer Literacy And Applications OR Approved Substitution CINS 101 OR CINS 102
- CPTR 1320 - Spreadsheets
- CPTR 1500 - Specialized Software
- CPTR 1550 - Advanced Specialized Software
- CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
- JOBS 2450 - Job Seeking Skills
- KYBD 1010 - Basic Keyboarding
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100
- OSYS 1100 - Records Management

Total: 51 credit hours

Technical Diploma in Business Office Technology - General Office Concentration

CIP Code - 520401

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- ACCT 1500 (2413) - Computerized Accounting
- BUSE 1030 - Business English
- BUSE 1045 - Business Communication
- BUSM 1050 - Business Math
- CPTR 1002 - Computer Literacy And Applications OR Approved Substitution CINS 101 OR CINS 102
- CPTR 1310 - Introduction To Database Management
- CPTR 1320 - Spreadsheets
- CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
- ISYS 1440 - Word Processing
- ISYS 1650 - Desktop Publishing
- JOBS 2450 - Job Seeking Skills
- KYBD 1010 - Basic Keyboarding
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100
- OSYS 1100 - Records Management
- OSYS 2530 - Office Procedures

Total: 51 credit hours
Technical Diploma in Business Office Technology - Accounting Concentration

**CIP Code - 520401**

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- ACCT 1250 (CACC 2513) - Payroll Accounting
- ACCT 1300 (CACC 2713) - Intermediate Accounting
- ACCT 1400 - Advanced Accounting
- ACCT 1500 (2413) - Computerized Accounting
- BUSE 1030 - Business English
- BUSE 1045 - Business Communication
- BUSM 1050 - Business Math
- CPTR 1002 - Computer Literacy And Applications **OR** Approved Substitution CINS 101 **OR** CINS 102
- CPTR 1320 - Spreadsheets
- CSRV 1000 - Customer Service **OR** Approved Substitution BUSN 130
- ISYS 1440 - Word Processing
- JOBS 2450 - Job Seeking Skills
- KYBD 1010 - Basic Keyboarding
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar **OR** Approved Substitution FRST 100
- OSYS 1100 - Records Management

**Total: 51 credit hours**

Certificate of Technical Studies in Office Assistant Specialist

**CIP Code - 520401**

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- BUSE 1030 - Business English
- BUSE 1045 - Business Communication
- BUSM 1050 - Business Math
- CPTR 1002 - Computer Literacy And Applications **OR** Approved Substitution CINS 101 **OR** CINS 102
- CPTR 1310 - Introduction To Database Management
- CPTR 1320 - Spreadsheets
- CSRV 1000 - Customer Service **OR** Approved Substitution BUSN 130
- ISYS 1440 - Word Processing
- KYBD 1010 - Basic Keyboarding
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar **OR** Approved Substitution FRST 100
- OSYS 1100 - Records Management

**Total: 40 credit hours**
Certificate of Technical Studies in Accounting Office Specialist

*CIP Code - 520401*

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- ACCT 1250 (CACC 2513) - Payroll Accounting
- BUSE 1030 - Business English
- BUSE 1045 - Business Communication
- BUSM 1050 - Business Math
- CPTR 1002 - Computer Literacy And Applications **OR** Approved Substitution CINS 101 **OR** CINS 102
- CPTR 1320 - Spreadsheets
- CSRV 1000 - Customer Service **OR** Approved Substitution BUSN 130
- ISYS 1440 - Word Processing
- KYBD 1010 - Basic Keyboarding
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar **OR** Approved Substitution FRST 100
- OSYS 1100 - Records Management

Total: 40 credit hours

Certificate of Technical Studies in Medical Records/Billing Specialist

*CIP Code - 520401*

- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- BOTH 1120 - General Body Structure
- BOTH 1240 - Medical Coding
- BOTH 1300 - Medical Office Terminology
- BOTH 1210 - Administrative Procedures For Medical Offices
- CPTR 1002 - Computer Literacy And Applications **OR** Approved Substitution CINS 101 **OR** CINS 102
- CPTR 1500 - Specialized Software
- CPTR 1320 - Spreadsheets
- KYBD 1010 - Basic Keyboarding
- OSYS 1100 - Records Management

Total: 30 credit hours

Certificate of Technical Studies in Legal Office Specialist

*CIP Code - 520401*

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- BUSE 1030 - Business English
- BUSE 1045 - Business Communication
• BUSI 1000 - Business Law
• BUSM 1050 - Business Math
• BOTL 1300 - Legal Terminology
• BOTL 2110 - Legal Transcription
• CPTR 1002 - Computer Literacy And Applications OR Approved Substitutions CINS 101 OR CINS 102
• CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
• KYBD 1010 - Basic Keyboarding
• KYBD 1111 - Introduction To Formatting
• ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100
• OSYS 1100 - Records Management

Total: 40 credit hours

Certificate in Technical Studies in Medical Office Specialist

CIP Code - 520401

• ACCT 1100 (CACC 2313) - Principles Of Accounting Part I
• BOTH 1120 - General Body Structure
• BOTH 1210 - Administrative Procedures For Medical Offices
• BOTH 1300 - Medical Office Terminology
• BUSE 1030 - Business English
• BUSE 1045 - Business Communication
• BUSM 1050 - Business Math
• CPTR 1002 - Computer Literacy And Applications OR Approved Substitution CINS 101 OR CINS 102
• CPTR 1320 - Spreadsheets
• CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
• KYBD 1010 - Basic Keyboarding
• KYBD 1111 - Introduction To Formatting
• ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100
• OSYS 1100 - Records Management

Total: 40 credit hours

Certificate of Technical Studies in Mortgage Documents Specialist

CIP Code - 520809

• BUSE 1045 - Business Communication OR Approved Substitution BUSN 215
• BUSF 1200 - Basic Mortgage Banking Documents
• CPTR 1002 - Computer Literacy And Applications OR Approved Substitution CINS 101 OR CINS 102
• CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
• JOBS 2450 - Job Seeking Skills
• KYBD 1010 - Basic Keyboarding
• ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100

Total: 18 credit hours
Certificate of Technical Studies in Human Resource Specialist

CIP Code: 521001

- HURM 1000 - Employment Law and Regulation
- HURM 1100 - Training and Development
- HURM 1200 - Recruiting and Selecting
- HURM 1300 - Compensation and Benefits
- JOBS 2450 - Job Seeking Skills
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100

Total: 18 credit hours

Certificate of Technical Studies in Bank Teller

CIP Code: 520803

- ACCT 1100 (CACC 2313) - Principles Of Accounting Part I OR Approved Substitution ACCT 201 (CACC 2113)
- ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II
- BTEL 1000 - Bank Teller Procedures
- BUSM 1050 - Business Math
- CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
- JOBS 2450 - Job Seeking Skills
- ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100

Total: 18 credit hours

Career and Technical Certificate in General Clerk

CIP Code: 520401

- BUSE 1030 - Business English
- CSRV 1000 - Customer Service OR Approved Substitution BUSN 130
- KYBD 1111 - Introduction To Formatting
- ORNT 1000 - Freshman Seminar OR Approved Substitution FRST 100
- OSYS 1100 - Records Management

Total: 13 credit hours
Business, A.G.S.

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. Beginning Fall 2018, the General Studies degree program will be offered 100% online, as well as on campus.

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

Associate of General Studies with a concentration in Business

Click on the Course Disciplines page to view the list of courses within the required area below.

- CINS 101 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- **Fine Arts** - 3 credit hours (*Fine Arts; must be one of the following: ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190)*
- **Humanities** - 3 credit hours (*Humanities; cannot be fulfilled with a Speech, Foreign Language, or Composition*)
  - MATH 110 (CMAT 1213) - College Algebra
- **Natural Science** - 6 credit hours
  - PSYC 201 (CPSY 2013) - Introduction To Psychology
- **Social/Behavioral Science** - 3 credit hours
  - SPCM 110 (CCOM 1013) - Fundamentals Of Speech OR
  - SPCM 120 (CCOM 2013) - Intro To Public Speaking
- **Major Concentration Area: Business** - 18 credit hours
  - **Minor Concentration Area: Opposite Discipline; General Education Course Disciplines** - 9 credit hours

**Total:** 60 credit hours

**Major Concentration - Business Courses**

18 credit hours required

- ACCT 201 (CACC 2113) - Intro To Financial Accounting
- ACCT 202 (CACC 2213) - Intro To Managerial Accounting
- ACCT 214 (CACC 2613) - Tax Accounting
- ACCT 218 - Fundamentals Of Income Tax Prep
- BUSN 101 (CBUS 1003) - Introduction To Business
- BUSN 130 - Customer Service For Business Professionals
- BUSN 131 (CMGM 2213) - Principles Of Human Resource Management
- BUSN 140 (CFIN 2113) - Personal Finance
- BUSN 180 - Notary Public
- BUSN 190 (CMGM 2313) - Small Business Management
- BUSN 201 (CMGM 2003) - Principles Of Marketing
- BUSN 210 (CMGM 2103) - Principles Of Management
- BUSN 211 - Supervision
- BUSN 215 - Business Communication
- BUSN 231 (CBUS 2103) - Business Law I
- BUSN 232 - Business Law II
- CINS 101 - Introduction To Computers
- CINS 195 - Intro To Computer User Support
- CINS 201 - Microcomputer Applications
- CINS 202 - Presentation Application
- CINS 203 - Spreadsheet Applications
- CINS 204 - Word Processing Applications
- CINS 205 - Database Applications
- CINS 208 - Desktop Publishing Applications
- CINS 209 - Advanced Microsoft Office

**Certificate of General Studies**
Mission

The purpose of the Associate of Science Degree in Computer Sciences is to build the bridge between budding computer programmers and their futures, while earning an associate degree from which they may further their academic pursuits or opt to enter the workforce with a foundational skillset in logic and design.

The goals of the Computer Sciences program are:

- To offer academically transferable courses in computer programming, software planning and design, information logic, discrete mathematics, and related Computer Science disciplines.
- To prepare the student for a successful and lucrative career in computer programming or software engineering.
- To incorporate innovative teaching competencies and programs leading to the associate degree in the Computer Science program, certificate programs, and specialized career training.
- To integrate technology across the disciplines affording all students a variety of electronic learning opportunities.
- To offer courses transferable to four-year colleges and universities.
- To present opportunities for the Computer Science students to participate in relevant student organizations, community events, and interaction with the Information Technology community.
- To participate with area businesses and industry to meet training needs.

Program Description

The Associate of Science in Computer Science combines English, math, social science, natural science, and humanities with computer science curriculum to create a program designed to meet the increasing demand for entry-level computer programmers. 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 Computer Science program will be able to:

- Demonstrate skills in the organization and creation of computer programs.
- Apply the principles of software design independent of programming language
- Communicate using both verbal and written communication to accurately convey technical information and to critically read and interpret technical literature.
- Successfully complete related industry-based certifications where applicable.
- Describe and identify the fundamental concepts and principles of computer and network security as they relate to computer programming and software development.
- Demonstrate and practice basic principles for software engineering and design using the software life cycle.
Associate of Science in Computer Science

Click on the Course Disciplines page to view the list of courses within the required area below.

- BIOL 201 (CBIO 1033) - Principles Of Biology I
- BIOL 203 (CBIO 1031) - Principles Of Biology I Lab
- CINS 130 - Information Security Fundamentals OR CINS/CNET/CSCI Electives - 3 credit hours
- CINS 220 - System Security OR CINS/CNET/CSCI Electives - 3 credit hours
- CNET 110 - Network Fundamentals I OR CINS/CNET/CSCI Electives - 3 credit hours
- CSCI 200 - Software Design & Programming I
- CSCI 203 - Software Design & Programming II
- CSCI 226 - Discrete Structures
- CSCI 253 - Computer Organization with Assembly Programming
- CSCI 273 - Data Structures & Algorithms
- CSCI 285 - Information Technology Ethics
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours Must take ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190.
- FRST 100 - Freshman Studies Seminar
- Humanities - 6 credit hours Recommended: sequence in History.
- MATH 110 (CMAT 1213) - College Algebra
- MATH 111 (CMAT 1223) - Plane Trigonometry
- Natural Science - 3 credit hours Must take GEOL 101, CHEM 110, or PHSC 100.
- PSYC 201 (CPSY 2013) - Introduction To Psychology OR
- SOCL 201 - Introduction To Sociology
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 62 credit hours

Additional Certifications

Certificate of Technical Studies in Secure Software Design

CIP Code – 110201

- CSCI 200 - Software Design & Programming I (3 credit hours)
- CSCI 203 - Software Design & Programming II (3 credit hours)
- CSCI 226 - Discrete Structures (3 credit hours)
- CSCI 253 - Computer Organization with Assembly Programming (3 credit hours)
- CSCI 273 - Data Structures & Algorithms (3 credit hours)
- CSCI 285 - Information Technology Ethics (3 credit hours)
- CINS 130 - Information Security Fundamentals (3 credit hours)
- CINS 220 - System Security (3 credit hours)
Total: 24 credit hours

**Computer Science, A.S.L.T.**

*CIP Code – 240199*

**Mission**

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

**Program Description**

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

**Learning Outcomes**

Graduates of the Louisiana Delta Community College Associate of Science program will be able to:

- Identify the historical and modern impacts of Fine Arts.
- Demonstrate the ability to read at the college level.
- Identify the development of western civilizations and the cultural impact of the American political system.
- Demonstrate the ability to interpret numerical data or utilize mathematical statistics.
- Demonstrate the use of abstract reasoning and critical thinking in scientific applications.
- Communicate effectively in written English.

**Concentrations**

**ASLT Computer Science:**

The Associate of Science Louisiana Transfer Degree with a concentration in Computer Science 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.

**Associate of Science Louisiana Transfer Degree with a concentration in Computer Science**

*CHEM 110,111,120,121 may be substituted if approved by Division Chair.*
- BIOL 201 (CBIO 1033) - Principles Of Biology I
- CSCI 200 - Software Design & Programming I
- CSCI 203 - Software Design & Programming II
- CSCI 226 - Discrete Structures
- CSCI 253 - Computer Organization with Assembly Programming
- CSCI or Louisiana Transfer Degree - Natural Science Courses - 3 credit hours
  - ENGL 101 (CENL 1013) - English Composition I
  - ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 hours required Must take ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190.
- FRST 100 - Freshman Studies Seminar
- HIST 101 (CHIS 1013) - Western Civilization To 1650 A.D. OR
- HIST 201 (CHIS 2013) - History Of The United States 1492-1877
- HIST 102 (CHIS 1023) - Western Civilization Since 1650 A.D. OR
- HIST 202 (CHIS 2023) - History Of The US 1877-present
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
  - MATH 220 (CMAT 2115) - Calculus I
  - MATH 221 (2125) - Calculus II
  - PHYS 210 (CPHY 2113) - General Physics I
  - PHYS 211 (CPHY 2111) - General Physics I Lab
  - PHYS 220 (CPHY 2123) - General Physics II
  - PHYS 221 (CPHY 2121) - General Physics II Lab

Total: 61 credit hours

Completion

Completion of the Associate of Arts/Science Louisiana Transfer (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.
Full Stack Cloud Developer, A.A.S.

Effective: Summer 2020

CIP Code - 110902

Mission

The Associate of Applied Science – Full Stack Cloud Developer degree prepares students to take on careers in the cloud computing ecosystem by providing training in fundamental elements of IT such as hardware and software support, networking, and security with an emphasis on virtualization, server technologies, databases, and computer programming. All of these core concepts are taught using cloud technology as a backdrop, with each course exploring how the cloud has augmented the specialties. Practical application of cloud concepts is also implemented so that students finish the program of study with sufficient knowledge and skill in this blossoming field.

Program Description

Cloud computing involves the use of computing resources such as but not limited to applications, storage, database, and computer power in an on-demand, yet off premises fashion. The technologies utilized to accomplish this allow elements of an IT infrastructure to be housed in remote locations or data warehouses without direct active management of the entity utilizing it. Cloud computing allows for greater flexibility and nearly instant scalability.

Analysis of industry trends reveals a shift to these on-demand methods of technological operation across a plethora of fields including aerospace, shipping and transportation, healthcare, manufacturing, and education. As a community college, we sit at the forefront of the movement to provide a skilled workforce to fill labor shortages in this space which are expected to increase exponentially in the coming years.

Today, cloud computing is a top skill that employers of IT teams require. Forbes magazine stated in 2018 there were over 50,000 unfilled cloud computing positions available across the United States and 100,000 worldwide. The demand is expected to increase exponentially, requiring not only community colleges to set the pace for this training, but also imploring high schools and universities to participate in the creation and sustainment of this skilled workforce pipeline.

Learning Outcomes

- Describe cloud core services
- Demonstrate how cloud components fit together
- Configure basic networking on various platforms using protocols and standards
- Use query languages for data retrieval and database manipulation
- Evaluate server performance including the basics of monitoring and maintaining servers
- Implement fundamental features and infrastructure of system security

Associate of Applied Science in Full Stack Cloud Developer

Click on the Course Disciplines page to view the list of courses within the required area below.
CINS 120 - Operating Systems Fundamentals  
CINS 205 - Database Applications  
CINS 210 - Cloud Computing Fundamentals  
CINS 211 - Web Development  
CINS 218 - Information Storage Management  
CINS 220 - System Security  
CNET 101 - Computer User Support I  
CNET 102 - Computer User Support II  
CNET 110 - Network Fundamentals I  
CNET 172 - Linux Server  
CNET 201 - Windows Server I  
CSCI 192 - Programming Logic and Design  
CSCI 200 - Software Design & Programming I  
CSCI 203 - Software Design & Programming II  
CSCI 240 - Project Management  
ENGL 101 (CENL 1013) - English Composition I  
History - 3 credit hours  
MATH 110 (CMAT 1213) - College Algebra  
Natural Science - 3 credit hours  
Social Science - 3 credit hours

Total: 60 credit hours

**General Business, A.A.L.T.**

*CIP Code - 240199*

**Mission**

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

**Program Description**

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

**Learning Outcomes**

Graduates of the Louisiana Delta Community College transfer degree program will be able to:
- Demonstrate competence in written and verbal communication skills and critical thinking.
- Demonstrate the ability to think and reason logically, using the language of social and behavioral sciences.
- Identify elements of the fine arts through music, theater, or art appreciation.
- Identify characteristics of human behavior and the interrelationships between the individual and societal, political and economic systems, based on research methods.

Concentration

AALT General Business:

The Associate of Arts Louisiana Transfer Degree in General Business 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.

Associate of Arts Louisiana Transfer Degree with a concentration in General Business

- ACCT 201 (CACC 2113) - Intro To Financial Accounting
- ACCT 202 (CACC 2213) - Intro To Managerial Accounting
- BUSN 101 (CBUS 1003) - Introduction To Business
- CINS 101 - Introduction To Computers
- ECON 201 (CECN 2213) - Macroeconomics
- ECON 202 (CECN 2223) - Microeconomics
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours Must take ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190.
- FRST 100 - Freshman Studies Seminar
- Louisiana Transfer Degree - Humanities Courses - 12 credit hours Recommended: history sequence (6 hours), public speaking/interpersonal communication (3 hours), and English literature (3 hours).
- MATH 110 (CMAT 1213) - College Algebra
- MATH 210 (CMAT 1303) - Introduction To Statistics
  - Louisiana Transfer Degree - Natural Science Courses - 9 credit hours 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).
- PSYC 201 (CPSY 2013) - Introduction To Psychology OR
- SOCL 201 - Introduction To Sociology
- Louisiana Transfer Degree - Social/Behavioral Science Courses or Business Electives - 3 credit hours

Total: 61 credit hours

Completion
Completion of the Associate of Arts/Science Louisiana Transfer (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.

Information Technology, A.A.S.

*CIP Code - 110901*

**Mission**

As human existence increasingly relies on a digital infrastructure to support everything from basic needs to superfluous dreams, opportunistic individuals seeking to capitalize on market shifts demand educational alternatives in preparation for meeting ever changing employment possibilities. Bringing learners from IT infancy to cyber relevance to meet this moving target and provide for its workforce while concurrently providing a pathway to academic transferability is the mission of the Associate of Applied Science in Information Technology.

Rooted in the colloquial "Holy Trinity" of vendor neutral IT Certifications, the AAS in Information Technology congeals the industry standard A+, Network+, and Security+ credentials core with a necessary business component, while still allowing the student the flexibility to choose an area of interest through technology elective selections.

The goals of the Computer Technology program are:

- To offer academically transferable courses to four-year colleges and universities in hardware and software troubleshooting and support, networking, security, server architecture, and other related information technology disciplines.
- To prepare the student with the foundation required for success in any Information Technology career.
- To collaborate with area businesses and industry to meet training needs as well as provide a platform for industry stakeholders to take part in the shaping and education of the future workforce.
- To incorporate innovative teaching competencies and programs leading to the associate degree in Information Technology or related certificate program/specialized career training initiative.
- To present opportunities for the Computer Technology students to participate in relevant student organizations, community events, and interaction with the Information Technology community.
- To incorporate fundamental business principles such as communication and customer service skills as requested by the esteemed members of the advisory board.

**Program Description**

The Associate of Applied Science degree in Information 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 Information Technology professionals. Further, a significant portion of the coursework is transferable for those students wishing to complete a bachelor's degree. The program is also designed to help students prepare for and successfully complete several internationally recognized, industry-based certifications inclusive of but not limited to certifications offered by CompTIA, Microsoft, Cisco, and LPI.
Learning Outcomes

Graduates of the Louisiana Delta Community College Information Technology program will be able to:

- Demonstrate hands-on technical skill in the use of computer hardware, software, networking, and security.
- Successfully complete industry-based certifications associated with their course of study.
- Critically read and interpret technical literature.
- Communicate using both verbal and written communication to accurately convey technical information.
- Utilize proper listening skills and customer service technique to resolve client issues.
- Successfully apply computer networking principles in exam based, hands-on, and virtual lab scenarios.
- Correctly identify risks, threats, and vulnerabilities of computer systems as well as ways to mitigate them.

From computer troubleshooting and support to securing enterprise networks through proper monitoring and threat detection, the Associate of Applied Science in Information Technology will provide the proper training for the needs of the present and future information technology workforce.

The degree is streamlined to focus on foundational elements of IT while providing flexibility for students and program administrators to adapt and adjust as the industry need arises. Course offerings include on-site (day/night) offerings as well as some online offerings where suitable.

Associate of Applied Science in Information Technology

Click on the Course Disciplines page to view the list of courses within the required area below.

- BUSN 101 (CBUS 1003) - Introduction To Business
- BUSN 130 - Customer Service For Business Professionals *Industry Based Credential Prep Course*
- BUSN 215 - Business Communication
- CINS 102 - Internet & Computing Literacy *Industry Based Credential Prep Course*
- CINS 130 - Information Security Fundamentals
- CINS 220 - System Security *Industry Based Credential Prep Course*
- CNET 101 - Computer User Support I *Industry Based Credential Prep Course*
- CNET 102 - Computer User Support II *Industry Based Credential Prep Course*
- CNET 110 - Network Fundamentals I *Industry Based Credential Prep Course*
- CNET 111 - Network Fundamentals II *Industry Based Credential Prep Course*
- Computer Electives - 15 credit hours
- ENGL 101 (CENL 1013) - English Composition I
- History - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- PHSC 100 (CPYH 1023) - Physical Science I OR
- Natural Science - 3 credit hours
- PSYC 201 (CPSY 2013) - Introduction To Psychology OR
- SOCL 201 - Introduction To Sociology

Total: 60 credit hours

Additional Certifications

Certificate of Technical Studies in Client Implementation and Support Specialist
CIP Code - 110901

- BUSN 130 - Customer Service For Business Professionals *Industry Based Credential Prep Course*
- CINS 102 - Internet & Computing Literacy *Industry Based Credential Prep Course*
- CINS 120 - Operating Systems Fundamentals *Industry Based Credential Prep Course*
- CINS 130 - Information Security Fundamentals
- CNET 101 - Computer User Support I *Industry Based Credential Prep Course*
- CNET 102 - Computer User Support II *Industry Based Credential Prep Course*
- CSCI 240 - Project Management *Industry Based Credential Prep Course*
- CSCI 285 - Information Technology Ethics

Total: 24 credit hours

Certificate of Technical Studies in Network and Security Analyst

CIP Code - 110901

- CINS 130 - Information Security Fundamentals
- CINS 210 - Cloud Computing Fundamentals *Industry Based Credential Prep Course*
- CINS 220 - System Security *Industry Based Credential Prep Course*
- CNET 110 - Network Fundamentals I *Industry Based Credential Prep Course*
- CNET 111 - Network Fundamentals II *Industry Based Credential Prep Course*
- CNET 121 - CISCO Networking I-Intro to Networks *Industry Based Credential Prep Course*
- CNET 122 - CISCO Networking II-Routing & Switching *Industry Based Credential Prep Course*
- CNET 225 - Firewalls and Network Security *Industry Based Credential Prep Course*

Total: 24 credit hours

Career and Technical Certificate in Cisco Certified Network Associate

CIP Code - 110901

- CNET 110 - Network Fundamentals I *Industry Based Credential Prep Course*
- CNET 111 - Network Fundamentals II *Industry Based Credential Prep Course*
- CNET 121 - CISCO Networking I-Intro to Networks *Industry Based Credential Prep Course*
- CNET 122 - CISCO Networking II-Routing & Switching *Industry Based Credential Prep Course*

Total: 12 credit hours

Career and Technical Certificate in Cybersecurity Specialist

CIP Code - 110901

- CINS 130 - Information Security Fundamentals
- CINS 220 - System Security *Industry Based Credential Prep Course*
- CNET 110 - Network Fundamentals I *Industry Based Credential Prep Course*
- CNET 111 - Network Fundamentals II *Industry Based Credential Prep Course*
Total: 12 credit hours

Career and Technical Certificate in Computer Support Specialist

CIP Code - 110901

- CINS 120 - Operating Systems Fundamentals *Industry Based Credential Prep Course*
- CNET 101 - Computer User Support I *Industry Based Credential Prep Course*
- CNET 102 - Computer User Support II *Industry Based Credential Prep Course*
- CNET 110 - Network Fundamentals I *Industry Based Credential Prep Course*
- CNET 111 - Network Fundamentals II *Industry Based Credential Prep Course*
- BUSN 130 - Customer Service For Business Professionals *Industry Based Credential Prep Course*

Total: 18 credit hours

Career and Technical Certificate in Business Application & Desktop Support

CIP Code - 110901

- CINS 202 - Presentation Application *Industry Based Credential Prep Course*
- CINS 203 - Spreadsheet Applications *Industry Based Credential Prep Course*
- CINS 204 - Word Processing Applications *Industry Based Credential Prep Course*
- CINS 205 - Database Applications *Industry Based Credential Prep Course*
- CNET 101 - Computer User Support I *Industry Based Credential Prep Course*
- CNET 102 - Computer User Support II *Industry Based Credential Prep Course*

Total: 18 credit hours

Medical Coding Specialist, C.T.S.

CIP Code – 510707

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 Medical Coding Specialist Program (MCS) at LDCC consists of a one-semester Technical Competency Area (TCA) and a one year Certificate of Technical Studies (CTS.) 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 certificates
programs consist of classroom instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area. In this program, there are a variety exit points that you may choose to take.

Learning Outcomes

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

- Demonstrate ability to think critically, manage time, and communicate in oral and written formats.
- Identify anatomy and physiology of the human body and disease processes with related pharmacology.
- Demonstrate the ability to review and analyze health records to identify relevant diagnosis and procedures for distinct patient encounters.
- Demonstrate the ability to translate diagnostic and procedural terminology used by physicians and healthcare professionals into coded form (ICD-10-CM/ICS-10/PCS and CPT) using coding rules and guidelines.
- Demonstrate ability to use a computer and have proficiency in the use of the internet, Microsoft Word, and Microsoft Excel.
- Demonstrate ability to work as a team member in a professional manner.

Certificate of Technical Studies in Medical Coding Specialist

- BIOL 110 - Intro Human Anatomy & Physiology
- BIOL 111 - Intro Human Anat. & Physiology Lab
- BUSN 130 - Customer Service For Business Professionals
- CINS 101 - Introduction To Computers
- HSCI 105 - Medical Ethics & Law
- HSCI 110 - Medical Terminology
- MCS 101 - Introduction to Health Information Management
- MCS 102 - Basic Medical Coding
- MCS 103 - Basic Medical Coding Laboratory
- MCS 201 - Healthcare Delivery Systems
- MCS 202 - Reimbursement Methodology
- MCS 203 - Advanced Basic Medical Coding
- MCS 204 - Advanced Medical Coding Lab
- MCS 210 - Medical Coding Practicum

Total: 36 credit hours
School of Industrial Technology

Air Conditioning & Refrigeration, T.D.

*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.

HVAC Excellence Accredited

Learning Outcomes

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

- Identify and apply appropriate mathematical principles needed to install and troubleshoot HVAC equipment.
- Demonstrate 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.
- Demonstrate proper procedures to install and troubleshoot domestic air conditioning and refrigeration systems.
- Design, troubleshoot, and install residential air conditioning, gas heat, electric heat, heat pump systems according to industry standards and practices.
- Demonstrate HVAC industry safety procedures.

Partners

Gilley's Heating and Cooling

Air Service Professionals

Mike Smith Heating and A/C

Ferguson's Heating and Air Conditioning, LLC

Bell Heating and Air Conditioning
Louisiana Delta Community College currently offers two Technical Diplomas within the Air Conditioning and Refrigeration program. Below are the curriculums:

Technical Diploma in Commercial Refrigeration Technician

- HACR 1150 - HVAC Introduction
- HACR 1160 - Principles of Refrigeration I
- HACR 1170 - Principles of Refrigeration II
- HACR 1180 - Principles of Refrigeration III
- HACR 1210 - Electrical Fundamentals
- HACR 1220 - Electrical Components
- HACR 1230 - Electric Motors
- HACR 1240 - Applied Electricity and Troubleshooting
- HACR 2910 - Commercial Refrigeration I
- HACR 2920 - Commercial Refrigeration Controls I
- HACR 2930 - Commercial Refrigeration II
- JOBS 2450 - Job Seeking Skills

Total: 45 credit hours / 1350 clock hours

Technical Diploma in Residential A/C and Refrigeration

- HACR 1150 - HVAC Introduction
- HACR 1160 - Principles of Refrigeration I
- HACR 1170 - Principles of Refrigeration II
- HACR 1180 - Principles of Refrigeration III
- HACR 1210 - Electrical Fundamentals
- HACR 1220 - Electrical Components
- HACR 1230 - Electric Motors
- HACR 1240 - Applied Electricity and Troubleshooting
- HACR 1410 - Domestic Refrigeration
- HACR 1420 - Room Air Conditioners
- HACR 2510 - Residential Central Air Conditioning I
- HACR 2520 - Residential Central Air Conditioning II
- HACR 2530 - Residential System Design
- HACR 2540 - Residential Heating I
- HACR 2550 - Residential Heating II
- HACR 2560 - Residential Heat Pumps
- JOBS 2450 - Job Seeking Skills

Total: 45 credit hours / 1350 clock hours

Additional Certifications

Certificate of Technical Studies in HACR Energy Systems Technician
CIP Code - 470201

- HACR 1150 - HVAC Introduction
- HACR 1160 - Principles of Refrigeration I
- HACR 1170 - Principles of Refrigeration II
- HACR 1180 - Principles of Refrigeration III
- HACR 1210 - Electrical Fundamentals
- HACR 1220 - Electrical Components
- HACR 1230 - Electric Motors
- HACR 1240 - Applied Electricity and Troubleshooting
- HACR 2510 - Residential Central Air Conditioning I
- SOLR 1000 - Solar Fundamentals
- SOLR 1030 - Solar Thermal Applications

Total: 33 credit hours / 930 clock hours

Certificate of Technical Studies in Domestic A/C & Refrigeration Technician

CIP Code - 470201

- HACR 1150 - HVAC Introduction
- HACR 1160 - Principles of Refrigeration I
- HACR 1170 - Principles of Refrigeration II
- HACR 1180 - Principles of Refrigeration III
- HACR 1210 - Electrical Fundamentals
- HACR 1220 - Electrical Components
- HACR 1230 - Electric Motors
- HACR 1240 - Applied Electricity and Troubleshooting
- HACR 1410 - Domestic Refrigeration
- HACR 1420 - Room Air Conditioners

Total: 28 credit hours / 840 clock hours

Certificate of Technical Studies in Helper II

CIP Code - 470201

- HACR 1150 - HVAC Introduction
- HACR 1160 - Principles of Refrigeration I
- HACR 1170 - Principles of Refrigeration II
- HACR 1180 - Principles of Refrigeration III
- HACR 1210 - Electrical Fundamentals
- HACR 1220 - Electrical Components
- HACR 1230 - Electric Motors
- HACR 1240 - Applied Electricity and Troubleshooting
Total: 24 credit hours / 720 clock hours

Automotive Technology, T.D.

*CIP Code* - 470604

Mission

The mission of the Technical Diploma in Automotive Technology offers 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.
- Identify the service 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.
- Identify and demonstrate safe, efficient work practices, and basic occupational and employability skills.

Partners

Cooper Buick
Ryan Auto Group
House of Cycles
Interstate Dodge
Interstate Hyundai
USPS - Independent Maintenance Service

Technical Diploma in Automotive Technician
• AUTO 1100 - General Engine Diagnosis And Repair
• AUTO 1110 - Cylinder Head & Valve Train Diagnosis And Repair
• AUTO 1120 - Engine Block Assembly Diagnosis And Repair
• AUTO 1130 - Lubrication And Cooling System Diagnosis And Repair
• AUTO 1200 - General Transmission And Transaxle Diagnosis
• AUTO 1210 - Transmission And Transaxle Maintenance
• AUTO 1220 - In Vehicle Repair
• AUTO 1230 - Off-vehicle Transmission And Transaxle Repair I
• AUTO 1240 - Off-vehicle Transmission And Transaxle Repair II
• AUTO 1300 - Drive Train And Clutch Diagnosis And Repair
• AUTO 1310 - Transmission And Transaxle Diagnosis And Repair
• AUTO 1320 - Drive And Half Shaft And Universal Joint Repair
• AUTO 1330 - Drive Axle Diagnosis And Repair
• AUTO 1340 - Four And All Wheel Drive Diagnosis And Repair
• AUTO 1400 - General Steering And Suspension Diagnosis
• AUTO 1410 - Steering System Diagnosis And Repair
• AUTO 1420 - Suspension Systems Diagnosis And Repair
• AUTO 1430 - Wheel Alignment Diagnosis And Repair
• AUTO 1440 - Wheel And Tire Diagnosis And Repair
• AUTO 1500 - Hydraulic Systems Diagnosis And Repair
• AUTO 1510 - Drum Brake Diagnosis And Repair
• AUTO 1520 - Disk Brake Diagnosis And Repair
• AUTO 1530 - Power Assist Diagnosis And Repair
• AUTO 1540 - Antilock And Traction Control Diagnosis And Repair
• AUTO 1600 - General Electrical System Diagnosis
• AUTO 1610 - Battery Diagnosis And Repair
• AUTO 1620 - Starting Systems Diagnosis And Repair
• AUTO 1630 - Charging Systems Diagnosis And Repair
• AUTO 1640 - Lighting Systems, Gauges, Warning Devices And Driver Information Diagnosis And Repair
• AUTO 1650 - Horn And Wiper/Washer Diagnosis And Repair
• AUTO 1660 - Electrical Accessories Diagnosis and Repair
• AUTO 1700 - Air Conditioning System Diagnosis And Repair
• AUTO 1710 - Refrigeration System Component Diagnosis And Repair
• AUTO 1720 - Heating And Ventilation Systems Diagnosis And Repair
• AUTO 1730 - Operating Systems And Related Controls
• AUTO 1740 - Refrigerant Recover, Recycling And Handling
• AUTO 1800 - General Engine Diagnosis
• AUTO 1810 - Computerized Engine Controls Diagnosis And Repair
• AUTO 1820 - Ignition Systems Diagnosis And Repair
• AUTO 1830 - Fuel, Air Induction, And Exhaust Systems
• AUTO 1840 - Emissions Systems Diagnosis And Repair
• AUTO 1850 - Engine Related Services
• CPTR 1000 - Introduction To Computers
• JOBS 2450 - Job Seeking Skills
• ORNT 1000 - Freshman Seminar
Total: 60 credit hours / 1740 clock hours

Additional Certifications

Certificate of Technical Studies in Electrical Technician

*CIP Code* - 470604

Complete the **Electrical Technician Track** and any 3 of the following Tracks:

- Automatic Transmission & Transaxle Technician
- Brake Technician
- Engine Repair Technician
- Heating & Air Conditioning Technician
- Manual Drive Train Technician
- Steering & Suspension Technician

Certificate of Technical Studies in Engine Performance Technician

*CIP Code* - 470604

Complete the following Tracks:

- Electrical Technician
- Engine Performance Technician

Certificate of Technical Studies in Power Train Technician

*CIP Code* - 470604

Complete five of the following Tracks:

- Automatic Transmission & Transaxle Technician
- Brake Technician
- Engine Repair Technician
- Heating & Air Conditioning Technician
- Manual Drive Train Technician
- Steering & Suspension Technician

Automotive Technology Tracks

Automatic Transmission & Transaxle Technician Track

- AUTO 1200 - General Transmission And Transaxle Diagnosis
- AUTO 1210 - Transmission And Transaxle Maintenance
- AUTO 1220 - In Vehicle Repair
- AUTO 1230 - Off-vehicle Transmission And Transaxle Repair I
- AUTO 1240 - Off-vehicle Transmission And Transaxle Repair II

Total: 5 credit hours / 150 clock hours

Brake Technician Track

- AUTO 1500 - Hydraulic Systems Diagnosis And Repair
- AUTO 1510 - Drum Brake Diagnosis And Repair
- AUTO 1520 - Disk Brake Diagnosis And Repair
- AUTO 1530 - Power Assist Diagnosis And Repair
- AUTO 1540 - Antilock And Traction Control Diagnosis And Repair

Total: 5 credit hours / 150 clock hours

Electrical Technician Track

- AUTO 1600 - General Electrical System Diagnosis
- AUTO 1610 - Battery Diagnosis And Repair
- AUTO 1620 - Starting Systems Diagnosis And Repair
- AUTO 1630 - Charging Systems Diagnosis And Repair
- AUTO 1640 - Lighting Systems, Gauges, Warning Devices And Driver Information Diagnosis And Repair
- AUTO 1650 - Horn And Wiper/Washer Diagnosis And Repair

Total: 10 credit hours / 300 clock hours

Engine Performance Technician Track

- AUTO 1800 - General Engine Diagnosis
- AUTO 1810 - Computerized Engine Controls Diagnosis And Repair
- AUTO 1820 - Ignition Systems Diagnosis And Repair
- AUTO 1830 - Fuel, Air Induction, And Exhaust Systems
- AUTO 1840 - Emissions Systems Diagnosis And Repair
- AUTO 1850 - Engine Related Services

Total: 15 credit hours / 450 clock hours

Engine Repair Track

- AUTO 1100 - General Engine Diagnosis And Repair
- AUTO 1110 - Cylinder Head & Valve Train Diagnosis And Repair
- AUTO 1120 - Engine Block Assembly Diagnosis And Repair
- AUTO 1130 - Lubrication And Cooling System Diagnosis And Repair
- ORNT 1000 - Freshman Seminar
Total: 6 credit hours / 165 clock hours

Heating and Air Conditioning Technician Track

- AUTO 1700 - Air Conditioning System Diagnosis And Repair
- AUTO 1710 - Refrigeration System Component Diagnosis And Repair
- AUTO 1720 - Heating And Ventilation Systems Diagnosis And Repair
- AUTO 1730 - Operating Systems And Related Controls
- AUTO 1740 - Refrigerant Recover, Recycling And Handling

Total: 5 credit hours / 150 clock hours

Manual Drive Train Technician Track

- AUTO 1300 - Drive Train And Clutch Diagnosis And Repair
- AUTO 1310 - Transmission And Transaxle Diagnosis And Repair
- AUTO 1320 - Drive And Half Shaft And Universal Joint Repair
- AUTO 1330 - Drive Axle Diagnosis And Repair
- AUTO 1340 - Four And All Wheel Drive Diagnosis And Repair

Total: 5 credit hours / 150 clock hours

Steering and Suspension Technician Track

- AUTO 1400 - General Steering And Suspension Diagnosis
- AUTO 1410 - Steering System Diagnosis And Repair
- AUTO 1420 - Suspension Systems Diagnosis And Repair
- AUTO 1430 - Wheel Alignment Diagnosis And Repair
- AUTO 1440 - Wheel And Tire Diagnosis And Repair

Total: 5 credit hours / 150 clock hours

**Diesel Powered Equipment Technology, T.D.**

*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.

Partners

Scott Equipment
Curry's Truck Frame & Body Shop
Truck Centers of America - Tallulah, LA
Bruckner Trucks
Consolidated Truck Parts & Service
Louisiana CAT - Monroe
Diesel Specialist of Northeast LA
Shreveport Tractor, Inc.
Cooper Truck Center

TD - Diesel Powered Equipment Technician

- CPTR 1000 - Introduction To Computers
- DPET 1120 - Safety Skills & Introduction To Diesel
- DPET 1130 - Diesel Engine Parts Identification & Operating Principles
- DPET 1140 - Engines I
- DPET 1141 - Engines II
- DPET 1150 - General Engine Diagnosis
- DPET 1210 - Basic Diesel Electrical Systems
- DPET 1220 - Advanced Diesel Electrical Systems
- DPET 1231 - Diesel Engine Control Systems
Total: 60 credit hours / 1815 clock hours

Additional Certifications

Certificate of Technical Studies in Diesel Engine Technician

**CIP Code - 470605**

- DPET 1000 - Introduction To Computers
- DPET 1120 - Safety Skills & Introduction To Diesel
- DPET 1130 - Diesel Engine Parts Identification & Operating Principles
- DPET 1140 - Engines I
- DPET 1141 - Engines II
- DPET 1150 - General Engine Diagnosis
- DPET 1210 - Basic Diesel Electrical Systems
- DPET 1220 - Advanced Diesel Electrical Systems
- DPET 1231 - Diesel Engine Control Systems
- DPET 1240 - Diesel Engine Fuel Systems
- ORNT 1000 - Freshman Seminar

Total: 31 credit hours / 960 clock hours

**Drafting and Design Technology, A.A.S.**

**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 the 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.

Students transferring into the program must take a minimum of 12 hours of technical coursework at Louisiana Delta Community College to be eligible to graduate with an Associate's Degree in Drafting and Design.

ATMAE Accredited

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 computer-aided drafting (CAD) in the production technical drawings.
- Identify basic geometric elements, lines, angles, shapes, tangent points, and construct the location on any tangent construction.
- Identify the types of Industrial piping working drawings, processes, pipe fittings, P&ID, and equipment.
- Demonstrate the ability to use CAD basic commands, create drawing setups, and 2D drawing layouts.
- Demonstrate the ability to use symbols, pipe fittings, and equipment to create basic piping drawings.

Partners

Ford, Bacon and Davis
R-S-H Engineering
Steel Fabricators
Mott MacDonald
Mar Tech Engineering
LA Department of Transportation & Development
James Machine Works, LLC
Hunt, Guillot & Associates, LLC
Rodney Ray & Associates, LLC
Rogers Manufacturing Corporation
Denmon Engineering
Associate of Applied Science in Drafting and Design Technology

Click on the Course Disciplines page to view the list of courses within the required area below.

- CADD 1210 - Basic Computer Aided Drafting and Design
- CADD 1215 - Advanced Computer Aided Drafting and Design
- DRFT 1110 - Drafting Fundamentals
- DRFT 1120 - Geometric Construction
- DRFT 1130 - Pictorial Drawing
- DRFT 1145 - Machine and Section Drawing
- DRFT 1160 - Drafting Mathematics
- DRFT 1161 - Dimensioning
- DRFT 1215 - Auxiliary Views and Intersections & Development
- DRFT 2310 - Introduction to Drafting Disciplines I
- DRFT 2320 - Introduction to Drafting Disciplines II
- DRFT 2330 - Introduction to Drafting Disciplines III
- DRFT 2340 - Advanced Discipline I
- DRFT 2350 - Advanced Discipline II
- DRFT 2360 - Advanced Discipline III
- ENGL 101 (CENL 1013) - English Composition I
- Humanities - 3 credit hours
- JOBS 2450 - Job Seeking Skills
- MATH 110 (CMAT 1213) - College Algebra
- ORNT 1000 - Freshman Seminar
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- PHSC 100 (CPYH 1023) - Physical Science I
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 60 credit hours

Additional Certifications

Technical Diploma in Drafting and Design Technology

*CIP Code - 151301*

- CADD 1210 - Basic Computer Aided Drafting and Design
- CADD 1215 - Advanced Computer Aided Drafting and Design
- DRFT 1110 - Drafting Fundamentals
- DRFT 1120 - Geometric Construction
- DRFT 1130 - Pictorial Drawing
- DRFT 1145 - Machine and Section Drawing
- DRFT 1160 - Drafting Mathematics
- DRFT 1161 - Dimensioning
- DRFT 1215 - Auxiliary Views and Intersections & Development
- DRFT 2310 - Introduction to Drafting Disciplines I
- DRFT 2320 - Introduction to Drafting Disciplines II
- DRFT 2330 - Introduction to Drafting Disciplines III
- DRFT 2340 - 3 credit hours (Advanced Disciplines: Architectural, Civil, Electronics, Manufacturing, Marine, Piping, Structural.)
- DRFT 2350 - 3 credit hours (Advanced Disciplines: Architectural, Civil, Electronics, Manufacturing, Marine, Piping, Structural.)
- DRFT 2360 - 3 credit hours (Advanced Disciplines: Architectural, Civil, Electronics, Manufacturing, Marine, Piping, Structural.)
- JOBS 2450 - Job Seeking Skills
- ORNT 1000 - Freshman Seminar
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 45 credit hours

Certificate of Technical Studies in Engineering Aide II

*CIP Code - 151301*

- CADD 1210 - Basic Computer Aided Drafting and Design
- DRFT 1110 - Drafting Fundamentals
- DRFT 1120 - Geometric Construction
- DRFT 1130 - Pictorial Drawing
- DRFT 1145 - Machine and Section Drawing
- DRFT 1160 - Drafting Mathematics
- DRFT 1161 - Dimensioning
- DRFT 1215 - Auxiliary Views and Intersections & Development
- ORNT 1000 - Freshman Seminar

Total: 19 credit hours / 555 clock hours

Electrician, T.D.

*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:

- Identify and demonstrate OSHA regulations and electrical safety practices.
- Demonstrate the use of meters and test equipment
- Identify tools, materials, and components used in the electrician trade
- Demonstrate competency of the National Electrical Code (NEC)
- Accurately interpret electrical blueprints
- Identify the elements of DC electricity, AC electricity, magnetic theory, and circuit theorems
- Correctly install residential and industrial wiring
- Identify the components and mechanical function of transformers and motors
- Identify the components and mechanical function of motor controls and PLCs

Louisiana Delta Community College currently offers two Technical Diplomas within the Electrician program. Below are the curriculums:

Technical Diploma in Industrial Electrician

- CPTR 1000 - Introduction To Computers
- ELEC 1120 - Basic Electricity
- ELEC 1210 - Residential Wiring
- ELEC 1220 - Electrical Raceways
- ELEC 1230 - National Electrical Code
- ELEC 1311 - Residential Wiring Installation
- ELEC 1330 - Generators/Motors and Transformer Operation
- ELEC 1420 - Introduction to Motor Controls
- ELEC 1430 - Blueprint Interpretation
- ELEC 1440 - Motor Controls
- ELEC 2460 - Technical Mathematics for Electricians
- ELEC 2520 - Solid State Theory
- ELEC 2540 - Logic Functions
- ELEC 2720 - Introduction to Programmable Logic Controllers
- JOBS 2450 - Job Seeking Skills
- ORNT 1000 - Freshman Seminar

Total: 47 credit hours / 1425 clock hours

Technical Diploma in Commercial Wiring II
- CPTR 1000 - Introduction To Computers
- ELEC 1120 - Basic Electricity
- ELEC 1210 - Residential Wiring
- ELEC 1220 - Electrical Raceways
- ELEC 1230 - National Electrical Code
- ELEC 1311 - Residential Wiring Installation
- ELEC 1330 - Generators/Motors and Transformer Operation
- ELEC 1410 - Commercial Wiring
- ELEC 1420 - Introduction to Motor Controls
- ELEC 1430 - Blueprint Interpretation
- ELEC 1440 - Motor Controls
- ELEC 2460 - Technical Mathematics for Electricians
- JOBS 2450 - Job Seeking Skills
- ORNT 1000 - Freshman Seminar

Total: 45 credit hours / 1365 clock hours

Additional Certifications

Certificate of Technical Studies in Residential Electrician

*CIP Code - 460302*

- CPTR 1000 - Introduction To Computers
- ELEC 1120 - Basic Electricity
- ELEC 1210 - Residential Wiring
- ELEC 1220 - Electrical Raceways
- ELEC 1230 - National Electrical Code
- ELEC 1311 - Residential Wiring Installation
- ELEC 1430 - Blueprint Interpretation
- ELEC 2460 - Technical Mathematics for Electricians
- JOBS 2450 - Job Seeking Skills
- ORNT 1000 - Freshman Seminar

Total: 33 credit hours / 855 clock hours

Certificate of Technical Studies in Energy Systems Technician

*CIP Code - 460302*

- ELEC 1120 - Basic Electricity
- ELEC 1210 - Residential Wiring
- ELEC 1230 - National Electrical Code
- ELEC 1311 - Residential Wiring Installation
- ELEC 1420 - Introduction to Motor Controls
- ELEC 2460 - Technical Mathematics for Electricians
- SOLR 1000 - Solar Fundamentals
• SOLR 1010 - PV Solar Applications
• SOLR 1020 - Industrial Solar Applications

Total: 33 credit hours / 855 clock hours

Industrial Instrumentation Technology, A.A.S.

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.

Students transferring into the program must take a minimum of 12 hours of technical coursework at Louisiana Delta Community College to be eligible to graduate with an Associate's Degree in Industrial Instrumentation.

ATMAE Accredited

Learning Outcomes

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

• Identify the technical terms and nomenclature used in industrial Measurement and industrial process control.
• Identify and demonstrate the ability to apply basic principles of electricity and electronics.
• Identify the principles of industrial processes, process measurement, and process control.
• Identify and demonstrate technical ability and skills in the calibration and use of equipment used in Industrial-process measurement and control.
• Demonstrate appropriate safety practices used in the measurement and control of industrial processes.
• Demonstrate skills in troubleshooting problems with measurement devices, process controls, and industrial processes.
• Demonstrate basic occupational and employability skills.
• Identify process controls, control loops, and control strategies.

Partners
Associate of Applied Science in Industrial Instrumentation Technology

Click on the Course Disciplines page to view the list of courses within the required area below.

- CPTR 1000 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- Humanities - 3 credit hours
- INST 1000 - Introduction to Industrial Instrumentation
- INST 1010 - Fundamentals of Direct & Alternating Current Circuits
- INST 1020 - Solid State Devices and Circuits
- INST 1030 - Digital Logic & Analog/Digital Conversion
- INST 1500 - Practical Wiring and Fabrication
- INST 1510 - Motors and Motor Control
- INST 1520 - Primary/Final Elements and Control Loops
- INST 1530 - Properties of Temperature, Pressure, and Flow
- INST 1540 - Automatic Control, Controllers, and Tuning
- INST 2010 - Safety Standards and Systems OR
- PTEC 203 - Safety Health And Environment
- INST 2020 - Programmable Logic Controllers
- INST 2030 - Communication and Distributed Control
- JOBS 2450 - Job Seeking Skills
- MATH 110 (CMAT 1213) - College Algebra
- ORNT 1000 - Freshman Seminar
- PHSC 100 (CPYH 1023) - Physical Science I
- PSYC 201 (CPSY 2013) - Introduction To Psychology
• SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 60 credit hours / 1260 clock hours

Additional Certifications

Technical Diploma in Industrial Instrumentation Technician

*CIP Code - 150404*

• CPTR 1000 - Introduction To Computers
• INST 1000 - Introduction to Industrial Instrumentation
• INST 1010 - Fundamentals of Direct & Alternating Current Circuits
• INST 1020 - Solid State Devices and Circuits
• INST 1030 - Digital Logic & Analog/Digital Conversion
• INST 1500 - Practical Wiring and Fabrication
• INST 1510 - Motors and Motor Control
• INST 1520 - Primary/Final Elements and Control Loops
• INST 1530 - Properties of Temperature, Pressure, and Flow
• INST 1540 - Automatic Control, Controllers, and Tuning
• INST 2010 - Safety Standards and Systems OR
• PTEC 203 - Safety Health And Environment
• INST 2020 - Programmable Logic Controllers
• INST 2030 - Communication and Distributed Control
• ORNT 1000 - Freshman Seminar
• SPCM 120 (CCOM 2013) - Intro To Public Speaking
• JOBS 2450 - Job Seeking Skills

Total: 45 credit hours / 1035 clock hours

Certificate of Technical Studies in Industrial Electronic Repair

*CIP Code - 150404*

• CPTR 1000 - Introduction To Computers
• INST 1000 - Introduction to Industrial Instrumentation
• INST 1010 - Fundamentals of Direct & Alternating Current Circuits
• INST 1020 - Solid State Devices and Circuits
• INST 1030 - Digital Logic & Analog/Digital Conversion
• INST 1500 - Practical Wiring and Fabrication
• INST 1510 - Motors and Motor Control
• INST 1520 - Primary/Final Elements and Control Loops
• INST 1530 - Properties of Temperature, Pressure, and Flow
• INST 1540 - Automatic Control, Controllers, and Tuning
• ORNT 1000 - Freshman Seminar

Total: 30 credit hours / 720 clock hours
Industrial Maintenance Technology, T.D.

_CIP - 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:

- Identify and demonstrate appropriate 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.
- Identify and demonstrate the ability to apply the principles of Pneumatics.
- Identify and demonstrate the ability to apply the principles of Hydraulics.
- Maintain and repair machinery and equipment.
- Demonstrate basic occupational and employability skills.
- Demonstrate the application of theory.

**Partners**

WPS Industries Group
Pulpmill Services, Inc.
Steel Fabricators
Ardagh Group
Tidsdale Converting, LLC.
Weyerhaeuser
Town of Hodge Street Maintenance
West Rock
A&W Sheet Metal and Industrial Contractors, LLC.
Guy Paper & Supply
Turner Specialty Services
Drax Biomass

Technical Diploma in Industrial Maintenance Technology

- CPTR 1000 - Introduction To Computers
- IMMT 1110 - Introduction to Industrial Maintenance Technology
- IMMT 1111 - Welding Familiarization
- IMMT 1120 - Blueprint Reading
- IMMT 1121 - Metal Fabrication
- IMMT 1210 - Material Handling
- IMMT 1220 - Pneumatics
- IMMT 1230 - Hydraulics
- IMMT 1311 - Pipefitting
- IMMT 1320 - Millwright I
- IMMT 1330 - Millwright II
- IMMT 1410 - Basic Electricity
- JOBS 2450 - Job Seeking Skills
- ORNT 1000 - Freshman Seminar

Total: 45 credit hours / 1020 clock hours

Additional Certifications

Certificate of Technical Studies in Pneumatics/Hydraulics Apprentice

- CPTR 1000 - Introduction To Computers
- IMMT 1110 - Introduction to Industrial Maintenance Technology
- IMMT 1111 - Welding Familiarization
- IMMT 1120 - Blueprint Reading
- IMMT 1121 - Metal Fabrication
- IMMT 1210 - Material Handling
- IMMT 1220 - Pneumatics
- IMMT 1230 - Hydraulics
- IMMT 1311 - Pipefitting
- ORNT 1000 - Freshman Seminar
Total: 31 credit hours / 720 clock hours

Process Technology, A.A.S.

*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.

Students transferring into the program must take a minimum of 12 hours of technical coursework at Louisiana Delta Community College to be eligible to graduate with an Associate's Degree in Process Technology.

ATMAE Accredited

NAPTA Endorsed

**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.

**Partners**

Albemarle
Associate of Applied Science in Process Technology

Click on the Course Disciplines page to view the list of courses within the required area below.

- CHEM 101 (CCEM 103) - General Chemistry
- CHEM 103 (CCEM 1101) - General Chemistry I Lab
- CINS 101 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- ENGL 220 (CENL 2513) - Technical Writing (PTEC Elective)
- Humanities - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- MATH 117 (CMAT 1103) - A Survey Of Mathematics
- PHSC 100 (CPYH 1023) - Physical Science I
- PHSC 110 - Physical Science I Lab
- PTEC 101 - Intro To Process Technology
- PTEC 131 - Process Instrumentation
- PTEC 132 - Process Instrumentation II
- PTEC 161 - Process Technology Equipment I
- PTEC 203 - Safety Health And Environment
- PTEC 207 - Quality
- PTEC 242 - Process Technology II-Systems
- PTEC 243 - Process Technology III-Operations/Capstone
- PTEC 244 - Process Troubleshooting
- PTEC 291 - Process Technology Internship
- Social/Behavioral Science - 3 credit hours
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 66 credit hours
Additional Certifications

Certificate of Technical Studies in General Industry Technician

- ENGL 101 (CENL 1013) - English Composition I
- MATH 110 (CMAT 1213) - College Algebra
- PTEC 101 - Intro To Process Technology
- PTEC 131 - Process Instrumentation
- PTEC 132 - Process Instrumentation II
- PTEC 161 - Process Technology Equipment I
- PTEC 203 - Safety Health And Environment
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 24 credit hours

Welding, T.D.

*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:

- Identify and demonstrate appropriate safety tools, equipment, and procedures for SMAW process.
- Demonstrate the ability to read and interpret welding drawings; an understanding of basic metallurgy, metal identification, and heat treatment of metals.
- Identify the 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 the safety, setup, and operations of Oxyfuel Cutting, proper handling of equipment, and handling of cylinders.
- Demonstrate the safety, setup, and operations of Air Carbon Arc Cutting and Gouging (CAC-A), and Plasma Arc Cutting (PAC).
• Demonstrate the following methods of welding with proficiency: 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.

Partners

Sabre Industries

WPS Industries Group

Steel Fabricators

RMS

Ergon

HYDRO Extrusions

Tensas Machine & Manufacturing

Holly Manufacturing

Great Day, Inc.

M. L. Smith LLC Tanks and Refractories

Lexicon Inc.

Technical Diploma in Welding

• CPTR 1000 - Introduction To Computers
• JOBS 2450 - Job Seeking Skills
• Required Electives - 3 credit hours
• WELD 1110 - Occupational Orientation & Safety
• WELD 1120 - Basic Blueprint, Metallurgy & Welding Symbols
• WELD 1130 - Welding Inspection & Testing
• WELD 1210 - Oxyfuel Systems
• WELD 1310 - Cutting Processes - CAC/PAC
• WELD 1410 - SMAW - Basic Beads
• WELD 1411 - SMAW - Fillet Weld
• WELD 1412 - SMAW - V-Groove Bu/Gouge
• WELD 1420 - SMAW - V-Groove Open
• WELD 2110 - FCAW - Basic Fillet Welds
• WELD 2111 - FCAW - Groove Welds
• WELD 2210 - GTAW - Multi-joint
• WELD 2310 - GMAW - Basic Fillet Weld
• WELD 2311 - GMAW - Groove Weld

Total: 46 credit hours
Additional Certifications

Certificate of Technical Studies in Arc Welder - FCAW

*CIP Code - 480508*
- WELD 1110 - Occupational Orientation & Safety
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 2110 - FCAW - Basic Fillet Welds
- WELD 2112 - FCAW - Pipe 5G
- WELD 2111 - FCAW - Groove Welds
- WELD 2113 - FCAW - Pipe 2G
- WELD 2114 - FCAW - Pipe 6G

Total: 25 credit hours / 735 clock hours

Certificate of Technical Studies in Arc Welder - GMAW

*CIP Code - 480508*
- WELD 1110 - Occupational Orientation & Safety
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 2310 - GMAW - Basic Fillet Weld
- WELD 2311 - GMAW - Groove Weld
- GMAW Required Electives - 12 credit hours

Total: 25 credit hours

*Total clock hour amount is contingent on required electives chosen.*

Certificate of Technical Studies in Arc Welder - GTAW

*CIP Code - 480508*
- WELD 1110 - Occupational Orientation & Safety
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 2210 - GTAW - Multi-joint
- GTAW Required Electives - 12 credit hours

Total: 22 credit hours

*Total clock hour amount is contingent on required electives chosen.*

Certificate of Technical Studies in Arc Welder - SMAW
CIP Code - 480508

- WELD 1110 - Occupational Orientation & Safety
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 1410 - SMAW - Basic Beads
- WELD 1411 - SMAW - Fillet Weld
- WELD 1412 - SMAW - V-Groove Bu/Gouge
- WELD 1420 - SMAW - V-Groove Open
- SMAW Required Electives - 12 credit hours

Total: 31 credit hours

*Total clock hour amount is contingent on required electives chosen.*

Certificate of Technical Studies in Pipe Fabrication

CIP Code - 480508

- WELD 1110 - Occupational Orientation & Safety
- WELD 1120 - Basic Blueprint, Metallurgy & Welding Symbols
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 1410 - SMAW - Basic Beads
- WELD 2460 - Piping Procedures I
- WELD 2461 - Piping Procedures II
- WELD 2462 - Piping Procedures III

Total: 19 credit hours / 510 clock hours

Certificate of Technical Studies in Structural Fabrication

CIP Code - 480508

- WELD 1110 - Occupational Orientation & Safety
- WELD 1120 - Basic Blueprint, Metallurgy & Welding Symbols
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 1410 - SMAW - Basic Beads
- WELD 2490 - Structural Procedures I
- WELD 2491 - Structural Procedures II
- WELD 2492 - Structural Procedures III
- WELD 2493 - Structural Procedures IV

Total: 23 credit hours / 650 clock hours

Certificate of Technical Studies in Production Line Welder - Shipbuilding
CIP Code - 480508

- WELD 1110 - Occupational Orientation & Safety
- WELD 1130 - Welding Inspection & Testing
- WELD 1140 - Electrical Fundamentals
- WELD 1210 - Oxyfuel Systems
- WELD 1310 - Cutting Processes - CAC/PAC
- WELD 1410 - SMAW - Basic Beads
- WELD 1411 - SMAW - Fillet Weld
- WELD 2110 - FCAW - Basic Fillet Welds
- WELD 2111 - FCAW - Groove Welds
- WELD 2480 - Shipbuilding Procedures I
- WELD 2481 - Shipbuilding Procedures II

Total: 26 credit hours / 765 clock hours

School of Liberal Arts

Arts and Humanities, A.G.S.

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. Beginning Fall 2018, the General Studies degree program will be offered 100% online, as well as on campus.

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

Associate of General Studies with a concentration in Arts and Humanities

Click on the General Education Course Disciplines page to view the list of courses within the required area below.

- CINS 101 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours
  (Fine Arts: must be one of the following: ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190)
- Humanities = 3 credit hours
  (Humanities: cannot be fulfilled with a Speech, Foreign Language, or Composition)
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 6 credit hours
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- Social/Behavioral Sciences - 3 credit hours
- SPCM 110 (CCOM 1013) - Fundamentals Of Speech OR
- SPCM 120 (CCOM 2013) - Intro To Public Speaking
- Major Concentration Area: Arts and Humanities - 18 credit hours
- Minor Concentration Area: Opposite Discipline; General Education Course Disciplines - 9 credit hours

Total: 60 Credit Hours

Major Concentration - Arts and Humanities Courses

18 credit hours required

- ARTS 103 (CART 2203) - Drawing I
- ARTS 104 (CART 2213) - Figure Drawing
- ARTS 105 (CART 1113) - Design Fundamentals
- ARTS 106 (CART 2303) - Color Theory
- ARTS 107 (CART 1123) - Three-dimensional Design
- ARTS 110 - Crafts
- ARTS 120 (CART 1023) - Art Appreciation
- ARTS 201 (CART 2103) - Survey Of Art History I
- ARTS 202 (CART 2113) - Survey Of Art History II
- ARTS 203 - Ceramics, Handbuilding
• ARTS 204 - Wheelthrown Ceramics
• ARTS 207 - Beginning Oil Painting
• ENGL 201 (CENL 2103) - English Literature I
• ENGL 202 (CENL 2113) - English Literature II
• ENGL 203 (CENL 2153) - American Literature I
• ENGL 204 (CENL 2163) - American Literature II
• ENGL 205 (CENL 2203) - World Literature I
• ENGL 206 (CENL 2213) - World Literature II
• ENGL 207 - Literature Of The Old Testament
• ENGL 211 (CENL 2303) - Survey Of Short Stories & Novels
• ENGL 215 (CENL 2313) - Introduction To Drama & Poetry
• ENGL 220 (CENL 2513) - Technical Writing
• ENGL 250 - Special Topics
• FREN 101 (CFRN 1013) - Elementary French I
• FREN 102 (CFRN 1023) - Elementary French II
• HIST 101 (CHIS 1013) - Western Civilization To 1650 A.D.
• HIST 102 (CHIS 1023) - Western Civilization Since 1650 A.D.
• HIST 201 (CHIS 2013) - History Of The United States 1492-1877
• HIST 202 (CHIS 2023) - History Of The US 1877-present
• HIST 210 (CHIS 2033) - Louisiana History
• HUMN 201 (CHUM 2213) - Survey Of Humanities I
• HUMN 202 (CHUM 2223) - Survey Of Humanities II
• HUMN 250 - Special Topics
• MSCM 101 - Intro To Mass Communications
• MSCM 102 - Writing In The Media
• MSCM 201 - Intro To Public Relations
• MUSC 101 (CMUS 1013) - Music Appreciation
• MUSC 102 - Fundamentals of Music Theory
• MUSC 201 - Symphonic Band (Directed Study)
• SPAN 101 (CSPN 1013) - Elementary Spanish I
• SPAN 102 (CSPN 1023) - Elementary Spanish II
• SPAN 201 (CSPN 2013) - Spanish II
• SPAN 202 (CSPN 2023) - Intermediate Spanish II
• SPCM 110 (CCOM 1013) - Fundamentals Of Speech
• SPCM 120 (CCOM 2013) - Intro To Public Speaking
• SPCM 130 (CCOM 2213) - Interpersonal Communication
• THEA 190 (CTHE 1013) - Theatre Appreciation

Additional Certifications

Certificate of General Studies

CIP Code - 240102

• ENGL 101 (CENL 1013) - English Composition I
• ENGL 102 (CENL 1023) - English Composition II
• Fine Arts - 3 credit hours
- FRST 100 - Freshman Studies Seminar
- Humanities - 3 credit hours
- Humanities, Natural Science, Math, or Social/Behavioral Science - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 3 credit hours
- Social/Behavioral Science - 3 credit hours
- Transferable Electives - 6 credit hours

Total: 31 credit hours

**Behavioral Sciences, A.G.S.**

*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. Beginning Fall 2018, the General Studies degree program will be offered 100% online, as well as on campus.

**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

**Associate of General Studies with a concentration in Behavioral Sciences**

*Click on the Course Disciplines page to view the list of courses within the required area below.*

- CINS 101 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours
  *(Fine Arts: must be one of the following: ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190)*
- Humanities - 3 credit hours
  *(Humanities: cannot be fulfilled with a Speech, Foreign Language, or Composition)*
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 6 credit hours
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- Social/Behavioral Science - 3 credit hours
- SPCM 110 (CCOM 1013) - Fundamentals Of Speech OR
- SPCM 120 (CCOM 2013) - Intro To Public Speaking
- Major Concentration Area: Social/Behavioral Science - 18 credit hours
- Minor Concentration Area: Opposite Discipline; General Education Course Disciplines - 9 credit hours

**Total: 60 Credit Hours**

**Major Concentration - Behavioral Science Courses**

- CDYC 101 - Foundations Of Early Childhood Development
- CDYC 141 - Creative Expression In Early Childhood Development
- CDYC 165 - Language & Literacy In Early Childhood
- CDYC 211 - Child Guidance
- CDYC 213 - Planning Infant & Toddler Curriculum
- CDYC 240 - Observation And Participation
- CDYC 261 - Parents In The Educational Process
- CDYC 265 - Early Childhood Special Education Methods And Approach
- CDYC 273 - Developmental Curriculum And Materials In Early Childhood
- CDYC 280 - Administration Of Early Childhood Programs
- CDYC 298 - Practicum
- CJUS 101 - Introduction To Criminal Justice
- CJUS 160 - Criminology
- CJUS 201 - Criminal Law
- CJUS 202 - Police Systems and Practices
- CJUS 203 - Criminal Procedure and Evidence
- CJUS 205 - Juvenile Delinquency and Justice
- CJUS 206 - Court Systems and Practices
- CJUS 207 - Corrections Systems and Practices
- CJUS 210 - Victimology
• CJUS 212 - Community Corrections
• CJUS 213 - Criminal Investigations
• CJUS 214 - Narcotics and Dangerous Drugs
• CJUS 215 - Homeland Security
• CJUS 290 - Writing for the Criminal Justice Professional
• GEOG 202 (CGRG 2113) - Cultural Geography-Internet
• GEOG 205 (CGRG 2213) - Physical Geography
• POLI 110 (CPOL 2013) - American Government
• PSYC 201 (CPSY 2013) - Introduction To Psychology
• PSYC 210 - Educational Psychology
• PSYC 225 (CPSY 2313) - Child Psychology
• PSYC 226 (CPSY 2113) - Developmental Psychology
• PSYC 227 (CPSY 2213) - Adolescent Psychology
• PSYC 228 - Psychology Practicum
• PSYC 229 - Industrial Psychology
• SOCL 110 - Introduction To Aging
• SOCL 201 - Introduction To Sociology
• SOCL 202 - Current Social Problems
• SOCL 210 - Sociology Practicum
• TEAC 201 - Teaching And Learning In Diverse Settings I
• TEAC 203 - Teaching And Learning In Diverse Settings II

Additional Certifications

Certificate of General Studies

*CIP Code* - 240102

• ENGL 101 (CENL 1013) - English Composition I
• ENGL 102 (CENL 1023) - English Composition II
• Fine Arts - 3 credit hours
• FRST 100 - Freshman Studies Seminar
• Humanities - 3 credit hours
• Humanities, Natural Science, Math, or Social/Behavioral Science - 3 credit hours
• MATH 110 (CMAT 1213) - College Algebra
• Natural Science - 3 credit hours
• Social/Behavioral Science - 3 credit hours
• Transferable Electives - 6 credit hours

Total: 31 credit hours
Care and Development of Young Children, A.A.S.

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. Some goals for this program are:

- 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.
- Apply child development and learning knowledge to build family and community relationships.
- Observe, document, and assess development to support young children and families.
- Demonstrate effective approaches in the teaching and learning process of young children.
- Demonstrate professionalism in the field of Early Childhood Education.

Pathways

Grambling State University (GSU)

Some or all program credits transfer

Associate of Applied Science in Care and Development of Young Children

Click on the Course Disciplines page to view the list of courses within the required area below.

- CDYC 101 - Foundations Of Early Childhood Development
- CDYC 103 - The Learning Environment
- CDYC 165 - Language & Literacy In Early Childhood
- CDYC 211 - Child Guidance
- CDYC 240 - Observation And Participation
- CDYC 273 - Developmental Curriculum And Materials In Early Childhood
- CDYC 298 - Practicum
- CINS 101 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours
- Humanities - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 3 credit hours
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- PSYC 226 (CPSY 2113) - Developmental Psychology
- SPCM 120 (CCOM 2013) - Intro To Public Speaking
- CDYC Electives - 6 credit hours

Total: 60 credit hours

Additional Certifications

Certificate of Technical Studies in Care and Development of Young Children

CIP Code: 190709

Click on the Course Disciplines page to view the list of courses within the required area below.

- CDYC 101 - Foundations Of Early Childhood Development
- CDYC 103 - The Learning Environment
- CDYC 165 - Language & Literacy In Early Childhood
- CDYC 211 - Child Guidance
- CDYC Electives - 3 credit hours
- ENGL 101 (CENL 1013) - English Composition I
- Fine Arts - 3 credit hours
- Fine Arts OR Humanities - 3 credit hours required
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- Selected Electives - 3 credit hours

Total: 30 credit hours
Criminal Justice, A.A.L.T.

CIP Code – 240199

Mission

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

Program Description

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

Learning Outcomes

Graduates of the Louisiana Delta Community College transfer degree program will be able to:

- Demonstrate competence in written and verbal communication skills and critical thinking.
- Demonstrate the ability to think and reason logically, using the language of social and behavioral sciences.
- Identify elements of the fine arts through music, theater, or art appreciation.
- Identify characteristics of human behavior and the interrelationships between the individual and societal, political and economic systems, based on research methods.

Concentration

AALT Criminal Justice:

All courses applied to the degree must be passed with a C or better. Developmental courses may not be applied to the degree.

Requirements for the AALT track are listed below. When more than one option for fulfilling a requirement is given, even if some of these options are listed as "recommended" or "electives," students should select courses that are required for the major they intend to pursue at a university. Students transferring to a University of Louisiana System (ULS) institution should follow the appropriate ULS track.

Associate of Arts Louisiana Transfer Degree with a concentration in Criminal Justice

- CJUS 101 - Introduction To Criminal Justice
- Louisiana Transfer Degree - Criminal Justice Courses - 9 credit hours
- Police Process - 3 credit hours
- Corrections Process - 3 credit hours
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours (must take ARTS 120, MUSC 101, THEA 190, ARTS 201, or ARTS 202)
- FRST 100 - Freshman Studies Seminar
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours Recommended: sequence in History or Foreign Language.
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours Must take 3 hours in Public Speaking/Interpersonal Communications.
- MATH 110 (CMAT 1213) - College Algebra
- Louisiana Transfer Degree - Math/Analytical Reasoning Courses - 3 credit hours
- Louisiana Transfer Degree - Natural Science Courses - 9 credit hours 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).
- POLI 110 (CPOL 2013) - American Government
- PSYC 201 (CPSY 2013) - Introduction To Psychology OR
- SOCL 201 - Introduction To Sociology

Total: 61 credit hours

Completion

Completion of the Associate of Arts/Science Louisiana Transfer (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.

Criminal Justice, A.A.S.

CIP Code – 43.0104

Mission

The mission of the Associate of Applied Science Degree in Criminal Justice is to prepare students in our region for a career in a criminal justice related field through student-centered course offerings exploring the three components of the criminal justice system: law enforcement, courts, and corrections.

- To have an understanding of the Criminal Justice System
- To gain knowledge of how society influences the Criminal Justice System
- To know the relationship between each component of the Criminal Justice System

Program Description
The Associate of Applied Science in Criminal Justice is designed as a degree program to prepare students for employment in criminal justice related fields, both enforcement and non-enforcement fields. This program is also designed to enhance critical thinking skills for students and current practitioners in the criminal justice field.

Learning Outcomes

Graduates of the Louisiana Delta Community College Criminal Justice program will be able to:

- Demonstrate proficiency in research and presentation of issues related to the criminal justice field.
- Effectively associate and explain current social trends and their impact on the criminal justice system.

Become a professional criminal justice practitioner able to utilize critical thinking skills in the interpretation and application of the law.

Associate of Applied Science in Criminal Justice

*Click on the Course Disciplines page to view the list of courses within the required area below.*

- CINS 101 - Introduction To Computers
- CJUS 101 - Introduction To Criminal Justice
- CJUS 201 - Criminal Law
- CJUS 202 - Police Systems and Practices
- CJUS 203 - Criminal Procedure and Evidence
- CJUS 206 - Court Systems and Practices
- CJUS 207 - Corrections Systems and Practices
- Criminal Justice Electives - 12 credit hours
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Humanities - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 3 credit hours
- POLI 110 (CPOL 2013) - American Government
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- SOCL 201 - Introduction To Sociology
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 60 credit hours

Associate of Applied Science in Criminal Justice with a Forensics Concentration

*Click on the Course Disciplines page to view the list of courses within the required area below.*

- BIOL 201 (CBIO 1033) - Principles Of Biology I
- BIOL 203 (CBIO 1031) - Principles Of Biology I Lab
- CINS 101 - Introduction To Computers
- CJUS 101 - Introduction To Criminal Justice
- CJUS 201 - Criminal Law
- CJUS 202 - Police Systems and Practices
- CJUS 203 - Criminal Procedure and Evidence
- CJUS 206 - Court Systems and Practices
- CJUS 207 - Corrections Systems and Practices
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- FORS 100 - Introduction to Forensic Science
- FORS 214 - Forensic Crime Scene Investigation I
- FORS 220 - Forensic Crime Scene Investigation II
- FORS 230 - Forensic Crime Scene Investigation II-Lab
- FORS 224 - Forensic Crime Scene Investigation I-Lab
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 3 credit hours
- POLI 110 (CPOL 2013) - American Government
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- SOCL 201 - Introduction To Sociology
- SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 60 credit hours

**Fine Arts, A.A.L.T.**

*CIP Code – 240199*

**Mission**

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

**Program Description**

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

**Learning Outcomes**

Graduates of the Louisiana Delta Community College transfer degree program will be able to:

- Demonstrate competence in written and verbal communication skills and critical thinking.
- Demonstrate the ability to think and reason logically, using the language of social and behavioral sciences.
Identify elements of the fine arts through music, theater, or art appreciation.
Identify characteristics of human behavior and the interrelationships between the individual and societal, political and economic systems, based on research methods.

Concentrations
AALT Fine Arts:

All courses applied to the degree must be passed with a C or better. Developmental courses may not be applied to the degree.

Requirements for the AALT track are listed below. When more than one option for fulfilling a requirement is given, even if some of these options are listed as "recommended" or "electives," students should select courses that are required for the major they intend to pursue at a university. Students transferring to a University of Louisiana System (ULS) institution should follow the appropriate ULS track.

Associate of Arts Louisiana Transfer Degree with a concentration in Fine Arts

- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours Must take ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190.
- Louisiana Transfer Degree - Fine Art Courses - 9 credit hours One course from 3 of the 4 areas: art history, art appreciation, art theory, studio/skills
- Louisiana Transfer Degree - Fine Art Courses - 3 credit hours
- FRST 100 - Freshman Studies Seminar
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours Recommended: sequence in History or Foreign Language.
- Louisiana Transfer Degree - Humanities Courses or Louisiana Transfer Degree - Fine Art Courses or Louisiana Transfer Degree - Social/Behavioral Science Courses (Social Science) - 9 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- Louisiana Transfer Degree - Math/Analytical Reasoning Courses - 3 credit hours
  - Louisiana Transfer Degree - Natural Science Courses - 9 credit hours 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).
- Louisiana Transfer Degree - Social/Behavioral Science Courses - 6 credit hours (3 hours must be at the 200 level)

Total: 61 credit hours

Completion

Completion of the Associate of Arts/Science Louisiana Transfer (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.

Humanities, A.A.L.T.

*CIP Code – 240199*

Mission

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

Program Description

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

Learning Outcomes

Graduates of the Louisiana Delta Community College transfer degree program will be able to:

- Demonstrate competence in written and verbal communication skills and critical thinking.
- Demonstrate the ability to think and reason logically, using the language of social and behavioral sciences.
- Identify elements of the fine arts through music, theater, or art appreciation.
- Identify characteristics of human behavior and the interrelationships between the individual and societal, political and economic systems, based on research methods.

Concentration

AALT Humanities:

All courses applied to the degree must be passed with a C or better. Developmental courses may not be applied to the degree.

Requirements for the AALT track are listed below. When more than one option for fulfilling a requirement is given, even if some of these options are listed as "recommended" or "electives," students should select courses that are required for the major they intend to pursue at a university. Students transferring to a University of Louisiana System (ULS) institution should follow the appropriate ULS track.
Associate of Arts Louisiana Transfer Degree with a concentration in Humanities

- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours (must take ARTS 120, MUSC 101, THES 190, ARTS 201, or ARTS 202)
- FRST 100 - Freshman Studies Seminar
- Louisiana Transfer Degree - Humanities Courses - 15 hours Recommended: Humanities and/or Foreign Language sequence.
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours Recommended: sequence in History or Foreign Language.
- Louisiana Transfer Degree - Humanities Courses, Louisiana Transfer Degree - Fine Art Courses or Louisiana Transfer Degree - Social/Behavioral Science Courses (Social Science) - 6 credit hours
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
- MATH 110 (CMAT 1213) - College Algebra
- Louisiana Transfer Degree - Math/Analytical Reasoning Courses - 3 credit hours
  - Louisiana Transfer Degree - Natural Science Courses - 9 credit hours 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).
  - Louisiana Transfer Degree - Social/Behavioral Science Courses - 6 credit hours (3 hours must be at the 200 level)

Total: 61 credit hours

Completion

Completion of the Associate of Arts/Science Louisiana Transfer (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.

Social Science, A.A.L.T.

*CIP Code – 240199*

Mission

The mission of the transfer associate degree is 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 credits transferring to the receiving university.
Program Description

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

Learning Outcomes

Graduates of the Louisiana Delta Community College transfer degree program will be able to:

- Demonstrate competence in written and verbal communication skills and critical thinking.
- Demonstrate the ability to think and reason logically, using the language of social and behavioral sciences.
- Identify elements of the fine arts through music, theater, or art appreciation.
- Identify characteristics of human behavior and the interrelationships between the individual and societal, political and economic systems, based on research methods.

Concentration

AALT Social Sciences:

All courses applied to the degree must be passed with a C or better. Developmental courses may not be applied to the degree.

Requirements for the AALT track are listed below. When more than one option for fulfilling a requirement is given, even if some of these options are listed as "recommended" or "electives," students should select courses that are required for the major they intend to pursue at a university. Students transferring to a University of Louisiana System (ULS) institution should follow the appropriate ULS track.

Associate of Arts Louisiana Transfer Degree with a concentration in Social Science

- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours Must take ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190.
- FRST 100 - Freshman Studies Seminar
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours Recommended: sequence in History or Foreign Language.
- Louisiana Transfer Degree - Humanities Courses, Louisiana Transfer Degree - Fine Art Courses or Louisiana Transfer Degree - Social/Behavioral Science Courses (Social Science) - 12 credit hours
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
- MATH 110 (CMAT 1213) - College Algebra
- Louisiana Transfer Degree - Math/Analytical Reasoning Courses - 3 credit hours
- Louisiana Transfer Degree - Natural Science Courses - 9 credit hours 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).
• **Louisiana Transfer Degree - Social/Behavioral Science Courses - 6 credit hours** (3 hours must be at the 200 level)

• **Louisiana Transfer Degree - Social/Behavioral Science Courses (Social Science) or Related Electives - 9 credit hours** **This category, “other related electives approved by advisor,” is included to enable students to take courses that are not listed among the associate degree requirements but are required for the intended university major. Students should not take courses with the expectation that they will count as “other related electives” unless the courses have been approved by an advisor.**

**Total: 61 credit hours**

**Completion**

Completion of the Associate of Arts/Science Louisiana Transfer (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.

**School of Natural Sciences and Math**

**Applied Sciences, A.G.S.**

*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. Beginning Fall 2018, the General Studies degree program will be offered 100% online, as well as on campus.

**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

**Associate of General Studies with a concentration in Applied Sciences**

*Click on the Course Disciplines page to view the list of courses within the required area below.*

- **CINS 101** - Introduction To Computers
- **ENGL 101 (CENL 1013)** - English Composition I
- **ENGL 102 (CENL 1023)** - English Composition II
- **Fine Arts** - 3 credit hours (*Fine Arts: must be one of the following: ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190*)
- **Humanities** - 3 credit hours (*Humanities: cannot be fulfilled with a Speech, Foreign Language, or Composition*)
- **MATH 110 (CMAT 1213)** - College Algebra
- **Natural Science** - 6 credit hours
- **PSYC 201 (CPSY 2013)** - Introduction To Psychology
- **Social/Behavioral Science** - 3 credit hours
- **SPCM 110 (CCOM 1013)** - Fundamentals Of Speech OR
- **SPCM 120 (CCOM 2013)** - Intro To Public Speaking
- **Major Concentration Area: Applied Sciences** - 18 credit hours
- **Minor Concentration Area: Opposite Discipline; Course Disciplines** - 9 credit hours

**Total:** 60 credit hours

**Major Concentration - Applied Sciences Courses**

*18 credit hours required*

- **HSCI 103** - Personal & Community Health
- **HSCI 104** - Basic Patient Care Skills
- **HSCI 105** - Medical Ethics & Law
- **HSCI 110** - Medical Terminology
- HSCI 115 - Pharmacology For Health Careers
- MATH 110 (CMAT 1213) - College Algebra
- MATH 111 (CMAT 1223) - Plane Trigonometry
- MATH 114 (CBUS 1103) - Business Mathematics
- MATH 115 - Plane Geometry
- MATH 116 - Math For Health Professionals
- MATH 117 (CMAT 1103) - A Survey Of Mathematics
- MATH 120 (CMAT 1235) - Precalculus
- MATH 201 - Business Calculus
- MATH 203 - Elementary Number Structure
- MATH 204 - Conceptual Geometry
- MATH 210 (CMAT 1303) - Introduction To Statistics
- MATH 212 - Quantitative Analysis & Quality Control
- MATH 220 (CMAT 2115) - Calculus I
- MATH 221 (2125) - Calculus II
- MCS 101 - Introduction to Health Information Management
- MCS 102 - Basic Medical Coding
- MCS 103 - Basic Medical Coding Laboratory
- MCS 201 - Healthcare Delivery Systems
- MCS 202 - Reimbursement Methodology
- MCS 203 - Advanced Basic Medical Coding
- MCS 204 - Advanced Medical Coding Lab
- MCS 210 - Medical Coding Practicum
- FORS 100 - Introduction to Forensic Science
- FORS 132 - Death Investigation
- FORS 160 - Criminology
- FORS 210 - Victimology
- FORS 214 - Forensic Crime Scene Investigation I
- FORS 220 - Forensic Crime Scene Investigation II
- FORS 224 - Forensic Crime Scene Investigation I-Lab
- FORS 230 - Forensic Crime Scene Investigation II-Lab
- FORS 240 - Bloodstain Pattern Analysis
- FORS 242 - Bloodstain Pattern Analysis-Lab
- FORS 280 - Case Preparation and Courtroom Testimony
- FORS 282 - Case Preparation and Courtroom Testimony-Lab
- NURS 112 - Basics In Nursing
- NURS 122 - Nursing Of The Adult I
- NURS 132 - LPN To RN Transition
- NURS 219 - Parent-Child Nursing
- NURS 221 - Mental Health Nursing
- NURS 232 - Nursing Of The Adult II

**Additional Certifications**

**Certificate of General Studies**

*CIP Code - 240102*
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours
- FRST 100 - Freshman Studies Seminar
- Humanities - 3 credit hours
- Humanities, Natural Science, Math, or Social/Behavioral Science - 3 credit hours
- MATH 110 (CMAT 1213) - College Algebra
- Natural Science - 3 credit hours
- Social/Behavioral Science - 3 credit hours
- Transferable Electives - 6 credit hours

Total: 31 credit hours

**Biological Sciences, A.S.L.T.**

*CIP Code – 240199*

**Mission**

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

**Program Description**

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

**Learning Outcomes**

Graduates of the Louisiana Delta Community College Associate of Science program will be able to:

- Identify the historical and modern impacts of Fine Arts.
- Demonstrate the ability to read at the college level.
- Identify the development of western civilizations and the cultural impact of the American political system.
- Demonstrate the ability to interpret numerical data or utilize mathematical statistics.
- Demonstrate the use of abstract reasoning and critical thinking in scientific applications.
- Communicate effectively in written English.
Asociate of Science Louisiana Transfer Degree with a concentration in Biological Sciences

- BIOL 201 (CBIO 1033) - Principles Of Biology I
- BIOL 202 (CBIO 1043) - Principles Of Biology II
- BIOL 203 (CBIO 1031) - Principles Of Biology I Lab
- BIOL 204 (CBIO 1041) - Principles Of Biology II Lab
- CHEM 110 (CCEM 1123) - Chemistry I
- CHEM 111 (CCEM 1121) - Chemistry I Lab
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours Must take ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190.
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
- MATH 110 (CMAT 1213) - College Algebra
- MATH 111 (CMAT 1223) - Plane Trigonometry
  OR
- MATH 210 (CMAT 1303) - Introduction To Statistics
- MATH 220 (CMAT 2115) - Calculus I May be required depending on major at transfer institution. See Natural Science and Humanities requirement below.
- Louisiana Transfer Degree - Natural Science Courses and Louisiana Transfer Degree - Humanities Courses - 12 credit hours IF MATH 220 is required at transfer institution, student must earn 7 credit hours in Natural Science/Humanities Elective. IF MATH 220 is not required at transfer institution, student must earn 12 credit hours in Natural Science/Humanities Elective.
- Louisiana Transfer Degree - Natural Science Courses - 6 credit hours
- Louisiana Transfer Degree - Social/Behavioral Science Courses - 6 credit hours (Social Science) (3 hours must be at the 200 level)

Total: 60 credit hours

Completion

Completion of the Associate of Arts/Science Louisiana Transfer (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.
Forensic Science and Technology, A.A.S.

*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:

- Reconstruct a crime scene and demonstrate the ability to analyze various incidents and documented evidence as presented in a case file.
- Competently document crime scenes through sketches, photographs, and written reports.
- Testify in a mock courtroom setting and demonstrate professional communication skills, critical analysis of defense and prosecution questions, and testimony preparation techniques.

**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.

**Pathways**

Some or all program credits transfer to Northwestern State University (NSU).

*For more information contact:* Claire Shepard 318-345-9176 claireshepard@ladelta.edu
Becoming a Crime Scene Investigator

FAQ's Forensic Science

Associate of Applied Science in Forensic Science and Technology

Click on the Course Disciplines page to view the list of courses within the required area below.

- BIOL 201 (CBIO 1033) - Principles Of Biology I
- BIOL 203 (CBIO 1031) - Principles Of Biology I Lab
- BIOL 210 (CBIO 2213) - General Microbiology
- BIOL 211 (CBIO 2121) - General Microbiology Lab
- BIOL 221 (CBIO 2213) - Human Anatomy And Physiology I
- BIOL 223 (CBIO 2211) - Human Anatomy & Physiology I Lab
- CHEM 110 (CCEM 1123) - Chemistry I
- CHEM 111 (CCEM 1121) - Chemistry I Lab
- CJUS 101 - Introduction To Criminal Justice
- CJUS 201 - Criminal Law
- ENGL 101 (CENL 1013) - English Composition I
- Forensic Science Electives - 9 credit hours
  - FORS 100 - Introduction to Forensic Science
  - FORS 214 - Forensic Crime Scene Investigation I
  - FORS 220 - Forensic Crime Scene Investigation II
  - FORS 224 - Forensic Crime Scene Investigation I-Lab
  - FORS 230 - Forensic Crime Scene Investigation II-Lab
  - FORS 280 - Case Preparation and Courtroom Testimony
  - FORS 282 - Case Preparation and Courtroom Testimony-Lab
- Humanities - 3 credit hours
  - MATH 110 (CMAT 1213) - College Algebra
  - PSYC 201 (CPSY 2013) - Introduction To Psychology
  - SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 61 credit hours

Additional Certifications

Certificate of Technical Studies in Crime Scene Investigation

*CIP Code - 430106*

- CJUS 101 - Introduction To Criminal Justice
- FORS 100 - Introduction to Forensic Science
- FORS 214 - Forensic Crime Scene Investigation I
- FORS 220 - Forensic Crime Scene Investigation II
- FORS 224 - Forensic Crime Scene Investigation I-Lab
- FORS 230 - Forensic Crime Scene Investigation II-Lab
• FORS 280 - Case Preparation and Courtroom Testimony
• FORS 282 - Case Preparation and Courtroom Testimony-Lab

Total: 18 credit hours

Certificate of Technical Studies in Basic Forensic Science

*CIP Code - 430106*

• BIOL 201 (CBIO 1033) - Principles Of Biology I
• BIOL 203 (CBIO 1031) - Principles Of Biology I Lab
• CJUS 101 - Introduction To Criminal Justice
• CJUS 201 - Criminal Law
• ENGL 101 (CENL 1013) - English Composition I
• Forensic Science Electives - 3 credit hours
• FORS 100 - Introduction to Forensic Science
• FORS 214 - Forensic Crime Scene Investigation I
• FORS 224 - Forensic Crime Scene Investigation I-Lab
• MATH 110 (CMAT 1213) - College Algebra
• PSYC 201 (CPSY 2013) - Introduction To Psychology
• SPCM 120 (CCOM 2013) - Intro To Public Speaking

Total: 32 credit hours

**Natural Sciences, A.G.S.**

*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. Beginning Fall 2018, the General Studies degree program will be offered 100% online, as well as on campus.

**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

**Associate of General Studies with a concentration in Natural Sciences**

*Click on the Course Disciplines page to view the list of courses within the required area below.*

- CINS 101 - Introduction To Computers
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- **Fine Arts - 3 credit hours** *(Fine Arts; must be one of the following: ARTS 120, ARTS 201, ARTS 202, MUSC 101, or THEA 190)*
- **Humanities - 3 credit hours** *(Humanities; cannot be fulfilled with a Speech, Foreign Language, or Composition)*
- MATH 110 (CMAT 1213) - College Algebra
- **Natural Science - 6 credit hours**
- PSYC 201 (CPSY 2013) - Introduction To Psychology
- **Social/Behavioral Science - 3 credit hours**
- SPCM 110 (CCOM 1013) - Fundamentals Of Speech OR
- SPCM 120 (CCOM 2013) - Intro To Public Speaking
- **Major Concentration Area: Natural Sciences - 18 credit hours**
- **Minor Concentration Area: Opposite Discipline; General Education Course Disciplines - 9 credit hours**

**Major Concentration - Natural Sciences Courses**

*18 credit hours required*

- BIOL 101 (CBIO 1013) - General Biology I
- BIOL 102 (CBIO 1023) - General Biology II
- BIOL 103 (CBIO 1011) - General Biology I Lab
- BIOL 104 (CBIO 1021) - General Biology II Lab
- BIOL 110 - Intro Human Anatomy & Physiology
- BIOL 111 - Intro Human Anat. & Physiology Lab
• BIOL 201 (CBIO 1033) - Principles Of Biology I
• BIOL 202 (CBIO 1043) - Principles Of Biology II
• BIOL 203 (CBIO 1031) - Principles Of Biology I Lab
• BIOL 204 (CBIO 1041) - Principles Of Biology II Lab
• BIOL 210 (CBIO 2213) - General Microbiology
• BIOL 211 (CBIO 2121) - General Microbiology Lab
• BIOL 221 (CBIO 2213) - Human Anatomy And Physiology I
• BIOL 222 (CBIO 2223) - Human Anatomy & Physiology II
• BIOL 223 (CBIO 2211) - Human Anatomy & Physiology I Lab
• BIOL 224 (CBIO 2221) - Human Anatomy & Physiology II Lab
• BIOL 228 - Pathophysiology
• BIOL 230 (CBIO 2603) - Principles Of Zoology
• BIOL 231 (CBIO 2601) - Principles Of Zoology Lab
• CHEM 101 (CCEM 103) - General Chemistry
• CHEM 102 (CCEM 1113) - General Chemistry II
• CHEM 103 (CCEM 1101) - General Chemistry I Lab
• CHEM 104 (CCEM 1111) - General Chemistry II Lab
• CHEM 110 (CCEM 1123) - Chemistry I
• CHEM 111 (CCEM 1121) - Chemistry I Lab
• CHEM 120 (CCEM 1133) - Chemistry II
• CHEM 121 (CCEM 1131) - Chemistry II Lab
• CHEM 221 - Organic Chemistry I
• CHEM 222 - Organic Chemistry II
• CHEM 223 - Organic Chemistry I Lab
• CHEM 224 - Organic Chemistry II Lab
• GEOL 102 (CGEO 1113) - Historical Geology
• GEOL 110 - Age of Dinosaurs
• PHSC 100 (CPYH 1023) - Physical Science I
• PHSC 110 - Physical Science I Lab
• PHSC 120 (CPHY 1033) - Physical Science II-Pre Chemistry
• PHSC 130 - Physical Science II Lab-Pre Chemistry
• PHYS 110 - Foundations of Astronomy
• PHYS 210 (CPHY 2113) - General Physics I
• PHYS 211 (CPHY 2111) - General Physics I Lab
• PHYS 220 (CPHY 2123) - General Physics II
• PHYS 221 (CPHY 2121) - General Physics II Lab

Total: 60 credit hours

Additional Certifications

Certificate of General Studies

CIP Code - 240102

• ENGL 101 (CENL 1013) - English Composition I
• ENGL 102 (CENL 1023) - English Composition II
• Fine Arts - 3 credit hours
• FRST 100 - Freshman Studies Seminar
• Humanities - 3 credit hours
• Humanities, Natural Science, Math, or Social/Behavioral Science - 3 credit hours
• MATH 110 (CMAT 1213) - College Algebra
• Natural Science - 3 credit hours
• Social/Behavioral Science - 3 credit hours
• Transferable Electives - 6 credit hours

Total: 31 credit hours

**Physical Sciences, A.S.L.T.**

*CIP Code – 240199*

**Mission**

The mission of the transfer associate degree is 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 credits transferring to the receiving university.

**Program Description**

The Louisiana transfer associate degree consists of a 39-hour general education block and a 21-hour block of additional coursework. 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.

**Learning Outcomes**

Graduates of the Louisiana Delta Community College Associate of Science program will be able to:

- Identify the historical and modern impacts of Fine Arts.
- Demonstrate the ability to read at the college level.
- Identify the development of western civilizations and the cultural impact of the American political system.
- Demonstrate the ability to interpret numerical data or utilize mathematical statistics.
- Demonstrate the use of abstract reasoning and critical thinking in scientific applications.
- Communicate effectively in written English.

**Associate of Science Louisiana Transfer Degree with a concentration in Physical Science**
Click on the Course Disciplines page to view the list of courses within the required area below.

- BIOL 201 (CBIO 1033) - Principles Of Biology I
- CHEM 110 (CCEM 1123) - Chemistry I
- CHEM 111 (CCEM 1121) - Chemistry I Lab
- CHEM 120 (CCEM 1133) - Chemistry II
- CHEM 121 (CCEM 1131) - Chemistry II Lab
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours (must take ARTS 120, MUSC 101, THES 190, ARTS 201, or ARTS 202)
- FRST 100 - Freshman Studies Seminar
- Louisiana Transfer Degree - Humanities Courses - 6 credit hours
- Louisiana Transfer Degree - Humanities Courses - 3 credit hours (Literature)
- MATH 220 (CMAT 2115) - Calculus I
- MATH 221 (2125) - Calculus II
- Louisiana Transfer Degree - Natural Science Courses - 6 credit hours
- Louisiana Transfer Degree - Natural Science Courses and Louisiana Transfer Degree - Humanities Courses - 9 credit hours Choose from approved elective departments.
- Louisiana Transfer Degree - Social/Behavioral Science Courses - 6 credit hours (3 hours must be at the 200 level)

Total: 61 credit hours

Completion

Completion of the Associate of Arts/Science Louisiana Transfer (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.

Pre-Respiratory Therapy

The Respiratory Therapy program at Louisiana Delta Community College (Delta) is a cooperative effort between LDCC, 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 https://www.bpcc.edu/index.php/respiratorytherapy/

LDCC students interested in becoming respiratory therapists must apply for admission to LDCC and meet all the associated requirements. LDCC students are able to complete 36 hours of general education courses at Delta as outlined below:
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>English 102</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 110 (Medical Terminology)</td>
<td>3</td>
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<tr>
<td>Social Science Elective</td>
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<tr>
<td>MATH 110 (College Algebra)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 221/223 (A&amp;P I)</td>
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<tr>
<td>BIOL 222/224 (A&amp;P II)</td>
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</tr>
<tr>
<td>BIOL 210/211 (Microbiology)</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 101 (General)</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>PHSC 100 (Physical Science I)</td>
<td>3</td>
</tr>
</tbody>
</table>

*May be taken prior to or concurrent with enrollment during the first semester clinical program courses.*

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 36 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 https://www.bpcc.edu/index.php/respiratorytherapy/ The application deadline is April 15 of each year. Upon completion of all requirements for the Respiratory Therapy program, students will receive their diploma from Bossier Parish Community College.

BPCC accepts a maximum of 6 students each year into the associated LDCC program. The professional program courses are taught by LSU health faculty via compressed video on the LDCC campus in West 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 Division Chair for the School of Natural Sciences and Math at Louisiana Delta Community College.
School of Nursing and Allied Health

Barber Styling, T.D.

CIP Code - 120402

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 and identify the skills 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 the rules and regulations governing the practice of Barber-Styling in the state of Louisiana.
- Determine proper and improper shop management and selling techniques.
- Identify and exhibit characteristics of entrepreneurs in the Barber-Styling industry.
- Demonstrate appropriate customer service skills required to effectively serve the public in the Barber-Styling industry.
- Demonstrate the skills necessary to become employed in the Barber-Styling industry.

Technical Diploma in Barber Styling

- BARB 1110 - History of Barbering and the Professional Image
- BARB 1120 - Sanitation, Bacteriology, Safety with Tools, Implements and Equipment Theory and Practice
- BARB 1131 - Sanitation, Bacteriology, Safety with Tools, Implements and Equipment Lab
- BARB 1140 - Facial Massage and Treatments Theory and Practice
- BARB 1150 - Properties/Disorders/Treatments of Skin, Scalp, Hair Theory and Practice
- BARB 1160 - Men's/Women's Basic Haircutting/Styling Theory and Practice
Total: 53 credit hours / 1605 clock hours

Nurse Assistant, C.T.C.

CIP Code - 513902

Mission

The mission of the Career and Technical Certificate 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 Career and Technical 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 Omnibus Budget Reconciliation Act (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 (DHH), Louisiana Register and the Omnibus Budget Reconciliation Act (OBRA).

- Identify and demonstrate the skills necessary to function as a member of the health care team as identified by the Louisiana Department of Health and Hospitals (DHH), Louisiana NA registry and the Omnibus Budget Reconciliation Act (OBRA).
- 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.
- Demonstrate the skills necessary to become employable in the healthcare industry.

**Partners**

Landmark Nursing & Rehabilitation Center

University Health Conway

Glenwood Regional Medical Center

St. Francis Medical Center

Ochsner's Medical Center

The Oaks Nursing & Rehabilitation

Plantation Manor Nursing & Rehabilitation Center, LLC

Franklin Medical Center

Richland Medical Center

Ouachita HealthCare

American Medical Response

Northeast Louisiana Ambulance Service

Cypress Grove Behavioral Health

Liberty Healthcare Services

Willow Ridge Nursing and Rehabilitation Center

Legacy Hospice

Cherry Ridge Skilled Nursing Facility

Lagniappe Skilled Nursing Facility
Career and Technical Certificate in Nurse Assistant

- HCOR 1160 - Professionalism for Healthcare Providers
- HCOR 1211 - Nurse Assisting Fundamentals
- HCOR 1212 - Skills Application

Total: 6 credit hours / 170 clock hours

Paramedicine, A.A.S.

CIP Code - 510904

Mission

The mission of the Louisiana Delta Community College Paramedic Program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician, and/or Emergency Medical Technician, and/or Emergency Responder levels. Upon completion of the program, graduates will possess the knowledge, skills, and behaviors necessary to sit for the National Registry of Emergency Medical Technicians' examinations required for certification and licensure in the State of Louisiana. Students may choose to enroll in additional classes in order to obtain the Associates of Applied Science in Paramedicine.

Accreditation

The Louisiana Delta Community College Paramedic Program is accredited by the Commission on Accreditation of Allied health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Services Professions (CoAEMSP).

To contact Commission on Accreditation of Allied health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Paramedic Program Description

The LDCC Paramedic Program prepares students to provide advanced prehospital emergency care to patients who have experienced traumatic or medical emergencies. The program curriculum adheres to the National Emergency Medical Education Standards. Successful completion of the program is contingent upon the evaluation of the cognitive, psychomotor, and affective domains in the classroom, lab, clinical experiences, field experiences and field internship. Upon completion, students will be prepared to take the National Registry written and practical examinations necessary for national certification and licensure as a paramedic in the State of Louisiana.

The LDCC Paramedic Program is a limited enrollment program. Admittance to the program requires authorization from the program director. Enrollment in some of the courses may require additional pre-requisites. The Louisiana Bureau of EMS has approved the courses offered at Louisiana Delta Community College.
Students enrolling in the paramedic portion of the program must be nationally registered and licensed as an Emergency Medical Technician or an Advanced Emergency Medical Technician. They must have also have authorization from the Louisiana Bureau of EMS to be an ALS student. Additional requirements for the program also include passing required background checks, passing the drug screening, proof of current immunizations, proof of physical and emotional fit for the program, current CPR certification, and proof of health insurance. Students in the program must adhere to all program requirements as well as the requirements established by other intuitions where they perform clinical and field rotations.

Learning Outcomes

Graduates of the Louisiana Delta Community College Paramedic Program will be able to:

- Integrate clinical information and related topics relevant to the practice of prehospital emergency medical care to formulate treatment plans and manage patients (cognitive).
- Demonstrate attitudes and behaviors consistent with the ethics and professionalism expected of paramedics (affective).
- Develop an effective treatment plan to ensure a patient's airway, adequate mechanical ventilation, and respiration for patients.
- Provide basic emergency care and transportation based upon assessment findings for an injured patient.
- Identify, categorize, and treat trauma patients.
- Demonstrate the ability to perform individual psychomotor skills in a safe, timely, and efficient manner based upon professional standards.

Program Outcomes

- Demonstrate utilization of information relevant to the role of a certified paramedic on a comprehensive examination (cognitive)
- Demonstrate personal behavior and attitude (affective behaviors) consistent with employer expectations and professional standards
- Pass the written National Registry Examination necessary for licensure in the state of Louisiana
- Pass the practical National Registry Examination necessary for licensure in the state of Louisiana
- Become employed in the health care industry or continue with their education within a year of graduation

The required outcomes data (retention rates, National Registry exam scores [written and practical], and three year positive placement rates) will be posted as soon as they become available.

Associate of Applied Science in Paramedicine

Click on the Course Disciplines page to view the list of courses within the required area below.

- Proof of certification as an American Heart Association Healthcare provider in Basic Life Support is needed.
- Advanced placement credit for EMSE required courses in the curriculum will be awarded to Nationally Registered Paramedics after passing a departmental examination and with proof of certification.
- BIOL 110 - Intro Human Anatomy & Physiology * BIOL 221 & BIOL 223 OR BIOL 221 & BIOL 222 may be substituted for BIOL 110 and BIOL 111. If BIOL 222 was substituted for BIOL 110 or BIOL 111, the student must take BIOL 210 and BIOL 211.
- BIOL 111 - Intro Human Anat. & Physiology Lab
- BIOL 222 (CBIO 2223) - Human Anatomy & Physiology II
- EMSE 1100 - Emergency Medical Technology Practicum
- EMSE 1200 - Emergency Medical Technology Practicum
- EMSE 2010 - Preparatory
- EMSE 2020 - Airway and Ventilation
- EMSE 2030 - Patient Assessment
- EMSE 2040 - Medical I
- EMSE 2050 - Medical II
- EMSE 2060 - Shock, Resuscitation, and Trauma
- EMSE 2070 - Special Populations
- EMSE 2080 - Operations
- EMSE 2090 - Clinical Experience I
- EMSE 2100 - Clinical Experience II
- EMSE 2110 - Clinical Experience III
- EMSE 2120 - Field Internship I
- EMSE 2130 - Field Internship II
- EMSE 2140 - Field Internship III
- EMSE 2150 - Final Assessment and Exam Preparation
- ENGL 101 (CENL 1013) - English Composition I
- Humanities - 3 credit hours (must be met with HIST 101, HIST 102, HIST 201, or HIST 202)
- MATH 110 (CMAT 1213) - College Algebra
- PSYC 201 (CPSY 2013) - Introduction To Psychology

Total: 60 credit hours / 1813.5 clock hours

Curriculum Change: Effective Spring 2020

Beginning Spring 2020, the follow changes will be effective for the Associate of Applied Science in Paramedicine program:

- BIOL 110 is no longer required for the Human Anatomy and Physiology course requirement. (3 credit hours)
  - Any Human Anatomy and Physiology course may fill this requirement. This requirement can be met with BIOL 110, BIOL 221, BIOL 222, or an approved substitution.
- BIOL 111 is no longer required for the Human Anatomy and Physiology Lab course requirement. (1 credit hour)
  - Any Human Anatomy and Physiology Lab may fill this requirement. This requirement can be met with BIOL 111, BIOL 223, BIOL 224, or an approved substitution.
- PSYC 201 is no longer required for the Social/Behavioral Science requirement. (3 credit hours)
  - Any Social/Behavioral Science course may be used to fulfill this requirement. See the General Education Course Disciplines list to view all courses.
- BIOL 222 is no longer required for the Natural Science requirement. (3 credit hours)
  - Any Natural Science course may be used to fulfill this requirement. See the General Education Course Disciplines list to view all courses.
- Proof of certification as an American Heart Association Healthcare provider in Basic Life Support is needed. Students not possessing this credential should take EMSE 1003.
- Proof of certification as an Emergency Medical Technician or Advanced Emergency Medical Technician is required for admittance to the paramedic courses beginning with EMSE 2010. Advanced placement credit will be given for proof of certification as an Emergency Medical Technician or Advance Emergency Medical Technician in place of EMSE 1100 and EMSE 1200.
Additional Certifications

Technical Diploma in Paramedic

CIP Code - 510904

- Proof of certification as an American Heart Association Healthcare provider in Basic Life Support is needed.
- Advanced placement credit for EMSE required courses in the curriculum will be awarded to Nationally Registered Paramedics after passing a departmental examination and with proof of certification.
- BIOL 110 - Intro Human Anatomy & Physiology *BIOL 221 & BIOL 223 OR BIOL 221 & BIOL 222 may be substituted for BIOL 110 and BIOL 111. If BIOL 222 was substituted for BIOL 110 or BIOL 111, then the student must take BIOL 210 and BIOL 211.
- BIOL 111 - Intro Human Anat. & Physiology Lab
- EMSE 1100 - Emergency Medical Technology Practicum
- EMSE 1200 - Emergency Medical Technology Practicum
- EMSE 2010 - Preparatory
- EMSE 2020 - Airway and Ventilation
- EMSE 2030 - Patient Assessment
- EMSE 2040 - Medical I
- EMSE 2050 - Medical II
- EMSE 2060 - Shock, Resuscitation, and Trauma
- EMSE 2070 - Special Populations
- EMSE 2080 - Operations
- EMSE 2090 - Clinical Experience I
- EMSE 2100 - Clinical Experience II
- EMSE 2110 - Clinical Experience III
- EMSE 2120 - Field Internship I
- EMSE 2130 - Field Internship II
- EMSE 2140 - Field Internship III
- EMSE 2150 - Final Assessment and Exam Preparation

Total: 45 credit hours / 1588.5 clock hours

Curriculum Change: Effective Spring 2020

Beginning Spring 2020, the follow changes will be effective for the Technical Diploma in Paramedic program:

- BIOL 110 is no longer required for the Human Anatomy and Physiology course requirement. (3 credit hours)
  - Any Human Anatomy and Physiology course may fill this requirement. This requirement can be met with BIOL 110, BIOL 221, BIOL 222, or an approved substitution.
- BIOL 111 is no longer required for the Human Anatomy and Physiology Lab course requirement. (1 credit hour)
  - Any Human Anatomy and Physiology Lab may fill this requirement. This requirement can be met with BIOL 111, BIOL 223, BIOL 224, or an approved substitution.
- Proof of certification as an American Heart Association Healthcare provider in Basic Life Support is needed. Students not possessing this credential should take EMSE 1003.
• Proof of certification as an Emergency Medical Technician or Advanced Emergency Medical Technician is required for admittance to the paramedic courses beginning with EMSE 2010. Advanced placement credit will be given for proof of certification as an Emergency Medical Technician or Advance Emergency Medical Technician in place of EMSE 1100 and EMSE 1200.

Career and Technical Certificate in Emergency Medical Technician

CIP Code: 510904

Proof of certification as an American Heart Association Healthcare provider in Basic Life Support is needed.

• EMSE 1100 - Emergency Medical Technology Practicum
• EMSE 1200 - Emergency Medical Technology Practicum

Total: 8 credit hours / 180 clock hours

Patient Care Technician, C.T.S.

CIP: 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.
• identify concepts of professionalism and ethical conduct in the workplace.
• become employed in the healthcare industry.

Certificate of Technical Studies in Patient Care Technician

• CPTR 1000 - Introduction To Computers
• HCOR 1120 - Basic Body Structure and Function
• HCOR 1160 - Professionalism for Healthcare Providers
• HCOR 1211 - Nurse Assisting Fundamentals
• HCOR 1212 - Skills Application
• HEKG 1011 - EKG Procedures
• HMDT 1170 - Medical Terminology
• HPHL 1011 - Phlebotomy Principals
• HPHL 1022 - Phlebotomy Procedures/Skills
• MAST 1210 - Administrative Procedures I

Total: 27 credit hours / 656 clock hours

Additional Certifications

Career and Technical Certificate in Phlebotomy

CIP Code: 511009

• HCOR 1160 - Professionalism for Healthcare Providers
• HPHL 1011 - Phlebotomy Principals
• HPHL 1022 - Phlebotomy Procedures/Skills

Total: 10 credit hours / 381 clock hours

Career and Technical Certificate in EKG Technician

CIP Code: 510902

• CPTR 1000 - Introduction To Computers
• HCOR 1120 - Basic Body Structure and Function
• HEKG 1011 - EKG Procedures
• HMDT 1170 - Medical Terminology
• MAST 1210 - Administrative Procedures I

Total: 12 credit hours / 210 clock hours

Career and Technical Certificate in Nurse Assistant
CIP Code: 513902

- HCOR 1160 - Professionalism for Healthcare Providers
- HCOR 1211 - Nurse Assisting Fundamentals
- HCOR 1212 - Skills Application

Total: 6 credit hours / 170 clock hours

Practical Nursing, T.D.

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 competency 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 from 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.

Analyze appropriate medical diagnostic tools to identify common medical disorders and appropriate treatments.

Identify 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.

Identify the normal stages and milestones in human growth and development.

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.

Admissions Procedure

- All students who have been admitted to Louisiana Delta Community College and who have fulfilled the prerequisites 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.

Admission Score Prerequisite

Scores can be no more than three years old. If older than three years, the student must repeat the test.

**MATH**

<table>
<thead>
<tr>
<th>Compass Score (Algebra)</th>
<th>ACT Range</th>
<th>Classic Accuplacer (Elem. Algebra)</th>
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<tr>
<td>0 - 25</td>
<td>0 - 15</td>
<td>20 - 47</td>
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<tr>
<td>26 - 32</td>
<td>16 - 17</td>
<td>Recommended if placed in MATH 095</td>
</tr>
<tr>
<td>≥ 33</td>
<td>≥ 18</td>
<td>≥ 48</td>
</tr>
</tbody>
</table>

**ENGLISH**

<table>
<thead>
<tr>
<th>Compass Score (Language)</th>
<th>ACT Range</th>
<th>Classic Accuplacer (Sentence Skills)</th>
<th>Next Generation Accuplacer (Writing)</th>
<th>Course Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 37</td>
<td>0 - 13</td>
<td>20 - 59</td>
<td>200 - 224</td>
<td>ENGL 095</td>
</tr>
<tr>
<td>38 - 69</td>
<td>14 - 16</td>
<td>60 - 73</td>
<td>225 - 249</td>
<td>ENGL 099</td>
</tr>
<tr>
<td>≥ 70</td>
<td>≥ 18</td>
<td>≥ 74</td>
<td>≥ 241</td>
<td>Score meets or exceeds requirements</td>
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</tbody>
</table>

**READING**
### Compass Score | ACT Range | Classic Accuplacer | Next Generation Accuplacer | Course Placement
--- | --- | --- | --- | ---
0 - 84 | 0 - 19 | 20 - 64 | 200 - 234 | READ 095
≥ 85 | ≥ 20 | ≥ 60 | ≥ 250 | Score meets or exceeds requirements

**PN Offerings - This is when new classes begin.**

<table>
<thead>
<tr>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Fall 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruston</td>
<td>West Monroe</td>
<td>Tallulah</td>
</tr>
<tr>
<td>West Monroe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Partners**

- Landmark Nursing & Rehabilitation Center
- University Health Conway
- Glenwood Regional Medical Center
- St. Francis Medical Center
- Ochsner's Medical Center
- The Oaks Nursing & Rehabilitation
- Plantation Manor Nursing & Rehabilitation Center, LLC
- Franklin Medical Center
- Richland Medical Center
- Ouachita HealthCare
- American Medical Response
- Northeast Louisiana Ambulance Service
- Cypress Grove Behavioral Health
- Liberty Healthcare Services
- Willow Ridge Nursing and Rehabilitation Center
- Legacy Hospice

**Technical Diploma in Practical Nursing**

- HNUR 1211 - Nursing Fundamentals I
- HNUR 1212 - Geriatric Clinical
- HNUR 1270 - Pn Perspectives
- HNUR 1300 - Anatomy And Physiology For Healthcare Providers
- HNUR 1320 - Nutritional Aspects
- HNUR 1361 - Basic Pharmacology
- HNUR 1411 - Nursing Fundamentals II
- HNUR 1460 - Advanced Pharmacology
- HNUR 2113 - Medical/ Surgical I
- HNUR 2123 - Medical/ Surgical II
- HNUR 2133 - Medical/Surgical III
- HNUR 2523 - Mental Illness/ Psychiatric Nursing
- HNUR 2611 - IV Therapy
- HNUR 2713 - Obstetrics
- HNUR 2723 - Pediatrics
- HNUR 2813 - Pn Leadership And Management
- ORNT 1000 - Freshman Seminar

Total: 59 credit hours / 1550 clock hours

Registered Nursing, A.S.N.

*CIP Code - 513801*

Mission

The mission of the Associate of Science in Nursing Program at Louisiana Delta Community College supports the mission of the parent institution. The purpose of nursing 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.

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.

Accreditation and Membership

The Associate of Science in Nursing (ASN) program at Louisiana Delta Community College (LDCC) is accredited by the Accreditation Commission of Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. The ASN program at LDCC has full approval from the Louisiana State Board of Nursing (LSBN), 17373 Perkins Road, Baton Rouge, LA 70810. The ASN program also holds membership in the National League of Nursing (NLN), a professional but non-accrediting agency, 2600 Virginia Avenue NW, 8th Floor, Washington, D.C. 20037.
Learning Outcomes

Adopted March 6, 2018

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

- Organize patient-centered care across the lifespan with respect to patient's values culture and beliefs.
- Demonstrate continuing competence, growth, and development in the practice of the profession of nursing to minimize risk of harm to patients.
- Identify the use of quality measures to improve performance and patient outcomes.
- Collaborate with the interdisciplinary team, (individuals, patients, families or communities), to achieve quality patient care.
- Utilize technology, resources and information systems to deliver safe, effective patient care.
- Demonstrate critical thinking and problem-solving skills in developing an evidence-based plan of care.
- Demonstrate accountability for legal, moral, and ethical consideration within current standards of professional practices.

Program Outcomes

Adopted February 6, 2018

- Eighty percent (80%) of the Louisiana Delta Community College nursing program graduates will successfully complete the Licensure examination on the first attempt.
- The Louisiana Delta Community College traditional student will complete the nursing program within 6 semesters and the LPN to RN students will complete the track within 4.5 semesters.
- The Louisiana Delta Community College nursing graduates will be employed as an RN within 12 months.

Admission

Admission to LDCC ASN program is granted on a competitive basis. Criminal background checks and drug screenings are required for all students applying to an RN nursing program as required by the Louisiana State Board of Nursing (LSBN). Entrance into or continuation in a nursing program is dependent upon the LSBN's action for each student. LSBN Rule 3331 (2012) provides for LSBN to have the duty to exclude individuals who pose a risk to public safety, and will now deny applicants who have been convicted (or similar plea) of felony crimes of violence, sex offenses, crimes involving the distribution, manufacture and production of drugs, and certain felony property crimes such as Medicaid Fraud and Identify theft. LSBN will deny applicants for a minimum of five (5) years following the final disposition of the criminal case for other felony convictions or for two or more misdemeanor crimes or following a misdemeanor conviction and the existence of aggravating circumstances which reflect the inability to practice nursing safety. Delay of admission to clinicals may result if there is a recent diagnosis or treatment for substance use disorders.

LDCC ASN program includes a traditional track and a transition track for current Licensed Practical Nurses (LPN) to enter the ASN program and be eligible to sit for the NCLEX-RN testing to be a registered nurse (RN).
Admission Criteria are explained in the Curriculum information. (Admission is not based upon attainment of minimum requirements in the required pre-requisite courses). Application dates for the LPN – RN Track are March 1 – April 1. Application dates for the Traditional Track are August 15-September 15. Applicant packets are to be completed and submitted within the time-frame stated. No late applications will be accepted. All application forms may be obtained online.

Upon admission to the LDCC ASN Program or Traditional Track and LPN-RN Track, nursing students are required to submit a physical examination report to the Castle Branch. This requirement is for the protection of the student and to meet the requirements of clinical agencies. Students admitted to the ASN Program must meet requirements based on recommendations from the Center for Disease Control (CDC) and Prevention for Health Care Workers. This includes providing proof of Tuberculosis Testing annually (Mantoux skin test), Hepatitis B immunization series, and other required immunizations and titers as required for clinical affiliation contracts.

Curriculum

The LDCC ASN curriculum consists of 37 credit hours of required co-curriculum courses and 33 credit hours of nursing program courses. This includes fine art, humanity elective, English compositions, mathematics, anatomy and physiology lectures and labs, microbiology lecture and lab, psychology, pharmacology, and introduction to nursing. Science courses cannot be over five (5) years old.

The Traditional Track requirements for admission includes a completed LDCC ASN Student Application Form, LDCC ASN Curriculum sheet/degree audit, Rubric Admissions Score Sheet, and an unofficial copy of transcript(s) with five (5) pre-nursing classes and grades highlighted (ENGL 101, MATH 110, PSYC 201, and BIOL 221 & 223); only three (3) attempts of each of these courses are allowed and the latest attempt is the grade considered in calculations.

Any student applying to LDCC ASN Program who has a previous degree from an accredited institution of higher education has to provide a transcript and a copy of the diploma noting the degree awarded.

The LPN – RN Track application must include successful completion of required thirteen (13) pre-requisite courses as listed on audit sheet; two copies of license verification obtained from the Louisiana State Board of Practical Nurses Examiners; and a letter from an employer as verification that one year of work experience has been completed.

Students accepted into the LPN – RN track will be awarded credit for nursing courses as mandated by the Louisiana Nursing Education Articulation Model (Adopted 2005, Revised 2014). Credit will be awarded when appropriate examination and skill return demonstrations are successfully completed.

ASN Policies

All students admitted to the LDCC ASN Program are responsible and accountable for their actions related to patient care. Clinical agencies affiliated with LDCC ASN program may require drug/alcohol screening prior to participation in the clinical setting or on the basis of reasonable suspicion. A positive confirmation by the Medical Review Officer (MRO) will result in denial of the student's participation in the clinical experience, a dismissal from the program, and a report to LSBN. The student with a positive test may apply to re-enter at the beginning of the program only after LSBN approval.

Unsuccessful return demonstrations in any nursing course will require the student to remediate in preparation of repeating the skill return demonstration. Successful demonstration of a skill or assessment may have to be completed before progressing to a clinical experience.

Students must maintain current CPR/BLS certification for Health Care Providers from the American Heart Association. An annual TB Mantoux test result is to be documented and on file. These are due the first week of the semester.
Accurate dosage calculation skills are essential to safe clinical practice. Students are required to demonstrate a minimum of 90% accuracy in dosage calculation skills prior to entering the clinical facilities. This is a requirement for every semester in the ASN program. The first scheduled dosage calculation test is mandatory. Students are allowed three attempts to be successful at the 90% requirement. Remediation is required prior to the repeat of the dosage calculation exam. An unsuccessful third attempt will result in the student's ineligibility to enter clinicals, and therefore the student will not be able to complete the nursing course learning outcomes for progression in the program. The student will be advised to follow through on withdrawing from the course and meeting with financial aid and other departments of LDCC as necessary.

Students must obtain a "C" or better grade to continue to the next level of nursing courses. This includes completion of course requirements for theory and lab/clinical. Clinical attendance is mandatory. Failure to earn a "C" or better in a nursing course will result in the student not progressing. Students are allowed to re-enter the nursing program one time only. When re-entering, the student must retake the entire course, didactic and clinical/lab portions that were not passed in the previous semester. A subsequent failure of a repeated course or any other clinical nursing course results in termination. An appeal is counted as an attempt.

Students who withdraw from a nursing course or who are terminated for academic, attendance, or other reasons must have an exit interview at the time of exit to be eligible for readmission. It is the student's responsibility to schedule this interview with the Program Director. The exit interview is mandatory; no student will be considered for readmission unless a completed Exit Interview Form is on file. Readmission is not guaranteed and must be considered on an individual basis. Some things to consider include when the necessary course is being taught again and if there is adequate nursing faculty for the student to be readmitted. The Program Director must approve any student applying to repeat a nursing course. The decision is based on space availability, Nursing GPA, previous failures and/or withdrawals, and course faculty recommendations based on the previous record of student's attendance, the following of any remediation plan requirements, and the student's past behavior. Readmission is not automatic.

Partners

- Glenwood Regional Medical Center
- St. Francis Medical Center
- University Health - Conway

Pathways (Some or all credits transfer)

- University of Louisiana at Monroe (ULM)
- Northwestern State University (NSU)

Associate of Science in Nursing

Click on the Course Disciplines page to view the list of courses within the required area below.

- BIOL 210 (CBIO 2213) - General Microbiology
- BIOL 211 (CBIO 2121) - General Microbiology Lab
- BIOL 221 (CBIO 2213) - Human Anatomy And Physiology I
- BIOL 222 (CBIO 2223) - Human Anatomy & Physiology II
- BIOL 223 (CBIO 2211) - Human Anatomy & Physiology I Lab
- BIOL 224 (CBIO 2221) - Human Anatomy & Physiology II Lab
- ENGL 101 (CENL 1013) - English Composition I
- ENGL 102 (CENL 1023) - English Composition II
- Fine Arts - 3 credit hours (must take ARTS 120, MUSC 101, THEA 190, ARTS 201, or ARTS 202)
- HSCI 115 - Pharmacology For Health Careers
- Humanities - 3 credit hours Must take History or English Literature courses.
- MATH 110 (CMAT 1213) - College Algebra
- MATH 210 (CMAT 1303) - Introduction To Statistics
- NURS 100 - Introduction to Nursing
- NURS 112 - Basics In Nursing
- NURS 122 - Nursing Of The Adult I
- NURS 219 - Parent-Child Nursing
- NURS 221 - Mental Health Nursing
- NURS 232 - Nursing Of The Adult II
- NURS 233 - Trends, Issues, And Management
- PSYC 201 (CPSY 2013) - Introduction To Psychology

Total: 70 credit hours

The following course will be required of the PN to RN Transition Student

- NURS 132 - LPN To RN Transition  (6 credit hrs./120 clock hrs.)

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 210 - Computerized Accounting

Total Credits = 3  
Lecture = 3
An integration of accounting principles and methods with modern computer software. Software will be utilized to set up an accounting system, record transactions, complete an accounting cycle, prepare and analyze financial statements, and set up a payroll for a small business.

**Prerequisites or Corequisites:** 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 = 3 / Laboratory = 0

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.

**Prerequisites or Corequisites:** Completion of Developmental MATH 095 with a C or better, or placement in MATH 099 or higher.

**ACCT 1200 (CACC 2323) - Principles Of Accounting, Part II**

*Total Credits = 3*
Lecture = 3 / Laboratory = 0

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 = 3 / Laboratory = 0

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 = 3 / Laboratory = 0

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 = 3 / Laboratory = 0

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**

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
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 = 1
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.
Clock Hours: 30

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.
Clock Hours: 30

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.
Clock Hours: 30

AUTO 1130 - Lubrication And Cooling System Diagnosis And Repair

Total Credits = 2
This course teaches the procedures and methods for the diagnosis and repair of automotive engine lubrication and cooling system.
Clock Hours: 30

Prerequisites or Corequisites: None

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.
Clock Hours: 180

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.
Clock Hours: 30
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.
Clock Hours: 30

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.
Clock Hours: 30

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.
Clock Hours: 30

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.
Clock Hours: 30

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 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.
Clock Hours: 180

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

AUTO 1300 - Drive Train And Clutch Diagnosis And Repair
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**

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**

This course teaches the procedures and methods for diagnosis and repair of drive, half, and universal joints.

**AUTO 1330 - Drive Axle Diagnosis And Repair**

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**

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

**AUTO 1350 - Automotive Internship III**

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.
Clock Hours: 90

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.

Clock Hours: 30

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).

Clock Hours: 30

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.

Clock Hours: 30

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.

Clock Hours: 30

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.

Clock Hours: 30

AUTO 1450 - Automotive Internship IV
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.
Clock Hours: 240

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.
Clock Hours: 30

**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.
Clock Hours: 30

**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.
Clock Hours: 30

**AUTO 1530 - Power Assist Diagnosis And Repair**

Total Credits = 1
Lecture = 0 / Laboratory = 1

This course teaches the procedures and methods necessary to diagnose and repair power assist units in automotive braking systems.
Clock Hours: 30

**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.

**Clock Hours: 30**

**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.

**Clock Hours: 240**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 30**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 60**
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.
Clock Hours: 30

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.
Clock Hours: 30

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.
Clock Hours: 30

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.
Clock Hours: 180

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.
Clock Hours: 30

AUTO 1710 - Refrigeration System Component Diagnosis And Repair
This course teaches the procedures and methods necessary to diagnose and repair individual components of the air conditioning system.

Clock Hours: 30

**AUTO 1720 - Heating And Ventilation Systems Diagnosis And Repair**

This course teaches the procedures and methods necessary to diagnose and repair automotive heating and ventilation systems.

Clock Hours: 30

**AUTO 1730 - Operating Systems And Related Controls**

This course teaches the procedures and methods necessary to diagnose and repair electrical, vacuum, and automatic temperature controls.

Clock Hours: 30

**AUTO 1740 - Refrigerant Recover, Recycling And Handling**

This course teaches the procedures and methods necessary to properly handle and store refrigerants.

Clock Hours: 30

**AUTO 1800 - General Engine Diagnosis**

This course teaches the principles of internal combustion engines and the procedures and methods necessary to diagnose general engine mechanical problems.

Clock Hours: 90

**AUTO 1810 - Computerized Engine Controls Diagnosis And Repair**

This course teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes.

Clock Hours: 90
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.
Clock Hours: 60

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.
Clock Hours: 60

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.
Clock Hours: 90

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.
Clock Hours: 60

AUTO 2991 - Special Projects, I

Total Credits = 1
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.
Clock Hours: 30

AUTO 2993 - Special Projects, II

Total Credits = 2
Lecture = 0 / Laboratory = 2

A course designed for the student who has demonstrated specific special needs.
Clock Hours: 60
AUTO 2995 - Special Projects, III

Total Credits = 3
Lecture = 0 / Laboratory = 3

A course designed for the student who has demonstrated specific special needs.
Clock Hours: 45

AUTO 2996 - Special Projects, IV

Total Credits = 3
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrated specific special needs.
Clock Hours: 45

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.
Clock Hours: 135

AUTO 2998 - Special Projects V

Total Credits = 3
Lecture = 3 / Laboratory = 0

A course designed for the student who has demonstrate specific special needs.
Clock Hours: 15

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.
Clock Hours: 135

BARB 1110 - History of Barbering and the Professional Image
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.

**Clock Hours: 30**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 30**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 60**

**BARB 1160 - Men's/Women's Basic Haircutting/Styling Theory and Practice**
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 = 2  
Lecture = 0 / Laboratory = 2

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 = 4  
Lecture = 0 / Laboratory = 4

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.

**Clock Hours: 60**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 30**

**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.

**Clock Hours: 15**

**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.

**Clock Hours: 45**

**BARB 1430 - Men's Hairpieces Theory**
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.
Clock Hours: 30

**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.
Clock Hours: 225

**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.
Clock Hours: 60

**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.
Clock Hours: 45

**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.
Clock Hours: 180

**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.
Clock Hours: 15

**BARB 2991 - Special Projects I**

Total Credits = 1
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.
Clock Hours: 30

**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.
Clock Hours: 60

**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.
Clock Hours: 90

**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.
Clock Hours: 45

**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.

Clock Hours: 135

**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.

Clock Hours: 135

**Prerequisites or Corequisites:** Consent of the Instructor

**BIOL 101 (CBIO 1013) - General Biology I**

**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course is designed as a survey of biological concepts for non-science majors. Topics include defining life, scientific method, biological molecules, structure and function of the cell, cellular energy, DNA and genetics, and evolution.

**Prerequisites:** Eligibility for ENGL 101 (CENL 1013).

**BIOL 102 (CBIO 1023) - General Biology II**

**Total Credits = 3**
Lecture = 3 / Laboratory = 0

This course is the second in a sequence designed as a survey of biological concepts for non-science majors. Topics include evolution, ecology, plant anatomy and physiology, and animal anatomy and physiology.

**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). Lab activities are designed to accompany the learning objectives specified for BIOL 102.

**Prerequisites or Corequisites:** 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

This course provides a survey course for health related fields. A survey of the structure and function of the organ systems of the human body, including brief consideration of cell structure, physiology and microscopic revelations of tissues.

**Prerequisites:** Eligibility for ENGL 101 (CENL 1013)

**BIOL 111 - Intro Human Anat. & Physiology Lab**

Total Credits = 1  
Lecture = 0 / Laboratory = 1

Laboratory designed to accompany and enhance BIOL 110, Introductory Human Anatomy & Physiology. Lab activities are designed to enhance the learning outcomes associated with BIOL 110.

**Prerequisites or Corequisites:** Concurrent 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 English 101 and MAth 110.

**BIOL 202 (CBIO 1043) - Principles Of Biology II**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course covers the concepts of evolution in invertebrates, vertebrates, and humans. It also covers the organization of animals, their organ systems, development, ecology, and biodiversity. It is designed for students majoring in a science related field.

**Prerequisites:** Completion of Biology 201 with a C or better.

**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 of BIOL 221 or BIOL 201 with a grade of "C" or higher.

**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)

**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**
This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT).

**BOTH 1240 - Medical Coding**


**Prerequisites or Corequisites:** None

**BOTH 1250 - Advanced Coding**

This course covers advanced diagnosis and procedure coding in the application of ICD-10-CM/PCS current version of the International Classification of Diseases, and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

**Prerequisites:** BOTH 1240 with a C or better

**BOTH 1300 - Medical Office Terminology**

This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

**BOTH 2110 - Medical Office Transcription**

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

**Prerequisites:** BOTH 1300 and KYBD 1111

**BOTL 1210 - Legal Administrative Procedures**

This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT).
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

**BTEL 1000 - Bank Teller Procedures**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

A concentrated and intensive study of the role of a bank teller focusing on understanding the specific banking skills needed in today's banking industry for handling checks, processing transactions, handling cash, and balancing cash. Specific topics covered in this course include the development of fundamental skills and techniques for using the telephone effectively on the job and professional behavior in the workplace.

**Prerequisites or Corequisites:** None

**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

**BUSB 1200 - Basic Mortgage Banking Documents**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course is designed to educate the learner on the fundamental components of the mortgage banking industry. Topics will include mortgage banking terminology, key industry investors, mortgage loan types, and mortgage documents. Upon completion, learners should be able to differentiate standard mortgage documents and demonstrate knowledge of data that impact loan salability.

**Prerequisites:** None  
**Corequisites:** None

**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 = 3 / Laboratory = 0

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

This course is designed to provide students with training and practice in providing the highest level of customer service for both external and internal customers. This course will provide students with a foundation of knowledge regarding customer service that will prepare them to sit for the National Retail Federation Customer Service Exam.
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 135 - Organizational Behavior

Total Credits = 3  
Lecture = 3

A study of individual, small group, organization behavior, and applied treatment of human relations in a business setting, problems of motivation, employee morale, leadership, and communications in goal-oriented activity.

Prerequisites or Corequisites: None.

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 145 - Financial Management

Total Credits = 3  
Lecture = 3

Instruction in budgeting, credit, investment, insurance, real estate, and other areas of money management. Examines financial management of businesses, including capital budgeting, capital structure, and financial planning.

Prerequisites or Corequisites: None.

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.
Clock Hours: 105

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.
Clock Hours: 105

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.
Clock Hours: 45

CARP 1120 - Hand Tools

Total Credits = 2
Lecture = 1 / Laboratory = 1

Basic skills and safety in the use of hand tools.
Clock Hours: 75
CARP 1130 - Power Tools

Total Credits = 4
Lecture = 2 / Laboratory = 2

Basic skills and safety in the use of portable power tools.
Clock Hours: 120

CARP 1140 - Building Materials

Total Credits = 2
Lecture = 1 / Laboratory = 1

Identification of types, sizes, and grades of building materials, and fasteners and adhesives.
Clock Hours: 75

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.
Clock Hours: 150

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.
Clock Hours: 75

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.
Clock Hours: 135

CARP 2131 - Wall and Ceiling Framing

Total Credits = 4
Lecture = 0 / Laboratory = 4

Teaches the skills needed for framing walls and ceilings.
Clock Hours: 135

**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.  
Clock Hours: 165

**CARP 2220 - Roofing II**

Total Credits = 6  
Lecture = 2 / Laboratory = 4

Layout and framing skills used in more complex roof designs.  
Clock Hours: 180

Prerequisites: CARP 2210

**CARP 2230 - Exterior Finish and Trim**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

Various exterior finishes, materials, and trim are covered.  
Clock Hours: 105

**CARP 2310 - Interior Finish and Trim**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

Various interior finishes, materials, and trim are covered.  
Clock Hours: 105

**CARP 2320 - Cabinet Making**

Total Credits = 6  
Lecture = 2 / Laboratory = 4

Cabinetmaking skills are covered, including face frames, drawers, and raised panels.  
Clock Hours: 180

**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. 
Clock Hours: 90

**CARP 2991 - Special Projects I**

Total Credits = 1  
Lecture = 0 / Laboratory = 1  

A course designed for the student who has demonstrated specific special needs.  
Clock Hours: 30  

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.  
Clock Hours: 60  

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.  
Clock Hours: 90  

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.  
Clock Hours: 45  

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.
Clock Hours: 135

**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.

Clock Hours: 135

**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**
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**

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.

Prerequisites: CDYC 101 and permission of instructor.

**CDYC 265 - Early Childhood Special Education Methods And Approach**

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**

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**

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**
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 with a grade of C or better.
Corequisites: None
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: CHEM 101 (CCEM 103) with grade of C or better.

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 (CCEM 1113); 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: Completion of MATH 110 with a grade of "C" or better.
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.

CHEM 221 - Organic Chemistry I

Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces fundamental principles and theories of organic chemistry and representative classes of organic compounds including nomenclature, reaction types and mechanisms. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: Successful completion of CHEM 120 with a grade of "C" or higher.
Corequisites: None

CHEM 222 - Organic Chemistry II

Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces organic chemical reactions and mechanisms of reactions. Designed for science majors and students in nursing, health science, and engineering.
Prerequisites: Successful completion of CHEM 221 with a grade of "C" or higher.  
Corequisites: None

CHEM 223 - Organic Chemistry I Lab

Total Credits = 1  
Lecture = 0 / Laboratory = 1

Introduces fundamental principles and theories of organic chemistry and representative classes of organic compounds. Includes basic organic laboratory techniques, including note keeping, filtration, recrystallizations, extractions, distillation methods, spectroscopic and chromatographic methods, chemical searches, and report writing. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: Successful completion of CHEM 221 with a grade of "C" or higher OR concurrent enrollment in CHEM 221  
Corequisites: None

CHEM 224 - Organic Chemistry II Lab

Total Credits = 1  
Lecture = 0 / Laboratory = 1

Introduces fundamental principles and theories of organic chemistry and representative classes of organic compounds. Includes basic organic laboratory techniques, including note keeping, filtration, recrystallizations, extractions, distillation methods, spectroscopic and chromatographic methods, chemical searches, and report writing. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: Successful completion of CHEM 223 with a grade of "C" or higher AND successful completion of CHEM 222 with a grade of "C" or higher OR concurrent enrollment in CHEM 222.

Corequisites: None

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 102 - Internet & Computing Literacy

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Covers a broad range of computing concepts and techniques, including computer hardware and software; operating systems and file management; word processing, spreadsheet, presentation, and database essentials; network
fundamentals; electronic communications; using the Internet and the World Wide Web; computer safety and ethics; and an understanding of the impact of computing and the Internet in society. This course is designed to give the students the knowledge and skills required to be computer literate in our present digital world as well as prepare students for the Internet and Computing Core Certification 3 (IC3) Exam.

Prerequisites: None
Corequisites: None

CINS 120 - Operating Systems Fundamentals

Total Credits = 3
Lecture = 3 / Laboratory = 0

Includes basic and advanced topics in personal computer and network operating systems, such as installation, administration, management and troubleshooting Windows desktop operating systems. This course prepares students for the Microsoft Certified Technology Specialist (MCTS) Windows Operating System Fundamentals Exam.

Prerequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.
Corequisites: None

CINS 130 - Information Security Fundamentals

Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces the network security fundamentals that form the basis of the Security+ certification. Information security will be discussed in detail and why it is important will be explored. Introduces fundamental concepts and principles of network security's role, design, threats, policies, and elements of cryptography. Examines protocols, architectures, and technologies for secure systems and services. This course prepares students for the CompTIA Security+ Exam.

Prerequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.
Corequisites: None

CINS 141 - Social Media Marketing

Total Credits = 3
Lecture = 3

This course covers the basics of social media and techniques to create a thorough social media marketing plan. A combination of theory, case studies, and real-world examples will be used to teach this course.

Prerequisites or Corequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval

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 Windows, word processing, spreadsheet, database, and presentation software using the current version of Microsoft Office.

**Prerequisites:** CINS 101 or CINS 102 with a grade of C or better, or instructor's approval.

**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 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.

**CINS 210 - Cloud Computing Fundamentals**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Provides a comprehensive study of Internet concepts, terminology, history, current issues and function of the Internet as well as Web browsers, Web applications, and Cloud storage. Introduces students to the core concepts and technologies involved in cloud computing. Surveys technologies deployed by various academic and open-source providers. Explores how cloud computing services can provide on-demand access to data storage, computing resources, and messaging.

**Prerequisites:** CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.  
**Corequisites:** None
CINS 211 - Web Development

Total Credits = 3  
Lecture = 3

Introduces students to HTML and CSS, emphasizing semantic use of elements and the benefits of using standards-based, valid code. The student will explore strategies for successful Web site development and apply the basics of Web page design. The student will also explore Web site promotion and e-commerce. Students will employ web standards concepts. This course prepares students for the HTML Exam.

Prerequisites or Corequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval

CINS 212 - Web Design Tools

Total Credits = 3  
Lecture = 3

Designing and publishing Web documents according to World Wide Web Consortium (W3C) standards. Emphasis on optimization of graphics and images and exploration of the tools available for creating and editing Web documents. Includes in-depth technical investigation of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images for a wide assortment of output. Will explore use of industry standard web editing and graphics software packages such as Adobe Photoshop and Adobe Dreamweaver. This course prepares students for the Adobe Photoshop Exam.

Prerequisites or Corequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval

CINS 213 - Web Authoring-DreamWeaver

Total Credits = 3  
Lecture = 3

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Topics include creating a Dreamweaver web site using a template; adding a new webpage to a web site; customizing and managing web pages and images; creating and using interactive forms on the web; customizing tables and searching web sites; managing web sites on a server; and working with multimedia content in web pages. This course prepares students for the Adobe Dreamweaver Exam.

Prerequisites or Corequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.

CINS 218 - Information Storage Management

Total Credits = 3  
Lecture = 3 / Laboratory = 0

The Information Storage Management course teaches the skills required in designing Storage Systems using Storage Networking Technologies and Virtualization concepts, Business Continuity approaches, and Storage Security and Management strategies.

Prerequisites: CNET 110 with a grade of "C" or better or instructor's approval.  
Corequisites: None.
CINS 220 - System Security

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security standards.

Prerequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.
Corequisites: None

CINS 240 - Electronic Commerce

Total Credits = 3  
Lecture = 3

Provides an overview of the role of the Internet and the Web in electronic commerce. Examines Web server hardware and software tools. Addresses electronic payment, security, the regulatory environment and Web-based marketing.

Prerequisites or Corequisites: CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval

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 160 - Criminology

Total Credits = 3  
Lecture = 3

This course 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: Admission to Delta's CJUS program. Program Admission: Be at least 17 years of age. Submit official HS transcript or GED and all post-secondary transcripts in an official sealed envelope
Corequisites: None

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 or director's approval

**CJUS 202 - Police Systems and Practices**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Introduces the historical and social settings of the police; the police role and discretion; police organization and practices; and problems of law enforcement in a democratic society.

**Prerequisites:** None  
**Corequisites:** None

**CJUS 203 - Criminal Procedure and Evidence**

**Total Credits = 3**  
Lecture = 3

This course is designed to familiarize students with the facets of the criminal justice system. Discussions will cover criminal procedure as it applies to the law and practices of criminal justice, policing, adjudication, corrections, and special issues.

**Prerequisites:** CJUS 101  
**Corequisites:** None

**CJUS 205 - Juvenile Delinquency and Justice**

**Total Credits = 3**  
Lecture = 3

This course teaches the nature, extent and causes of juvenile delinquency; factors in its treatment and prevention. Including community and agency programs; and analysis of the legal system as it applies to juveniles.

**Prerequisites:** CJUS 101  
**Corequisites:** None

**CJUS 206 - Court Systems and Practices**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Presents the role and structure of prosecution, defense, and the courts. along with basic elements of substantive and procedural law.

**Prerequisites:** None  
**Corequisites:** None
CJUS 207 - Corrections Systems and Practices

Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces historical and social settings of corrections theories and practices in corrections and correctional programs in Institutions and the community.

Prerequisites: None
Corequisites: None

CJUS 210 - Victimology

Community Corrections

Total Credits = 3
Lecture = 3

The study of crime victims is a relatively new discipline. The focus of the majority of criminology 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: Admissions to Delta's CJUS program. Program admission: Be at least 17 years of age. Submit official HS transcript or GED and all post-secondary transcripts in an official sealed envelope
Corequisites: None

CJUS 212 - Community Corrections

Total Credits = 3
Lecture = 3

This course is 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
Corequisites: None

CJUS 213 - Criminal Investigations

Total Credits = 3
Lecture = 3 / Laboratory = 0

Aspects of detective wods psychology in detective service identification of individuals, sketching and photography, crime scenes. latent finger prints, footprints, tool markings, burglary investigation. robbery investigation. arson, sabotage, and collection and preservation of evidence.

Prerequisites: None
Corequisites: None
CJUS 214 - Narcotics and Dangerous Drugs

Total Credits = 3
Lecture = 3 / Laboratory = 0

Surveys the historical and current usage of narcotics and dangerous drugs. Teaches the identification and classification of such drugs and emphasizes the symptoms and effects on their users. Examines investigative methods and procedures utilized in law enforcement efforts against illicit drug use.

Prerequisites: None
Corequisites: None

CJUS 215 - Homeland Security

Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is a study of concepts organization and the responsibilities involved in homeland security. It includes a historical review of terrorist threats and intelligence involving counterterrorism.

Prerequisites: None
Corequisites: None

CJUS 290 - Writing for the Criminal Justice Professional

Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed for students in the Criminal Justice field to develop proficiency in writing constructively, major specific. It focuses on acceptable scholarly writing, investigative report writing, and research and grant proposals used by the Criminal Justice profession.

Prerequisites: ENGL 101, ENGL 103; or director approval.
Corequisites: None

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

CNET 101 - Computer User Support I

Total Credits = 3
Lecture = 3

This course provides students with the basic knowledge and skills necessary for Personal Computer (PC) support and maintenance. Prepares students for the CompTIA A+ Essentials part of the A+ certification process. Includes basic training in the areas of PC installation, preventative maintenance, networking, security, troubleshooting, motherboards, various drives, adapter cards, operating systems, and data communication software. The course provides a systematic approach towards PC diagnostics and troubleshooting through the use of common industry standard diagnostic software. This course prepares students for the CompTIA A+ Essentials Exam.

Prerequisites or Corequisites: None

CNET 102 - Computer User Support II
This course covers advanced topics and projects in Personal Computer (PC) hardware and software troubleshooting and maintenance. PC hardware topics include installation of motherboards, various devices, drives, and adapter cards. Software topics include installation and proper configuration of operating systems, various applications, and communication software. This course prepares students for the CompTIA A+ Practical Application Exam.

Prerequisites or Corequisites: CNET 101 with a grade of "C" or better or instructor's approval.

CNET 110 - Network Fundamentals I

This course develops fundamental networking skills including an understanding of network hardware, installation, security and troubleshooting in a corporate environment. Through classroom and hands-on activities, learn how computers exchange information and how the Internet functions. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ Certification Exam. This course prepares students for the CompTIA Network+ Exam.

Prerequisites or Corequisites: None

CNET 111 - Network Fundamentals II

This course furthers the knowledge of the student in networking concepts such as wireless communication and administration, network policies and procedures, network optimization and management, and wide area networks. In addition, this class will help students gain the skills required for the nationally recognized CompTIA Network+ Certification Exam. This course prepares students for the CompTIA Network+ Exam.

Prerequisites: CNET 110 with grade of a "C" or better or instructor's approval.
Corequisites: None

CNET 121 - CISCO Networking I-Intro to Networks

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of Internet Protocol (IP) addressing and fundamentals of Ethernet media and operations are introduced. This course prepares students to build simple Local Area Networks (LANs), perform basic configurations for routers and switches, and implement IP addressing schemes. This course prepares students for the Cisco ICND1 Exam, the first part of the CCNA certification.

Prerequisites or Corequisites: CNET 110 with a grade of "C" or better or instructor's approval.

CNET 122 - CISCO Networking II-Routing & Switching
Develop networking skills based on the Cisco Certified Network Associate (CCNA) curriculum by introducing students to the Cisco Networking Academy Program. Describes the architecture, components, and operations, of routers and switches in a small network. This course prepares students to configure and troubleshoot routers and switches, and resolve common issues with routing protocols and network infrastructures. *This course prepares students for the ICND2 Exam, the second part of the CCNA certification.*

**Prerequisites:** CNET 121 with a grade of “C” or better or instructor's approval.

**CNET 123 - CISCO Networking III**

Total Credits = 3  
Lecture = 3  

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. This course prepares students to configure and troubleshoot routers and switches, and resolve common issues with advanced routing, network protocols, and network infrastructures.

**Prerequisites:** CNET 122 with a grade of “C” or better or instructor's approval.

**CNET 124 - CISCO Networking IV**

Total Credits = 3  
Lecture = 3  

This course discusses the Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. This course prepares students to configure and troubleshoot network devices, resolve common issues with data link protocols, and implement Internet Protocol Security (IPSec) and Virtual Private Network (VPN) operations in a complex network. *This course prepares students for the Cisco CCNP Exam.*

**Prerequisites or Corequisites:** CNET 123 with a grade of “C” or better or instructor's approval.

**CNET 171 - Linux Essentials**

Total Credits = 3  
Lecture = 3  

This course covers topics including Linux versions, installation and localization, user interfaces, text editors, searching, files system navigation, and users and group management. The course also introduces the Linux command line interface to the student. This course prepares students for the LPI Linux Essentials certification examination.

**Prerequisites:** CNET 101

**CNET 172 - Linux Server**

Total Credits = 3  
Lecture = 3  

This course covers topics including diskpartitioning and files systems permissions, device drivers, the kernel, system process management, system monitoring, scripting, network configuration and security. Students will also implement a
Linux file and web server. This course prepares students for the Linux+ Exam.

**Prerequisites:** CNET 171 with the grade of a C or better or instructor's approval.

**CNET 200 - Email & Communication Server**

**Total Credits = 3**
**Lecture = 3**

This course provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Exchange. *This course prepares students for the Microsoft Exchange Server Exam.*

**Prerequisites:** CINS 120 with a grade of "C" or better or instructor's approval.

**CNET 201 - Windows Server I**

**Total Credits = 3**
**Lecture = 3**

This course covers the knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in the current Microsoft Windows Server environment. The course prepares students for the current Microsoft Certified Professional Installing and Configuring Windows Server Exam. *This course prepares students for the Microsoft Certified Professional Installing and Configuring Windows Server Exam.*

**Prerequisites:** CINS 120 with a grade of "C" or better or instructor's approval.

**CNET 202 - Windows Server II**

**Total Credits = 3**
**Lecture = 3**

This course prepares systems administrator and systems engineer candidates for implementing, managing, and maintaining server networking technologies.

**Prerequisites:** CNET 201 with a grade of "C" or better or instructor's approval.

**CNET 203 - Windows Server III**

**Total Credits = 3**
**Lecture = 3**

This course provides students with the knowledge and skills to successfully plan, implement, and troubleshoot Network Services, Active Directory Infrastructure, and Identity and Access Solutions.

**Prerequisites:** CINS 101 or CINS 102 with a grade of "C" or better or instructor's approval.

**CNET 225 - Firewalls and Network Security**

**Total Credits = 3**
**Lecture = 3**
This course identifies elements of firewall design, types of security threats and responses to security attacks. Use Best Practices to design, implement, and monitor a network security plan. Examine security incident, postmortem reporting, and ongoing network security activities.

**Prerequisites:** CINS 220 with a grade of "C" or better or instructor's approval.

**CNET 254 - Ethical Hacking**

**Total Credits = 3**  
Lecture = 3

This course simulates penetration testing performed by ethical hackers who purposely test information security. This course includes the current essential security systems, perimeter defenses, scanning and attacking networks, how intruders escalate privileges, and what steps can be taken to secure a system. No real network will be harmed in this course. *This course prepares students for the Ethical Hacker Exam.*

**Prerequisites:** CNET 121 with a grade of "C" or better or instructor's approval.

**CNET 295 - Internship**

**Total Credits = 3**  
Lecture = 3

This course provides planned and supervised work experience in the student's major field. Only open to sophomores in the field of Cyber Technology who are approved for the Internship program. Students approved for the Internship program must work a minimum of 90 supervised hours at the school site or at an employer's site to gain practical hands-on workplace related skills. Grade of CR (credit) or NC (no credit) will be awarded.

**Prerequisites or Corequisites:** Consent of Instructor

**CPT 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.  
**Clock Hours: 30**

**Prerequisites:** None

**CPT 1002 - Computer Literacy And Applications**

(**PREVIOUSLY KNOWN AS CPT 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

**CPTR 1310 - Introduction To Database Management**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

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:** CPTR 1002 or CPTR 1010.

**CPTR 1320 - Spreadsheets**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course focuses on the basic fundamentals of producing spreadsheets and graphs.
**Prerequisites:** CPTR 1002 or CPTR 1010

**CPTR 1500 - Specialized Software**

Total Credits = 3  
Lecture = 3

This course uses specialized financial computer software used in various offices dealing with insurance benefits.

**Prerequisites or Corequisites:** None

**CPTR 1550 - Advanced Specialized Software**

Total Credits = 3  
Lecture = 3

This course uses case studies and hands-on computerized simulations using specialized financial computer software used in various offices dealing with insurance benefits.

**Prerequisites or Corequisites:** CPTR 1500

**CPTR 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:** CPTR 1002 or at discretion of Instructor

**CPTR 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.

**CPTR 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.

**CSCI 192 - Programming Logic and Design**
Total Credits = 3
Lecture = 3

Introduces computers, systems, and management of information in business environments. It provides a comprehensive overview of the principles of programming and teaches beginning programmers how to develop logical thinking, structured program logic, and a good programming style. It assumes the student has no programming experience and does not focus on a particular programming language.

Prerequisites or Corequisites: None.

CSCI 200 - Software Design & Programming I

Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces the first of a two-course sequence for students wishing to transfer to a four-year institution for a major or minor in Computer Science or Computer Information Systems. It offers a disciplined approach to problem-solving, program design, algorithms, and logic development. It uses high-level programming language to express algorithms.

Prerequisites or Corequisites: None

CSCI 203 - Software Design & Programming II

Total Credits = 3
Lecture = 3 / Laboratory = 0

Offers an intensive capstone of material covered in CSCI 200. It provides a disciplined approach to problem-solving, program design, algorithms, and logic development using high level language. It introduces elementary data structures, searches, simple and complex sorts, and objects. It is designed for Computer Science majors.

Prerequisites: CSCI 200 with a grade of "C" or better.
Corequisites: None

CSCI 226 - Discrete Structures

Total Credits = 3
Lecture = 3 / Laboratory = 0

Introduces logic and mathematics for solving problems required in the theoretical study of Computer Science. It includes sets, functions, formal logic, proof techniques, combinatorics, relations, matrices, Boolean algebra, finite state machines, and combinational and sequential circuits.

Prerequisites: Math 110 with a grade of "C" or better.
Corequisites: None

CSCI 240 - Project Management

Total Credits = 3
Lecture = 3

This course introduces students to an overview of the many concepts, skills, tools, and techniques involved in information technology project management. This course also addresses the critical skills needed for success in the
ever-expanding field of project management. Exam tips and practice questions will be provided to prepare for the CompTIA Project+ Exam.

**Prerequisites or Corequisites:** Eligibility for ENGL 101

**CSCI 253 - Computer Organization with Assembly Programming**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Introduces the fundamentals of assembly language programming. Topics included machine representation of data, fixed point, floating point, and decimal arithmetic, macros, address modification, bit manipulation, and subroutine linkage.

**Prerequisites:** CSCI 203 with a grade of "C" or better and credit for MATH 110 or permission of instructor.  
**Corequisites:** None

**CSCI 273 - Data Structures & Algorithms**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

Presents the related theory for representing and accessing information using a higher level programming language. Studies concepts of data types, data abstraction, data structures and advanced programming techniques.

**Prerequisites:** CSCI 203 and MATH 110 with a grade of "C" or better.  
**Corequisites:** None

**CSCI 285 - Information Technology Ethics**

**Total Credits = 3**  
Lecture = 3 / Laboratory = 0

This course is designed to educate existing and future IT professionals on the impact ethical issues play in the use of information technology in the modern world. The course discusses the ethical responsibilities of IT professionals. Students will gain a foundation in ethical decision making.

**Prerequisites:** None  
**Corequisites:** None

**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.

**Clock Hours: 45**

**Prerequisites:** Consent of Instructor

**CSRV 2000 - Customer Service & Sales**
Total Credits = 3
Lecture = 0 / Laboratory = 3

This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.
Clock Hours: 45

**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.
Clock Hours: 105

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.
Clock Hours: 120

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.
Clock Hours: 105

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
Clock Hours: 105

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.
Clock Hours: 90

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.
Clock Hours: 120

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.
Clock Hours: 105

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.
Clock Hours: 60

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.
Clock Hours: 90
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.
Clock Hours: 60

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.
Clock Hours: 105

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.
Clock Hours: 75

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.
Clock Hours: 60

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.  
Clock Hours: 150

**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.  
Clock Hours: 75

**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.  
Clock Hours: 75

**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.  
Clock Hours: 120

**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.

Clock Hours: 105

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 education objectives. Students
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.  
**Clock Hours:** 45

**DRFT 1120 - Geometric Construction**

Total Credits = 2  
Lecture = 1 / Laboratory = 1

This course covers geometric construction.  
**Clock Hours:** 45

**Prerequisites:** DRFT 1110

**DRFT 1130 - Pictorial Drawing**

Total Credits = 1  
/ Laboratory = 1

This course covers pictorial drawing.  
**Clock Hours:** 30

**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.

Clock Hours: 105

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.

Clock Hours: 45

**DRFT 1161 - Dimensioning**

Total Credits = 2
Lecture = 1 / Laboratory = 1

The fundamentals and application of standard dimensioning practices used in preparation of technical drawings

Clock Hours: 45

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 = 2
/ 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.

Clock Hours: 90

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:** DRFT 1145

**DRFT 2310 - Introduction to Drafting Disciplines I**

**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 manufacturing, electrical/electronic, and architectural drafting.  
**Clock Hours: 105**

**Prerequisites or Corequisites:** DRFT 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.  
**Clock Hours: 105**

**Prerequisites or Corequisites:** DRFT 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.  
**Clock Hours: 105**

**Prerequisites or Corequisites:** DRFT 1215

**DRFT 2340 - Advanced Discipline I**

**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

**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 2342 - Advanced Discipline I - Civil**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course is emphasizing on draw civil engineering plans from surveying and engineering data. The student will be able to produce plan and profile drawings, roadway cross sections, earthwork calculations, topographic maps and property maps. The student will use CAD in drawing projects.

**DRFT 2343 - Advanced Discipline I - Architecture**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course covers basic concepts of residential construction and detailing. Also covers residential drafting techniques, commands and terminology, and research of building material dimensions.

**DRFT 2344 - Advanced Disciplines I - Structural**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course covers general background in heavy construction field, and the various types of working drawing in Structural Drafting.

**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 2346 - Advanced Disciplines I - Piping**

Total Credits = 3  
Lecture = 1 / Laboratory = 2

This course covers the basic concept of pipe drafting, pipe drafting components, and related equipment.

**DRFT 2350 - Advanced Discipline II**
Total Credits = 3
Lecture = 1 / Laboratory = 2

**DRFT 2360 - Advanced Discipline III**

Total Credits = 3
Lecture = 1 / Laboratory = 2

**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)

EDUC 101 - Introduction To Education

Total Credits = 3
Lecture = 3 / Laboratory = 0

Survey and evaluation of traditional and modern educational thought and practices.

EDUC 131 - Intro To Special Education

Total Credits = 3
Lecture = 3 / Laboratory = 0

Examines the exceptional child: the intellectually gifted; the learning disabled; those with behavioral, neurological, hearing, visual, and other disorders.

Prerequisites: EDUC 101
EDUC 181 - Children's Literature

Total Credits = 3
Lecture = 3 / Laboratory = 0

This course includes discussion and demonstrations concerning children's literature and creative methods of storytelling for pre-schools.

Prerequisites: EDUC 101

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.

Clock Hours: 150

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.

Clock Hours: 150

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

Clock Hours: 90

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.
Clock Hours: 90

**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.  
Clock Hours: 165

**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.  
Clock Hours: 90

**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.  
Clock Hours: 195

**ELEC 1420 - Introduction to Motor Controls**

Total Credits = 2  
Lecture = 0 / Laboratory = 2

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.  
Clock Hours: 90

**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.  
Clock Hours: 75
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).
Clock Hours: 135

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.
Clock Hours: 45

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.
Clock Hours: 75

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.
Clock Hours: 90

**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.  
Clock Hours: 90

**ELEC 2991 - Special Projects I**

Total Credits = 1  
Lecture = 0 / Laboratory = 1  

A course designed for the student who has demonstrated specific special needs.  
Clock Hours: 30

**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.  
**Clock Hours:** 60  

**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.  
**Clock Hours:** 90

**ELEC 2996 - Special Projects IV**

Total Credits = 3  
Lecture = 3 / Laboratory = 0  
A course designed for the student who has demonstrated specific special needs.  
**Clock Hours:** 45  

**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.  
**Clock Hours:** 135  

**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.  
**Clock Hours:** 15  

**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.

Clock Hours: 135

Prerequisites or Corequisites: Consent of the Instructor

EMSE 1001 - Emergency Medical Responder Part 1

Total Credits = 3
Lecture = 2 / Laboratory = 1

This course is designed to fill the gap between basic first aid training and the training of EMS professionals and will introduce the student to the professional practice of an emergency medical responder 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 a basic overview of physiology is presented. The student also receives instruction on human anatomy and life span development, and public health. The course concludes the EMR role in various types of injuries. This course provides the foundation the student must have to successfully progress into the Emergency Medical Services field.

Prerequisites or Corequisites: None

EMSE 1002 - Emergency Medical Responder Part 2

Total Credits = 3
Lecture = 2 / Laboratory = 1

This course is designed to fill the gap between basic first aid training and the training of EMS professionals and will introduce the student to the professional practice of an emergency medical responder 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 a basic overview of physiology is presented. The student also receives instruction on human anatomy and life span development, and public health. The course concludes the EMR role in various types of injuries. This course provides the foundation the student must have to successfully progress into the Emergency Medical Services field.

Prerequisites or Corequisites: EMSE 1001

EMSE 1003 - Basic Life Support

Total Credits = 3
Lecture = 2 / Laboratory = 1

EMSE 1003 is designed to provide participants with basic life support knowledge and skills required to provide first aid, cardiopulmonary resuscitation, and safe usage of automated external defibrillators. Upon successful completion of the course, certification can be acquired as Basic Life Support Provider.
Prerequisites: None  
Corequisites: None

**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 = 1 / Laboratory = 1
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:** Admission to the Paramedic Program

**Corequisites:** None

**EMSE 2030 - Patient Assessment**

**Total Credits = 2**
Lecture = 1 / Laboratory = 1

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:** Admission to the Paramedic Program

**EMSE 2040 - Medical I**

**Total Credits = 4**
Lecture = 2 / Laboratory = 2

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:** Admission to Paramedic Program

**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 = 1.5 / Laboratory = 1.5

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: Admission to the Paramedic Program

EMSE 2070 - Special Populations

Total Credits = 3
Lecture = 1.5 / Laboratory = 1.5

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: Admission to Paramedic Program

EMSE 2080 - Operations

Total Credits = 1
Lecture = .5 / Laboratory = .5

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: Admission to Paramedic Program

EMSE 2090 - Clinical Experience I

Total Credits = 2
Lecture = 0 / Laboratory = 2

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:** Admission to the Paramedic Program

**EMSE 2100 - Clinical Experience II**

Total Credits = 2  
Lecture = 0 / Laboratory = 2

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:** Admission to the Paramedic Program

**EMSE 2110 - Clinical Experience III**

Total Credits = 2  
Lecture = 0 / Laboratory = 2

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:** Admission to the Paramedic Program

**EMSE 2120 - Field Internship I**

Total Credits = 1  
Lecture = 0 / Laboratory = 1

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 Paramedic Program

**EMSE 2130 - Field Internship II**

Total Credits = 1  
Lecture = 0 / Laboratory = 1
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:** Admission to the Paramedic Program

**EMSE 2140 - Field Internship III**

Total Credits = 1  
Lecture = 0 / Laboratory = 1

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:** Admission to the Paramedic Program

**EMSE 2150 - Final Assessment and Exam Preparation**

Total Credits = 1  
Lecture = 0 / Laboratory = 1

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:** Admission to the Paramedic Program

**EMSE 2991 - Special Projects I**

Total Credits = 1  
Lecture = 1

This course is designed for the student that has demonstrated special needs outside of the main curriculum.

**Prerequisites or Corequisites:** Consent of the Instructor  
Corequisites: None

**EMSE 2992 - Special Projects II**

Total Credits = 2  
Lecture = 2

This course is designed for the student who has demonstrated special needs outside of the main curriculum.

**Prerequisites or Corequisites:** Consent of the Instructor  
Corequisites: None
EMSE 2993 - Special Projects III

Total Credits = 3  
Lecture = 3

This course is designed for the student who has demonstrated special needs outside of the main curriculum.

Prerequisites or Corequisites: Consent of the Instructor  
Corequisites: None

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. It includes a study of selected readings in literature with an emphasis on developing analytical and critical essays that target educated and academic audiences, and on improving research and documentation skills.

Prerequisites: ENGL 101 (CENL 1013) with a grade of "C" or better.

**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**
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**

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**

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 207 - Literature Of The Old Testament**

This course is a survey of literature found in the Old Testament. The course is designed to enable students to better understand non-biblical literature, which alludes to the biblical record.

**Prerequisites:** ENGL 102 (CENL 1023) with "C" or higher.

**ENGL 208 - Literature Of The New Testament**

This course is a survey of literature found in the New Testament. The course is designed to enable students to better understand non-biblical literature, which alludes to the biblical record.

**Prerequisites:** ENGL 102 (CENL 1023) with "C" or higher.

**ENGL 211 (CENL 2303) - Survey Of Short Stories & Novels**
Skills for reading and writing about fiction; attention to generic conventions and critical perspectives; section emphasis may vary; consult departmental handout.

**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 250 - Special Topics**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Survey of varying literary types and themes. Content varies, and may include Children's Literature, Women Writers, African American Literature, The Bible as Literature, Folklore, and others.

**Prerequisites:** ENGL 102 (CENL 1023) 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.
Clock Hours: 45

ETRN 1000 - Occupational Safety

Total Credits = 2
Lecture = 2

ETRN 1010 - Technical Mathematics for Electricians

MATH 1110

Total Credits = 3
Lecture = 3

This course is a review of numerical computations, basic algebra, Cartesian coordinates, and measurement systems.

Prerequisites or Corequisites: None

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 while 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 course is a survey for Forensic Science designed to provide the student with a comprehensive understanding of the
procedures used in crime laboratories and current investigative techniques. It examines the proper collection, preservation, and analysis of evidence collected from a crime scene. The student will be introduced to scientific, technological, and experientially-based procedures as they are applied in the criminal justice system.

**Prerequisites or Corequisites:** Be at least 17 years of age; Placement in Math 110 and English 101.

**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 w/ 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 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)

FREN 201 (CFRN 2013) - Intermediate French

Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed to build upon and extend students' elementary knowledge of the French culture and language with increasing emphasis on these four skills: speaking, listening, reading and writing. The classroom is a social and cultural setting of communication where the foreign language is used as a transmitter of meaningful messages.

Prerequisites: FREN 101 (CFRN 1013), FREN 102 (CFRN 1023)

FREN 202 (CFRN 2023) - Intermediate French

Total Credits = 3
Lecture = 3 / Laboratory = 0

This course is designed to build upon and extend students' elementary knowledge of the French culture and language with increasing emphasis on these four skills: speaking, listening, reading and writing. The classroom is a social and cultural setting of communication where the foreign language is used as a transmitter of meaningful messages.

Prerequisites: FREN 101 (CFRN 1013), FREN 102 (CFRN 1023), FREN 201 (CFRN 2013)

FRST 100 - Freshman Studies Seminar

Total Credits = 1
Lecture = 1

This course is designed to provide the tools that enable and empower a student to succeed by improving academic and resource skills by enhancing personal development.

Prerequisites or Corequisites: None

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 - Physical Geology**

**Total Credits = 3**
Lecture = 3

This course is an introduction to the scope of geology, concepts involved, the branches of science, and the economic and cultural aspects of science. Topics include minerals and rocks and their formation, the geologic process of weathering, physical agents, landforms and their interpretations.

**Prerequisites or Corequisites:** None

**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, Physical Geology, with a grade of "C" or higher or by special permission.

**GEOL 110 - Age of Dinosaurs**

**Total Credits = 3**
Lecture = 3

This course is designed for non-science majors, surveying 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.

**Prerequisites:** None
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.
Clock Hours: 90

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.
Clock Hours: 90

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.
Clock Hours: 90

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
Clock Hours: 90

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.

Clock Hours: 90

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.

Clock Hours: 90

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.

Clock Hours: 90

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.

Clock Hours: 90

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

Clock Hours: 60

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.  
Clock Hours: 60

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.  
Clock Hours: 90

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.  
Clock Hours: 75

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.  
Clock Hours: 60

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.
Clock Hours: 105

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.
Clock Hours: 90

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.
Clock Hours: 60

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.
Clock Hours: 210

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.

Clock Hours: 210

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.

Clock Hours: 180

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.

Clock Hours: 30

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.

**Clock Hours: 15**

**HCOR 1211 - Nurse Assisting Fundamentals**

**Total Credits = 4**  
Lecture = 3 / Laboratory = 1

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nurse skills to meet the needs of clients in various health care environments. Infection control, safety, patient confidentiality (HIPAA), professionalism and communication skills are presented as part of this course.

**Clock Hours: 75**

**Prerequisites: None**  
**Corequisites: None**

**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.

**Clock Hours: 80**

**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 setting.

Clock Hours: 105

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.

Clock Hours: 15

**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.

Clock Hours: 75

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.

Clock Hours: 40

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.

Clock Hours: 45

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.

Clock Hours: 90

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.

**Clock Hours: 30**

**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.

**Clock Hours: 60**

**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.

**Clock Hours: 90**

**HNUR 1460 - Advanced Pharmacology**

**Total Credits = 2**
Lecture = 2 / 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.

**Clock Hours: 45**

**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 therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component.

Clock Hours: 260

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.

Clock Hours: 260

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.

Clock Hours: 260

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

Clock Hours: 60

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.

Clock Hours: 30

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 common but not exclusive to the particular age group 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.

Clock Hours: 65

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 common but not exclusive to the particular 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.

Clock Hours: 65

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.

**Clock Hours: 60**

**HNUR 2991 - Special Projects I**

Total Credits = 1  
Lecture = 0 / Laboratory = 1

A course designed for the student who has demonstrated specific special needs.  
**Clock Hours: 30**

**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  
**Clock Hours: 60**

**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  
**Clock Hours: 90**

**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  
**Clock Hours: 45**

**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.  
Clock Hours: 75  

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.  
Clock Hours: 201  

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 103 - Personal & Community Health**
Total Credits = 3
Lecture = 3 / Laboratory = 0

This survey course covers topics related to health issues of the human body. Major topics covered include stress, sexuality, drugs and drug abuse, fitness, disease, physical limitations, health care, and environmental health.

**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

This course introduces students to a variety of healthcare discipline's roles and concepts. Concepts include, but are not limited to, discipline's roles; healthcare past, present, and future; legal/ethical concerns; technology in healthcare; infection control; confidentiality; interprofessionalism and communication; critical thinking; and collaborating as a team.

**Prerequisites or Corequisites:** None

**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 drugrelated 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.

Prerequisites: BIOL 221, MATH 110, and ENGL 101

**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.

**HUMN 202 (CHUM 2223) - Survey Of Humanities II**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This is an interdisciplinary survey course of the arts, music, history, and literature of the Western world from the Renaissance to the present.

Prerequisites: ENGL 102 (CENL 1023) with a "C" or higher.

**HUMN 250 - Special Topics**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course combines the study of the visual and performing arts through lecture and field experiences. Students will meet two hours per week for lecture and field experiences. Students will meet two hours per week for lecture on the various art forms (music, visual art and architecture, theater, and dance). Students will also visit museums and cultural exhibits. Attendance of concerts, ballets, television tapings, and film and theatre events will also be required. This may include travel to cities of cultural importance and involve additional fees.

Prerequisites: ENGL 102 (CENL 1023) with a grade of "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

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.

**Prerequisites or Corequisites:** None

IMFG 1020 - Tools and Equipment used in Manufacturing

**Total Credits = 3**  
Lecture = 3
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.

**Prerequisites or Corequisites:** None

**IMFG 1030 - Automation**

Total Credits = 3  
Lecture = 3

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.

**Prerequisites or Corequisites:** None

**IMFG 1040 - Introduction to Fabrication, Process Technology and Machining**

Total Credits = 3  
Lecture = 3

This course is an introduction to fabrication, process technology, and machining careers. It also provides hands-on experience in each area.

**Prerequisites or Corequisites:** None

**IMMT 1110 - Introduction to Industrial Maintenance Technology**

Total Credits = 4  
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.  
Clock Hours: 90

**Prerequisites or Corequisites:** None

**IMMT 1111 - Welding Familiarization**

Total Credits = 3  
Lecture = 0 / Laboratory = 3

A general introductory course in maintenance welding.  
Clock Hours: 75

**Prerequisites or Corequisites:** None

**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 = 3  
Lecture = 1 / Laboratory = 2

A general study of blue print reading and interpretation of data contained in the drawing.  
Clock Hours: 75

**Prerequisites:** None

**IMMT 1121 - Metal Fabrication**

Total Credits = 4  
Lecture = 1 / Laboratory = 3

A study and practical application of the general aspect of metal fabrication. Included will be design, material choices, and construction techniques.  
Clock Hours: 90

**Prerequisites:** IMMT 1110

**IMMT 1210 - Material Handling**

Total Credits = 3  
Lecture = 2 / Laboratory = 1

The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting.  
Clock Hours: 75

**Prerequisites:** IMMT 1110

**IMMT 1220 - Pneumatics**

Total Credits = 4  
Lecture = 4 / 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.  
Clock Hours: 90

**Prerequisites:** None

**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 = 4
Lecture = 4 / Laboratory = 0

A general study relating to design and application of hydraulic power. Major topics will include safety, installation, proper maintenance and repair.

**Clock Hours:** 90

**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 = 3
Lecture = 0 / Laboratory = 3

General knowledge of pipefitting procedures, types of pipe and areas of application in an industrial setting.

**Clock Hours:** 75

**Prerequisites or Corequisites:** IMMT 1110

### IMMT 1320 - Millwright I

Total Credits = 4
Lecture = 4 / Laboratory = 0
This course is a general study of the design, installation, diagnosis and repair of mechanical systems in an industrial setting.

**Clock Hours: 90**

**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 = 4**
Lecture = 4 / 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.

**Clock Hours: 90**

**Prerequisites:** IMMT 1110, IMMT 1320

**IMMT 1331 - Millwright II Lab**

**Total Credits = 3**
Lecture = 0 / Laboratory = 3

A practical application of the operation of precision machines such as lathes, 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

**Prerequisites:**

**IMMT 1410 - Basic Electricity**

**Total Credits = 4**
Lecture = 2 / Laboratory = 2

A general study of electricity designed to introduce the fundamentals, theory, laws and uses of electricity in industry.

**Clock Hours: 90**

**Prerequisites or Corequisites:** None
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.

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
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**

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**

Introduces the proper types of plant equipment and safety procedures dealing with working around the equipment.

**Prerequisites:** IMMT 1110

**IMMT 2991 - Special Projects I**

A course designed for the student who has demonstrated specific special needs.

**Clock Hours:** 30

**Prerequisites or Corequisites:** Consent of the Instructor

**IMMT 2993 - Special Projects II**

A course designed for the student who has demonstrated specific special needs.

**Clock Hours:** 60

**Prerequisites or Corequisites:** Consent of the Instructor

**IMMT 2995 - Special Projects III**

A course designed for the student who has demonstrated specific special needs.

**Clock Hours:** 60
A course designed for the student who has demonstrated specific special needs.

Clock Hours: 90

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.

Clock Hours: 45

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.

Clock Hours: 135

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.

Clock Hours: 135

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
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 1000 - Introduction to Industrial Instrumentation

Total Credits = 3  
Lecture = 2 / Laboratory = 1

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.

Clock Hours: 60

Prerequisites: None
Corequisites: None

INST 1010 - Fundamentals of Direct & Alternating Current Circuits

Total Credits = 3
Lecture = 1 / Laboratory = 2

This course covers fundamental principles of DC and AC electrical and electronic circuits, including introduction to basic electrical terms, voltage generation and sources, and resistance, capacitance and inductance with emphasis on Ohms Law and the relationships between voltage, current, resistance, inductance, capacitance and power.

Clock Hours: 75

Prerequisites: Successful completion of INST 1000 with a grade of “C” or higher.
Corequisites: None

INST 1020 - Solid State Devices and Circuits

Total Credits = 3
Lecture = 1 / Laboratory = 2

This course describes the types and operational characteristics of Solid State Devices used in Instrumentation Systems and their associated circuitry. Topics include, Diodes, Transistors, Silicon Controlled Rectifiers, Triacs, and Solid State Switches. Power Supply and Voltage Regulation Circuitry is presented.

Clock Hours: 75

Prerequisites: Successful completion of INST 1000 and INST 1010 with a grade of “C” or better, or concurrent enrollment in INST 1000 and INST 1010
Corequisites: None

INST 1030 - Digital Logic & Analog/Digital Conversion

Total Credits = 3
Lecture = 1 / Laboratory = 2

An introduction to numbering systems, logic gates, digital integrated circuits, Boolean logic operations. Also covers Flip-Flops, Registers and Analog-Digital Conversion

Clock Hours: 75

Prerequisites: Successful completion of INST 1000, INST 1010, and INST 1020 with a grade of "C" or better or concurrent enrollment in INST 1000, INST 1010, and INST 1020
Corequisites: None
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 1500 - Practical Wiring and Fabrication

Total Credits = 2  
/ Laboratory = 2
This course covers typical cable and connectors used in instrumentation, soldering techniques, and conduit systems. It provides hands on training in wire stripping, termination, and cabling standards.

**Clock Hours:** 60

**Prerequisites:** INST 1030

**Corequisites:** None

**INST 1510 - Motors and Motor Control**

**Total Credits = 3**

Lecture = 1 / Laboratory = 2

This course covers concepts of motors, motor control circuitry, and troubleshooting and repairing/replacing motor control circuitry.

**Clock Hours:** 75

**Prerequisites:** Successful completion of INST 1030 with a grade of "C" or better. Successful completion of Instrumentation 1500 with a grade of "C" or better or concurrent enrollment in INST 1500.

**Corequisites:** None

**INST 1520 - Primary/Final Elements and Control Loops**

**Total Credits = 3**

Lecture = 1 / Laboratory = 2

Principles of operation, calibration, servicing, troubleshooting, and repairing/replacing of temperature, pressure and flow switches and transmitters.

**Clock Hours:** 75

**Prerequisites:** Successful completion of INST 1030 with a grade of "C" or higher. Successful completion of INST 1510 with a grade of "C" or higher or concurrent enrollment in INST 1510.

**Corequisites:** None

**INST 1530 - Properties of Temperature, Pressure, and Flow**

**Total Credits = 4**

Lecture = 2 / Laboratory = 2

This course is a study of the physics pertaining to Temperature, Pressure, and Flow measurement. It introduces the student to the relationships between Volume, Temperature, Pressure and Flow and the units of measurement associated with each. Mathematical formulas are presented with an emphasis on problem solving and practical application in an industrial environment.

**Clock Hours:** 90

**Prerequisites:** Successful completion of INST 1030 with the grade of a "C" or better.

**Corequisites:** None

**INST 1540 - Automatic Control, Controllers, and Tuning**
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.

Clock Hours: 75

Prerequisites: Successful completion of INST 1030 with a grade of "C" or better. Successful completion in INST 1530 with a grade of "C" or better or concurrent enrollment in INST 1530.

Corequisites: None

INST 2000 - Analytical Measurements and Control

Total Credits = 3  
Lecture = 1 / Laboratory = 2

In this course the student will be introduced to liquid, gas humidity, and slurry analysis as it relates to process control and instrumentation. Specialized lab training equipment will be employed to provide a learning platform with hands on experience for the student.

Prerequisites: Successful completion of INST 1540 with the grade of "C" or higher
Corequisites: None

INST 2010 - Safety Standards and Systems

Total Credits = 3  
Lecture = 2 / Laboratory = 1

This course covers multiple safety topics including Safety Devices and Equipment, Electrical Safety standards, and Instrumentation for safety systems.

Clock Hours: 60

Prerequisites: Successful completion of INST 1540 with a grade of "C" or better. Successful completion of INST 2020 with a grade of "C" or better or concurrent enrollment in INST 2020.

Corequisites: None

INST 2020 - Programmable Logic Controllers

Total Credits = 4  
Lecture = 1 / Laboratory = 3

Introduces the student to field programmable control devices. Covers hardware by major vendors including processors, types of input and output modules, software and programming methods, display screens, and networking. Student will program, test, diagnose and repair PLC Systems using actual PLC types currently used in area industrial facilities.
Clock Hours: 105

**Prerequisites:** Successful completion of INST 1540 with a grade of C or better.

**Corequisites:** None

**INST 2030 - Communication and Distributed Control**

**Total Credits = 3**  
**Lecture = 1 / Laboratory = 2**

Covers Transmission, Communication Distributed Control, and PLC networking protocols used in both older and current Instrumentation systems.  

**Clock Hours: 75**

**Prerequisites:** Successful completion of INST 1540 with a grade of “C” or better.  
Successful completion of INST 2020 with a grade of “C” or better or concurrent enrollment in INST 2020.  

**Corequisites:** None

**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.  
**Clock Hours:** 30

**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.
Clock Hours: 60

**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.  
Clock Hours: 90

**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.  
Clock Hours: 45

**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.  
Clock Hours: 135

**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.  
Clock Hours: 135

**Prerequisites or Corequisites:** Consent of the Instructor

**ISYS 1440 - Word Processing**

Total Credits = 3  
Lecture = 3 / Laboratory = 0
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 = 3 / Laboratory = 0

This course includes basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated.

**Prerequisites or Corequisites:** ISYS 1440 or discretion of instructor

**JOBS 2450 - Job Seeking Skills**

**Total Credits = 2**  
Lecture = 2 / Laboratory = 0

This course should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

**Clock Hours: 30**

**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 = 3 / Laboratory = 0
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

**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.  
**Clock Hours:** 60

**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 095 - 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, nor 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:** None

**Prerequisites:**

**MATH 098 - Preparation for College Mathematics**

Total Credits = 4  
Lecture = 4 / Laboratory = 0

The course is designed for the developmental student to study mathematical concepts and prepare for College
Mathematics. Topics covered include arithmetic operations with real numbers, algebra fundamentals through operations with polynomials, rational expressions, solving linear equations, solving quadratic equations by factoring, solving inequalities, and simplifying radicals. No calculators are allowed for this course.

**Prerequisites or Corequisites:** AccuPlacer Elementary Algebra Test ≤ 120 or AccuPlacer College-Level Math Test ≤ 44 or

COMPASS Algebra Score ≤ 39 or

ACT Math Score < 18 or

SAT Math Score < 460 or

college credit earned for a math course equivalent to MATH 098 or higher.

**MATH 099 - Elementary Algebra**

**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 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 a 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. Placement based on placement survey, ACT score or successful completion of MATH 095 with a C or higher.

**Prerequisites:** To be eligible to take Math 099, a student must meet one of the following:
1. Score 26-39 on the Algebra section of the Compass test.
2. Score 16-18 or higher on the Math section of the ACT.
3. Score 65-120 on the Accuplacer Placement Exam (Elementary Algebra) and 20-44 on the Accuplac er Placement Exam (College-level Math).
4. Successfully complete Math 095 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 114 (CBUS 1103) - Business Mathematics**

Total Credits = 3
Lecture = 3 / Laboratory = 0

The course is designed to introduce the student to business applications of mathematics such as discounting, percentage, prorating, appreciation/ depreciation, inventory, commissions, markup, and payroll.

**Prerequisites:** TH 110 with "C" or higher.

**MATH 115 - Plane Geometry**

Total Credits = 3
Lecture = 3 / Laboratory = 0

A course in Euclidean geometry.

**Prerequisites:** MATH 105 /MATH 110 (CMAT 1213) 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 201 - Business Calculus**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course will focus on limits, continuity, differential and integral calculus for algebraic, logarithmic, and exponential functions together with applications in business and economics, such as optimization, marginal analysis and exponential growth models.

**Prerequisites:** MATH 110 with a grade of C or higher  
**Corequisites:** None

**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 212 - Quantitative Analysis & Quality Control**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

The course will focus on the application of statistical principles such as descriptive statistics, probability, sampling distributions, confidence intervals, inference and correlations to a business environment. The course will utilize software packages to analyze practical quality control issues in a business environment.

**Prerequisites:** MATH 210 (CMAT 1303) (formerly MATH 112) 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 298 - Special Topics In Mathematics**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

Topic to be determined by instructor and student. Credit for MATH 298 will be given only once.

**MATH 1015 - College Algebra**
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

**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:** BUSE 1030, 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 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 103 - Basic Medical Coding Laboratory**

Total Credits = 1  
/ Laboratory = 1

MCS 103 will provide the student with practical and lab experience in coding using ICD-10-CM.

**Prerequisites or Corequisites:** HSCI 110, MCS 102 and MCS 102

**MCS 201 - Healthcare Delivery Systems**
Students will develop an understanding of the systems used for professional and institutional reimbursement in various healthcare settings.

**Prerequisites or Corequisites:** None

**MCS 202 - Reimbursement Methodology**

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**

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**

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**

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 100 - Introduction to Nursing**

Total Credits = 2  
Lecture = 2 / Laboratory = 0

This course is designed to introduce students to healthcare delivery system and the nursing profession. The concepts in the course includes nursing history, professional roles, nursing theory, legal ethical principles, communication, safety, dosage calculations, Interdisciplinary roles, and cultural diversity.

**Prerequisites:** Eligible for MATH 099 or higher and ENGL 099 or higher.  
**Corequisites:** None

**NURS 112 - Basics In Nursing**

Total Credits = 6  
Lecture = 4 / Laboratory = 2

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 = 3**  
Lecture = 2 / Laboratory = 1

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**
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.

**Clock Hours: 15**

**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

**PHIL 201 (CPHL 1013) - Introduction To Philosophy**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

An introduction to philosophical ideas, problems and methods through a study of important philosophers and the major systems of philosophy. Topics to be covered may include appearance and reality, human nature, nature of knowledge, relation of mind with body, the right and the good, the existence of God, and freedom and determinism.

**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 099 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 099 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 110 - Foundations of Astronomy**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course presents an integrated approach to basic astronomy and astronomical concepts. Astronomical concepts will include the following topics: light and properties of light, lenses, astrophotography, formation of the universe, galaxies, solar systems, and planets. Practical observational techniques of space objects are performed through use of telescopes. Sunspot activity is monitored via the internet and through observations of the sun using the appropriate equipment.

Prerequisites: Eligibility to enroll in Math 099 or higher level math.  
Corequisites: None

**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.

POLI 202 - State and Local Government

Total Credits = 3  
Lecture = 3

This course provides a survey-level examination of the history, principles, institutions, processes, functions, and administration of state and local government in the United States. Emphasis is placed on the study of the government and politics of the southern region and Louisiana in particular.

Prerequisites or Corequisites: None

PSYC 201 (CPSY 2013) - Introduction To Psychology
A broad overview of the field of psychology, designed to expose students to major theories, research methods and applied areas of psychology.

**PSYC 210 - Educational Psychology**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

A survey of principles of psychology applied to problems of education and learning environments.

**Prerequisites:** PSYC 201 (CPSY 2013) with a "C" or higher.

**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 229 - Industrial Psychology

Total Credits = 3
Lecture = 3 / Laboratory = 0

This course introduces students to psychological research and theories pertaining to human behavior in the work setting. Topics covered include selection, performance appraisal, training, leadership, motivation, job satisfaction, and organizational design.

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 099 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 099 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

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**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

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**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

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**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 099 and ENGL 099

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**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 instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Project required.

**Prerequisites:** 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
PULP 101 - Introduction to Pulp and Paper

Total Credits = 3  
Lecture = 2 / Laboratory = 1

This course is designed to introduce students to the basic concepts of pulp and paper manufacturing with an overview of the entire pulp and papermaking process. It covers the characteristics of wood and different types of fiber, equipment, and processing variables for pulping, bleaching, and chemical recovery processes, with emphasis on the kraft process. It also introduces students to papermaking variables and equipment, particularly on a Fourdrinier machine, secondary fiber processing, and the different aspects of printing and converting.

Clock Hours: 90

Prerequisites or Corequisites: None

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 for 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.

Prerequisites: None;  
Corequisites: None
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;
Corequisites: None

SCIE 114 - Environmental Science & Lab

Total Credits = 3
Lecture = 3 / Laboratory = 0

Study of the interactions of human activity with the environment and the future impact of these actions. Ecology impact, sustainable management, and risk analysis will be integrated throughout the course.

Prerequisites: Completion of MATH 110 and BIO 102 or GEOL 101 with a grade of "C" or higher.
Corequisites: None

SOCL 110 - Introduction To Aging

Total Credits = 3
Lecture = 3 / Laboratory = 0

An analysis of aging as a social process in modern mass society. Areas included are the theories on the process of aging; the social problems of being old, e.g., economics, crime, victimization, medical care, and housing; and the experience of death and dying.

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.  
**Clock Hours:** 45

**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.  
**Clock Hours:** 75

**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.  
**Clock Hours:** 75

**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.

**Clock Hours: 75**

**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.

**SPCM 130 (CCOM 2213) - Interpersonal Communication**

Total Credits = 3  

This speech and personal communication course is designed for students who are interested in improving their personal knowledge and practice of the principles that govern their interpersonal (usually one-to-one) and intrapersonal (within oneself) communication behavior on a daily basis. This course applies to personal, social and professional context interactions and relationships that often govern their success personally, professionally and in everyday social activities.

**Prerequisites or Corequisites:** None

**SPPR 2991 - Special Projects I**

Total Credits = 1  
Lecture = 0 / Laboratory = 1  

A course designed for the student who has demonstrated specific special needs.  
Clock Hours: 30  

**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.  
Clock Hours: 60  

**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.  
Clock Hours: 90

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.  
Clock Hours: 45

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.  
Clock Hours: 135

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.  
Clock Hours: 135
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 105 (CTHE 2303) - Theatre Production Laboratory**

Total Credits = 1  
Lecture = 0 / Laboratory = 3  

This course provides practical hands-on experience to prepare for and carry out production of all Delta theatre related presentations. This production course may involve the production and maintenance of one or more necessary theatre skills such as lighting, sound, set, visual effects, make-up and more. This course is designed to support all Delta Fine Arts activities. Permission of instructor required.(May be repeated for a maximum of three credit hours)

Prerequisites: THEA 190 (CTHE 1013)

**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.

**THEA 221 (CTHE 2103) - Beginning Acting**

Total Credits = 3  
Lecture = 3 / Laboratory = 0

This course is an introduction to the art and craft of acting. Emphasis is upon the physical, vocal and analytical skills of acting, as well as fundamentals of memorization, relaxation, concentration, physical presentation, vocal control, memorization and script interpretation through exercises and scene study.

**Prerequisites:** THEA 190 (CTHE 1013), SPCM 120 (CCOM 2013), or permission of instructor.

**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.

**Clock Hours: 60**

**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.

**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.

**Clock Hours: 75**

**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.

Clock Hours: 120

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.

Clock Hours: 60

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.

Clock Hours: 45

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.

Clock Hours: 60

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.

Clock Hours: 45

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.

Clock Hours: 60

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.

Clock Hours: 105

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.

Clock Hours: 105

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.  
Clock Hours: 120

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.  
Clock Hours: 120

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.  
Clock Hours: 120

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.  
Clock Hours: 120
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.

Clock Hours: 120

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.

Clock Hours: 120

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.

Clock Hours: 120

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 (SMAWSS Pipe) in the 6G - 45° fixed position.

Clock Hours: 120

**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.

Clock Hours: 105

**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.

Clock Hours: 105

**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.

Clock Hours: 120

**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.

Clock Hours: 120

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.

Clock Hours: 120

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.

Clock Hours: 105

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.

Clock Hours: 120

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

Clock Hours: 120

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


Clock Hours: 120

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.
Clock Hours: 120

**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.

**Clock Hours: 120**

**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


**Clock Hours: 120**

**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.

**Clock Hours: 120**

**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.

Clock Hours: 120

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


Clock Hours: 120

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.

Clock Hours: 120

Prerequisites: WELD 1110, WELD 2230, 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 (GTAW-Aluminum 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.

Clock Hours: 120

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


Clock Hours: 120

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.

Clock Hours: 105

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.

Clock Hours: 105

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 (GMAWPipe) 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.
Clock Hours: 120

**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.

Clock Hours: 120

**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


Clock Hours: 120

**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.

Clock Hours: 120

**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.

**Clock Hours: 120**

**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 (GMAW-Aluminum 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.

**Clock Hours: 120**

**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


**Clock Hours: 120**

**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).

**Clock Hours: 60**

**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. *(Additional description referencing industry to be completed by the LDCC Campus.)*

Clock Hours: 60

**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.  
Clock Hours: 60

*(Additional description referencing industry to be completed by the LDCC Campus.)*

**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.  
Clock Hours: 60
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.
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)
Clock Hours: 60
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. (Additional description referencing industry to be completed by the LDCC Campus)
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)  
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)  
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)  
Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

**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 provides an orientation to the pipefitting trade. The course also covers the proper use of pipefitting hand tools, pipefitting power tools, ladders, scaffolds, and motorized equipment.

Clock Hours: 60

**Prerequisites:** WELD 1100

### WELD 2461 - Piping Procedures II

**Total Credits = 2**  
Lecture = 1 / Laboratory = 1

This course covers piping systems, drawings, and detail sheets, identifying and installing valves, pipefitting trade math, and threaded pipe fabrication.

Clock Hours: 60

**Prerequisites:** WELD 1100 and WELD 2460  
**Corequisites:** None

### WELD 2462 - Piping Procedures III

**Total Credits = 3**  
Lecture = 1 / Laboratory = 2

This course covers socket weld pipe fabrication, butt weld pipe fabrication, excavations, and underground pipe installations.

Clock Hours: 60

**Prerequisites:** WELD 1100 and WELD 2461

### 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. (Additional description referencing industry to be completed by the LDCC Campus.)

**Clock Hours: 60**

**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. (Additional description referencing industry to be completed by the LDCC Campus.)

**Clock Hours: 60**

**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. (Additional description referencing industry to be completed by the LDCC Campus.)

**Clock Hours: 60**

**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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60

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. (Additional description referencing industry to be completed by the LDCC Campus.)

Clock Hours: 60
**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. (Additional description referencing industry to be completed by the LDCC Campus.)

**Clock Hours:** 60

**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. (Additional description referencing industry to be completed by the LDCC Campus.)

**Clock Hours:** 60

**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 covers tack welding, weld quality and fire watch.

**Clock Hours:** 60

**Prerequisites:** WELD 1100

**WELD 2491 - Structural Procedures II**

*Total Credits = 2*
Lecture = 1 / Laboratory = 1
This course covers fundamental skills needed to read fabrication drawings that are commonly used by structural fitters. It also introduces layout tools, fitting tools, and fitting aids used to fit up and align plate joints.

Clock Hours: 60

**Prerequisites:** WELD 1100

**WELD 2492 - Structural Procedures III**

**Total Credits = 3**
Lecture = 2 / Laboratory = 1

This course expands on flame cutting to include methods used to cut or split structural components, such as beams and bars. It also covers the interpretation of fabrication drawings and interpretation of welding symbols.

Clock Hours: 60

**Prerequisites:** WELD 1100

**WELD 2493 - Structural Procedures IV**

**Total Credits = 3**
Lecture = 2 / Laboratory = 1

This course covers the application of gaskets and packings, fit-up tasks, and inspection of finished work. It also covers structural accessories, proper measuring techniques, and creating a materials list.

Clock Hours: 60

**Prerequisites:** WELD 1100

**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.

Clock Hours: 30

**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.

Clock Hours: 30

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.

Clock Hours: 90

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.

Clock Hours: 90

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.

Clock Hours: 90

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.

Clock Hours: 90

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.
Clock Hours: 180

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.
Clock Hours: 30

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.
Clock Hours: 45

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.
Clock Hours: 60

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.
Clock Hours: 120

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.
Clock Hours: 90

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.
Clock Hours: 120

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.
Clock Hours: 135

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.
Clock Hours: 135

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.

Louisiana Transfer Degree - Humanities Courses

Below is the course listing for Humanities courses that can be used towards earning a Louisiana Transfer degree.

**NOTE: In regards to earning an associates degree, courses in basic composition that do not contain a literature component, courses in oral communication, and introductory foreign language courses are skill courses and not pure humanities courses. Therefore, for purposes of meeting this standard, none of the above may be the one course designated to fulfill the humanities/fine arts requirement in CR 2.7.3. **

- ENGL 201 (CENL 2103)
- ENGL 202 (CENL 2113)
- ENGL 203 (CENL 2153)
- ENGL 204 (CENL 2163)
- ENGL 205 (CENL 2203)
- ENGL 206 (CENL 2213)
- ENGL 211 (CENL 2303)
- ENGL 215 (CENL 2313)
- ENGL 220 (CENL 2513)
- ENGL 250

- FREN 101 (CFRN 1013)
- FREN 102 (CFRN 1023)
- FREN 201 (CFRN 2013)
- FREN 202 (CFRN 2023)

- HIST 101 (CHIS 1013)
- HIST 102 (CHIS 1023)
- HIST 201 (CHIS 2013)
- HIST 202 (CHIS 2023)
- HIST 210 (CHIS 2033)

- MSCM 101

- PHIL 201 (CPHL 1013)

- SPCM 110 (CCOM 1013)
- SPCM 120 (CCOM 2013)
• SPCM 130 (CCOM 2213)

• SPAN 101 (CSPN 1013)
• SPAN 102 (CSPN 1023)
• SPAN 201 (CSPN 2013)
• SPAN 202 (CSPN 2023)

Louisiana Transfer Degree - Fine Art Courses

Below is the course listing for Fine Art courses that can be used towards earning a Louisiana Transfer degree.

**NOTE: ARTS 120, ARTS 201, ARTS 202, MUSC 101, and THEA 190 are the only Fine Art classes that can be used towards the General Education - Fine Arts requirement.**

• ARTS 103 (CART 2203)
• ARTS 104 (CART 2213)
• ARTS 105 (CART 1113)
• ARTS 106 (CART 2303)
• ARTS 107 (CART 1123)
• ARTS 120 (CART 1023)
• ARTS 201 (CART 2103)
• ARTS 202 (CART 2113)

• MUSC 101 (CMUS 1013)

• THEA 105 (CTHE 2303)
• THEA 190 (CTHE 1013)
• THEA 221 (CTHE 2103)

Louisiana Transfer Degree - Natural Science Courses

Below is the course listing for Natural Science courses that can be used towards earning a Louisiana Transfer degree.
• BIOL 101 (CBIO 1013)
• BIOL 102 (CBIO 1023)
• BIOL 103 (CBIO 1011)
• BIOL 104 (CBIO 1021)
• BIOL 201 (CBIO 1033)
• BIOL 202 (CBIO 1043)
• BIOL 203 (CBIO 1031)
• BIOL 204 (CBIO 1041)
• BIOL 210 (CBIO 2213)
• BIOL 211 (CBIO 2121)
• BIOL 221 (CBIO 2213)
• BIOL 222 (CBIO 2223)
• BIOL 223 (CBIO 2211)
• BIOL 224 (CBIO 2221)
• BIOL 230 (CBIO 2603)
• BIOL 231 (CBIO 2601)

• CHEM 101 (CCEM 103)
• CHEM 102 (CCEM 1113)
• CHEM 103 (CCEM 1101)
• CHEM 104 (CCEM 1111)
• CHEM 110 (CCEM 1123)
• CHEM 111 (CCEM 1121)
• CHEM 120 (CCEM 1133)
• CHEM 121 (CCEM 1131)
• CHEM 221
• CHEM 222
• CHEM 223
• CHEM 224

• GEOL 101
• GEOL 102 (CGEO 1113)

• PHSC 100 (CPYH 1023)
• PHSC 120 (CPHY 1033)

• PHYS 110
• PHYS 210 (CPHY 2113)
• PHYS 211 (CPHY 2111)
• PHYS 220 (CPHY 2123)
• PHYS 221 (CPHY 2121)

• SCIE 114
Louisiana Transfer Degree - Math/Analytical Reasoning Courses

Below is the course listing for Math/Analytical Reasoning courses that can be used towards earning a Louisiana Transfer degree.

- MATH 110 (CMAT 1213)
- MATH 111 (CMAT 1223)
- MATH 117 (CMAT 1103)
- MATH 120 (CMAT 1235)
- MATH 201
- MATH 210 (CMAT 1303)
- MATH 220 (CMAT 2115)
- MATH 221 (2125)

Louisiana Transfer Degree - Social/Behavioral Science Courses

Below is the course listing for Social/Behavioral Science courses that can be used towards earning a Louisiana Transfer degree.

- ECON 201 (CECN 2213)
- ECON 202 (CECN 2223)
- CJUS 101
- CJUS 160
- CJUS 201
- CJUS 202
- CJUS 205
- CJUS 206
- CJUS 212
- CJUS 290
- GEOG 202 (CGRG 2113)
- GEOG 205 (CGRG 2213)
- POLI 110 (CPOL 2013)
Louisiana Transfer Degree - Criminal Justice Courses

Below is the course listing for Criminal Justice courses that can be used towards earning a Louisiana Transfer degree.

- CJUS 101
- CJUS 160
- CJUS 201
- CJUS 202
- CJUS 205
- CJUS 206
- CJUS 212
- CJUS 290