General Catalog

2021/2022

Fletcher
TECHNICAL COMMUNITY
COLLEGE™

A Member of the Louisiana Community & Technical College System

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of L. E. Fletcher Technical Community College.

Questions regarding L. E. Fletcher Technical Community College's procedures, policies and operations should be directed to the Administration Office at 985-448-7900.

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

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

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

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

EQUAL OPPORTUNITY STATEMENT

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

Coordinator for Section 504 and ADA:
Name/Title: Angie Pellegrin, MA, LPC-S, Dean of Student Services
Office Location: 1407 Hwy. 311 Schriever, LA 70395
Phone/Email: (985) 448-7943 / angie.pellegrin@fletcher.edu

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

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ACADEMIC CALENDAR

JULY

7 ---------- Last day to withdraw from full-session Summer campus-based or online classes with a grade of W

14 ---------- Last day to withdraw from Second Start Summer session campus-based or online classes with a grade of W

19 ---------- Final exam day for full-session Summer campus-based and online classes

20 ---------- Final exam day for full-session Summer campus-based and online classes

AUGUST

19 ---------- Payment deadline for Fall semester at 4 p.m.
Last day for students to add their name to the waitlist for Fall courses

23 ---------- Late registration, $25 late fee applies; tuition and fees due at time of registration
First day of class for full-semester campus-based and online classes
First day of class for Minimester A classes

24 ---------- Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Minimester A class
Last day to drop a Minimester A class with no grade
Last day to receive a 100% refund for Minimester A dropped classes

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

31 ---------- Last day to withdraw from a Minimester A class and receive 50% tuition refund

SEPTEMBER

6 ---------- Labor Day Holiday – College Closed

10 ---------- Enrollment Census Day
Last day to withdraw from a full-semester campus-based or online class and receive 50% tuition refund

29 ---------- Last day to withdraw from a Minimester A class with a grade of W

OCTOBER

11 ---------- Midterm
Final exam day for Minimester A classes
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

12 ---------- Final exam day for Minimester A classes
Last instructional day for Minimester A classes

14 ---------- Fall Break – Student Holiday

15 ---------- Fall Break – Student Holiday

18 ---------- First day of class for Minimester B classes

19 ---------- Last day to apply and register for Minimester B classes
Last day to drop a Minimester B class with no grade
Last day to receive a 100% refund for Minimester B classes that are dropped

26 ---------- Last day to withdraw from a Minimester B class and receive a 50% tuition refund

NOVEMBER

10 ---------- Last day to withdraw from a full-semester campus-based or online class with a grade of W
Last day to change an incomplete grade from the spring and summer semesters
Graduation application priority deadline for summer and fall graduates

18 ---------- Last day to withdraw from a Minimester B class with a grade of W

22-24 ---------- Thanksgiving Break – Student Holiday

25– 26 ---------- Thanksgiving Break – College Closed

DECEMBER

6 ---------- Final exam day for full-semester campus-based and online classes

7 ---------- Final exam day for full-semester campus-based and online classes

8 ---------- Final exam day for full-semester campus-based and online classes

9 ---------- Final exam day for full-semester campus-based and online classes
Final exam day for Minimester B classes

10 ---------- Final exam day for full-semester campus-based and online classes
Final exam day for Minimester B classes

JANUARY

17 ---------- Martin Luther King, Jr. Holiday – College Closed

18 ---------- Late registration, $25 late fee applies; tuition and fees due at time of registration
First day of class for full-semester campus-based and online classes
First day of class for Minimester A classes

19 ---------- Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Minimester A class
Last day to drop a Minimester A class with no grade
Last day to receive a 100% refund for Minimester A dropped classes

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

26 ----------Last day to withdraw from a Minimester A class and receive 50% tuition refund

FEBRUARY

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

23 ---------- Last day to withdraw from a Minimester A class with a grade of W

28 ---------- Mardi Gras Holiday – Student Holiday

MARCH

1 ---------- Mardi Gras Holiday – College Closed

2 ---------- Mardi Gras Holiday – Student Holiday

9 ----------Midterm
Final exam day for Minimester A classes
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

10 ---------- Final exam day for Minimester A classes
Last instructional day for Minimester A classes

14 ---------- First day of class for Minimester B classes

15 ----------Last day to apply and register for Minimester B classes
Last day to drop a Minimester B class with no grade
Last day to receive a 100% refund for Minimester B classes that are dropped

23 ----------Last day to withdraw from a Minimester B class and receive a 50% tuition refund

APRIL

6 ---------- Last day to withdraw from a full-semester campus-based or online class with a grade of W
Last day to change an incomplete grade from the fall semester
Graduation application priority deadline for spring graduates

14 ---------- Last day to withdraw from a Minimester B class with a grade of W

15 ---------- Holiday – College Closed

18-22 ---------- Spring Break – Student Holiday

MAY

3 ---------- Final exam day for full-semester campus-based and online classes

4 ---------- Final exam day for full-semester campus-based and online classes

5 ---------- Final exam day for full-semester campus-based and online classes

6 ---------- Final exam day for full-semester campus-based and online classes
Final exam day for Minimester B classes

9 ---------- Final exam day for full-semester campus-based and online classes
Final exam day for Minimester B classes

JUNE

6 ---------- Late registration, $25 late fee applies; tuition and fees due at the time of registration
First day of class for full-semester campus-based and online classes

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

16 ---------- Enrollment Census Day
Last day to withdraw a campus-based or Fletcher online class and receive 50% tuition refund

20 ---------- Juneteenth Holiday – College Closed

DATES SPECIFIED IN THE ACADEMIC CALENDAR ARE SUBJECT TO CHANGE

MESSAGE FROM THE CHANCELLOR

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

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

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

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

Sincerely,

Kristine H. Strickland, Ph.D.

MISSION, VISION, VALUES, HISTORY & ACCREDITATIONS

MISSION

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering high-quality technical and academic programs to the community of South Louisiana in order to prepare individuals for employment, career advancement, and lifelong learning. (Effective July 1, 2016)

VISION

Fletcher Technical Community College will serve a diverse population of 5000+ individuals annually by providing pathways to higher education, the workforce, life-long learning, and/or personal enrichment. The college prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The college actively engages business and industry to develop the Bayou Region's workforce.

VALUE STATEMENT

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

- Personalized instruction and service
- Active learning and interaction
- High standards of excellence
- Increased student access
- Diversity in staff, student body, and curriculum
- Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations

HISTORY OF FLETCHER TECHNICAL COMMUNITY COLLEGE

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

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

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

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor L. E. Fletcher, who served as director from 1968-1984.

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

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

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

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

ACCREDITATIONS

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The Commission should be contacted only for questions about the status of the college or if there is evidence supporting significant non-compliance with the Commission requirements or standards by the College. Please direct all other questions such as inquiries about admissions, financial aid, graduation requirements, or academic programs directly to the College. Fletcher Technical Community College is also recognized, approved, and/or accredited by:

- The Commission on Accreditation for Respiratory Care (COARC)– Cardiopulmonary Care Science
- National Accrediting Agency for Clinical Laboratory Sciences – Phlebotomy 5600 N. River Road, Suite 720 Rosemont, IL 60018-5119, phone 773-714-8880, fax 773-714-8886
- Association of Technology Management and Applied Engineering (ATMAE) - Drafting & Design and Integrated Production Technologies
- National Automotive Technicians Education Foundation (NATEF) – Automotive Technology
- Accreditation Commission for Education in Nursing (ACEN) – Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, Suite 1400, Atlanta, GA 30326
- Louisiana State Board of Practical Nurse Examiners (LSBPNE) - Practical Nursing
- Louisiana State Board of Nursing (LSBN) – Associates of Science in Nursing
- Louisiana Department of Health - Nursing Assistant
- The Associate of Applied Science in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 9355-113th St. N #7709, Seminole, Florida 33775, 727-210-2350. - Associates in Applied Science in Surgical Technology
- The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is a private 501(c)(3) non-profit accreditation services agency providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality credible education. - Associates in Applied Science in Surgical Technology
- HVAC Excellence – Air Conditioning & Refrigeration

FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS

SCHRIEVER CAMPUS

1407 Highway 311
Schriever, LA 70395

Enrollment Services Phone ..... (985) 448-7917
Administration Phone ..... (985) 448-7900
Enrollment Services Fax ..... (985) 448-7998
Business Office Fax ..... (985) 446-3308
Website ..... https://www.fletcher.edu

HOUMA FACILITY

310 St. Charles Street
Houma, LA 70360

Phone ..... (985) 448-7900

WORKFORCE TRAINING FACILITY

331 Dickson Road
Houma, LA 70363

Phone ..... (985) 448-7900

BP INTEGRATED PRODUCTION TECHNOLOGIES

Integrated Production Technologies
224 Rouses Road
Schriever, LA 70395

Phone ..... (985) 448-7950
Fax ..... (985) 448-5900

THIBODAUX FACILITY

1425 Tiger Drive
Thibodaux, LA 70301

Phone ..... (985) 448-7900
Fax ..... (985) 449-5039

CAREER MAGNET CENTER

6419 LA-308
Lockport, LA 70394

Phone ..... (985) 532-6596

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

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

BOARD OFFICERS

Stephen Toups, Chair
Paul Price, Jr., First Vice Chair
Willie Mount, Second Vice Chair
Alterman "Chip" Jackson, Second Vice Chair Elect 7/1/20

STUDENT BOARD MEMBERS

Tara Mitchell
Joshua Turner

BOARD MEMBERS

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

ADMISSIONS & TESTING

GENERAL ADMISSION REQUIREMENTS

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

APPLICATION FOR ADMISSION

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

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

Mandatory Items for Full Admission:

Proof of Immunizations. As required by Louisiana Law R.S. 17:110, all first-time students born after December 31,1956 must provide proof of immunization against measles, mumps, rubella, meningitis, and tetanus/diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the college will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

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

- Males currently on active duty in the military.
- Veterans who submit a copy of their DD214 discharge certificate.

Supplemental Items for Admission (Not Mandatory)

College Transcripts. Official and final transcripts can be submitted to Enrollment Services if the student is wanting to transfer credit or use credit to satisfy course requirements. All credits from Louisiana Community and Technical College System institutions will be evaluated and articulated. For non-regionally accredited institutions outside of the LCTCS, a student may request credit by supplying an official copy of the transcript to Enrollment Services. If credit can be granted, only the course or courses for which the credit is being granted will be entered and articulated. These official transcripts must be submitted to Enrollment Services in a sealed envelope or electronically directly from the previous institution.

Placement Test Scores. If an applicant in a non-technical program is a first-time freshman, attended a non-accredited or out-of-state institution, or is applying for the Practical Nursing Program, placement scores are required to be eligible to enroll in most general education courses. COMPASS scores, ACT scores, or ACCUPLACER scores within 3 years of expected enrollment date must be submitted. Returning or Transfer students who have not taken English and math will need to retest if the test scores on file have expired. Placement scores are not required for students in technical programs.

Proof of Louisiana Residency. Students who have not lived in the state of Louisiana for 365 days prior to the anticipated enrollment date will be required to complete the Acknowledgement of Non-Resident Tuition Charges form available on Fletcher's website at www.fletcher.edu.

High School Transcript. An official transcript is needed for financial aid eligibility from a private, parochial, or out-of-state high school; or official GED/HiSET test scores. (Fletcher will obtain the transcript for students who graduated from a Louisiana public high school from 2003 to the present.)

Other Documents as Requested. Some programs may require additional documents.

ENTRANCE/PLACEMENT EXAM SCORES

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

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

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

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

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

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

IMMUNIZATION POLICY

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

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

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

RESIDENCY

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

VETERAN'S RESIDENCY, TUITION AND FEES GUIDELINES

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

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Louisiana while attending a school located in Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Louisiana while attending a school located in Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.

- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

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

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

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

SELECTIVE SERVICE REGISTRATION

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

ORIENTATION

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

STUDENT TYPE

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

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

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

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

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

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

HOME-SCHOOLED STUDENT ADMISSION

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

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

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

TRANSFER STUDENT ADMISSION

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

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

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

VISITING STUDENT ADMISSION

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

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

RETURNING/RE-ADMITTED STUDENT ADMISSION

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

Returning/re-admitted students must

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

DUAL ENROLLMENT STUDENT ADMISSION

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

The general criteria for the dual enrollment program are:

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

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

FIRST-TIME FRESHMAN ADMISSION

A first-time freshman planning to enroll should request that his/her ACT scores be sent to Enrollment Services at Fletcher. ACT scores must be no older than three years. An applicant who needs to send ACT scores can do so through ACT's website: www.act.org. Fletcher's ACT Code is 5033. In instances where a student has not completed the ACT or scores are older than 3 years, COMPASS/ ACCUPLACER scores may also be used for placement. Students whose test scores indicate a need for additional preparation in basic skills will be required to enroll in appropriate developmental courses to help prepare them for success in higher level courses.

The ACCUPLACER exam is offered on the Fletcher campus. Additional information regarding the ACCUPLACER placement exam is provided earlier in this catalog. Fletcher's placement exams are administered for course placement only and are not used in determining admission to the College except when academic achievement levels are required by a licensure board (i.e. the Louisiana State Board of Practical Nurse Examiners). Test scores are primarily used for advising and placement purposes. A student that tests into developmental courses may be permitted to enroll in a limited number of other courses determined by the department.

CROSS ENROLLMENT ADMISSION

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

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

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

enrollment between Fletcher and Nicholls are available on the College's website and in the semester registration bulletin**. NOTE: The TOPS Tech Scholarship does not pay for academic classes; therefore, Fletcher home students cannot use TOPS Tech to pay for academic courses taken at Nicholls.**

INTERNATIONAL STUDENT ADMISSION

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

OPEN ENROLLMENT ADMISSION FOR TECHNICAL PROGRAMS

Some technical programs admit students on a continual basis. Students in these programs should be prepared to enter these programs at times other than the start of a semester. Students interested in an open enrollment program should contact Enrollment Services to declare their intent to enroll. When openings are available for the program, Enrollment Services will contact the student.

ENROLLMENT STATUS

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

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

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

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

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

NON-DEGREE SEEKING STUDENT

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

DEGREE/DIPLOMA-SEEKING STUDENT

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

TITLE IX

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

Title IX Coordinators: Angie Pitre Pellegrin, LPC-S, Dean of Student Services (985) 448-7943; Gina Marcel, Director of Human Resources (985) 448-7929.

FINANCIAL AID

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

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

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

TYPES OF FINANCIAL AID AVAILABLE

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

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

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

TITLE IV FINANCIAL AID INFORMATION

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

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

MINIMUM STANDARDS

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

QUALITATIVE MEASURE OF PROGRESS

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

QUANTITATIVE MEASURE OF PROGRESS

The quantitative requirement contains two components:

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

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

Quantitative measures of progress are affected by the following:

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

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

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

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

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

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

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

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

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

EVALUATION OF SAP

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

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

(1) NEW - student is attending college for the first time, this includes students who received credit (1) before earning a high school diploma (or equivalent), (2) for completing tests or assessments, or (3) for life experience or military service
(2)
(3) TRANS- student is enrolling in the college for the first time and has previously attended another postsecondary institution.

(4) GOOD - student meets all three standards and is eligible to receive federal financial aid

(5) WARN - student failed to meet at least one of the standards at the end of the previous payment period and the student was in "good" or "new" standing during that previous payment period

(6) APLAN – student failed to meet SAP, was granted an appeal, is placed on an Academic Plan

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

APPEALS

If extenuating circumstances prevented a student from meeting the requirements of SAP, an appeal may be filed. The appeal must be submitted with accompanying documentation to Enrollment Services using the online SAP appeal. All supporting documents will be retained in the student's financial aid file. Fletcher's Satisfactory Progress Academic Appeal Form may be found on the Financial Aid home page under Links.
A student's appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

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

If a student cannot meet the minimum cumulative standards within one period of enrollment, an appeal may NOT be approved without the generation of an academic plan. The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. If the student deviates from the academic plan, financial aid eligibility will be suspended.
In order to be eligible for financial aid for a semester in which financial aid has been suspended, an appeal must be granted. To ensure that an appeal is reviewed, students must submit their appeal in a timely manner. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred. Just because an appeal is submitted does not mean that the appeal will be granted. If a student chooses to enroll in classes before a decision is made by the appeal committee, the student is personally responsible for any charges with the Business Office for that term. If the appeal is granted after the term has started, the student could possibly be reimbursed for the charges should he or she have financial aid eligibility.
Examples of extenuating circumstances include, but are not limited to, the following:

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

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

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

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

APPEAL GRANTED/ACADEMIC PLAN

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

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

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

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

REESTABLISHING SAP

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

ENROLLMENT STATUS

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

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

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

ATTENDANCE

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

GRANTS

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

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

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

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

SCHOLARSHIPS

Scholarships that may be available to a student at Fletcher are as follows:

TOPS. Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. TOPS includes four award components: TOPS Tech, TOPS Opportunity, TOPS Performance, and TOPS Honors. Students may use any of the four awards at Fletcher; however, students who are eligible for TOPS Tech must declare a technical major. Refer to the Louisiana Office of Student Financial Assistance's website at www.osfa.state.la.us for complete information on the four components.

BIG Scholarship. Bayou Industrial Group, Inc. (BIG) may award a scholarship to a high school senior who will be enrolled as a full-time student at Fletcher in the fall semester immediately following high school graduation. BIG sends scholarship rules and applications to each public and private high school in Lafourche, Terrebonne, and Assumption parishes in the spring with a stated deadline for submission.

Broadway Elder Scholarship. Applicants selected for this scholarship must be pursing the following degree options: Nursing, Nursing Assistant, and Practical Nursing. *Requirements: 2.5 GPA, Full time student.*

Claude Daspit LPN Scholarship Fund. Applicants selected for this scholarship must be pursing the following degree option: Officially accepted into Practical Nursing. *Requirements: 2.5 GPA, Full time or part time student.*

Follett Scholarships. Applicants selected for this scholarship must be pursing the following degree options: all. *Requirements: 2.5 GPA, Full time or part time student. First time freshmen are encouraged to apply.*

GAP Scholarship. This scholarship opportunity is for students who receive financial aid (Pell), but their aid falls short in covering all their expenses (i.e. textbooks, tuition and fees). They must have completed a minimum of 12 credit hours, be in good Academic Standing, Judicial Standing, and meet Financial Aid Satisfactory Academic Policy. *Requirements: 2.0 GPA, part time student.*

George & Alice Clauer Scholarship. Applicants selected for this scholarship must be pursing the following degree option: Cardiopulmonary Care Science *Requirements: 2.75 GPA, Full time student (pending funding availability)*

Gordon "Bubba" Dove: Applicants selected for this scholarship must be pursing the following degree options: Oil Service Industry, Machining, Welding, Marine Diesel, or a Business related field. *Requirements: 2.5 GPA, Full time student.*

HAAS Scholarship: Applicants selected for this scholarship must be pursing the following degree option: Machine Tool. *Requirements: 2.5 GPA, Full time student*

Jared Gregory Scholarship: Applicants selected for this scholarship must be pursing the following degree option: Integrated Production Technologies. *Requirements: Must have graduated from Thibodaux High School, 2.5 GPA, Community Service, Full time student.*

Shell. Click here to apply. Applicants selected for this scholarship must be pursing the following degree options: Machine Tool, Electrical, IPT, and Welding. *Requirements: 2.5 GPA, Full time or part time student.*

Stephanie Percle Single Parents Scholarship. Applicants selected for this scholarship must be pursing the following degree option: Nursing. *Requirements: 3.0 GPA, Full time or part time student.*

United Veterans League Scholarship. Applicants selected for this scholarship must be pursing the following degree options: any. *Requirements: A family member must be a veteran i.e. immediate to extended family member, must attach a copy of DD214 or proof of military service, and need based; Full time or part time student can apply.*

EMPLOYMENT OPPORTUNITIES FEDERAL WORK STUDY (FWS)

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

ADDITIONAL AID

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

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

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

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

Inter-Tribal. Registered Native American students who enroll in training conducted in an institutional setting may be eligible to receive funding from Inter-Tribal. Contact the Inter-Tribal Council of LA, Inc. at (985) 851-5408.
Louisiana Rehabilitation Services (LRS). LRS is a state agency whose purpose is to assist persons with a disabling condition(s) that may be a barrier to employment or training. Additional information can be obtained by calling (985) 857-3652.
National Guard Tuition Exemption. Contact the FAO at (985) 448-7908 for more information.
United Houma Nations. United Houma Nations provides various types of assistance to Registered Native American students dependent upon the student's need. Call (985) 876-0490 for additional information.
Veterans Education Benefits (VA). Those eligible for VA Educational Benefits should go online to www.va.gov to complete an application to receive benefits or contact the FAO at Fletcher. Certificates of eligibility should be presented to the FAO. Call 1-800-827-1000 for more information regarding education benefits.
Veterans Vocational Rehabilitation and Employment. This program helps veterans with service-connected disabilities prepare for and find jobs within their physical, mental, and emotional capabilities. Additional information is available at www.vba.va.gov or by calling (504) 619-4346.

STUDENT LOANS (TITLE IV)

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

HARDSHIP WAIVERS OF TUITION AND FEES

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

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

FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students are responsible for

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

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

FINANCIAL AID CODE OF CONDUCT

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

Financial Aid Administrators employed by the LCTCS will

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

RECORDS & REGISTRATION

RECORDS/CONFIDENTIALITY OF RECORDS

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

RELEASE OF STUDENT RECORDS/TRANSCRIPTS

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

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

CHANGE OF NAME, ADDRESS, OR PHONE

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

CONTACT WITH STUDENTS THROUGH EMAIL

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

ACADEMIC PROBATION AND SUSPENSION

A student's academic performance is evaluated at the end of each semester. A student who has attempted 15 credit hours of courses (including those attempted at other institutions) who does not maintain a minimum 2.0 grade point average (semester and cumulative) will be placed on academic probation. The student will be allowed to register for the next semester; however, the student who is on academic probation may not register for more than 13 credit hours in a fall/spring semester or 12 credit hours in a summer semester.

A Fletcher student who is suspended at the end of the fall semester must sit out during the following spring semester, unless an appeal to attend is granted. A Fletcher student who is suspended at the end of the Spring Semester may attend the summer session. If the student raises his or her term average to 2.0 during the summer session, the student may attend the fall semester. If the term average remains below 2.0, the student is suspended for the following fall semester, unless an appeal to attend is granted.

AUDITING A COURSE

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

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

CHANGE OF PROGRAM

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

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

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

GRADUATION REQUIREMENTS

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

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

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

Candidates for an associate degree must meet the following requirements:

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

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

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

GRADUATION APPLICATION PROCEDURE

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

GRADUATION CEREMONY

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

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

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

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

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

GRADUATION HONORS

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

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

REGISTRATION

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

MAXIMUM COURSE LOAD PER SEMESTER

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

NO SHOW POLICY

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

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

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

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

Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
Submitting an academic assignment;
Taking an exam, quiz, an interactive tutorial, or computer-assisted instruction;
Attending a study group assigned by the school

Participating in an online discussion board about academic matters and/or self-introduction to the class; and
Initiating contact with a faculty member regarding extenuating circumstances for non-participation

The definition of academic attendance and academically-related activity does not include activities where a student may be present on-campus but not academically engaged, such as:
Logging into an online class without active participation; or
Participating in academic counseling or advising
Participating in a student-organized study group
Initiating contact with a faculty member to ask a question about the academic subject matter or resources of the course.

RESIGNATION FROM COLLEGE

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

SCHEDULE CHANGES

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

ATTENDANCE

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

CHANCELLOR'S LIST

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

DEAN'S LIST

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

PHI THETA KAPPA HONOR SOCIETY (PTK)

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

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS TO FLETCHER

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

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

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

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

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

ARTICULATION AGREEMENTS

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

Nursing and Allied Health:

- Nicholls State University
- Louisiana State University
- University of Holy Cross
- Herzing University
- Purdue Global University
- Loyola University
- Aspen University

Care and Development of Young Children:

- Nicholls State University

Criminal Justice

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

Business Administration

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

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

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

ACT EXAM ADVANCED PLACEMENT

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

ACCUPLACER EXAM ADVANCED PLACEMENT CREDIT

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

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

ADVANCED PLACEMENT CREDIT

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

First-time freshmen are automatically considered for Advanced Placement credit after maintaining registration through the 14th class day for the fall and spring semesters and 7th class day for the summer term.

Transfer students who have not attempted a higher-level math or English class at a former institution will be automatically considered for Advanced Placement credit after maintaining registration through the 14th class day for the fall and spring semesters and 7th class day for the summer term.

Credit will not be granted for academic sequence course work taken previously and for which grades have been earned. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency.

CREDIT BY PRIOR EXPERIENCE/LEARNING

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

CREDIT BY ADVANCED PLACEMENT (AP) PROGRAM EXAMINATIONS

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

CREDIT BY COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

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

CREDIT BY COLLEGE-ADMINISTERED EXAMINATION

A student who professes special competence gained through practical experience, extensive training, completion of noncredit courses, or completion of courses at non-accredited institutions may receive credit for courses on the basis of exams administered by the College. A credit examination must be approved in advance by the department head and the appropriate instructor and only students enrolled at Fletcher are eligible to take credit examinations. A student seeking credit by examination will initiate the process by obtaining the required application from Enrollment Services or from his/her advisor.

This student will complete the application, pay the required application fee of $25, and then schedule an exam time with the instructor. Results of the examination will be recorded on the application by the instructor. Once the instructor records the grade on the application, it should be submitted to Enrollment Services. The student may not test for credit for any course which the student has previously audited. The student may not test for credit for any course in which the student made an unsatisfactory/ non-passing grade. A failed credit examination may not be repeated. A grade of C or better is required to receive credit.

CREDIT BY MILITARY TRAINING

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

NON-TRADITIONAL CREDIT LIMIT

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

GENERAL EDUCATION REQUIREMENTS

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

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

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

All degree-seeking students must satisfy the general education requirement for respective degree programs. Additionally, degree-seeking students may be asked to participate in general education assessment as a requirement.

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

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

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

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

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

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

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

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

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

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

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

GRADING POLICY

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

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

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

TUITION & FEES

TUITION AND FEES FEE POLICY (Subject to Change)

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

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

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

CREDIT COURSEWORK

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

TUITION AND FEES FOR CREDIT COURSES

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

TUITION AND FEES (Effective July 1, 2020) Tables below reflect current approved rates. Rates are subject to change without notice.

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

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

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

Online Course Tuition and Fees

Tuition and fees for online courses are assessed according to the rates established by the LCTCS Board of Supervisors. The Board temporarily suspended assessment of the $40 online registration fee by LCTCS colleges beginning with the fall 2020 semester through the spring 2022 semester. Tuition and fees for online courses are as indicated in the chart below.

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

TUITION & FEE SCHEDULE FOR ONLINE COURSES

CREDIT HOURS	TUITION	OTHER CHARGES/ Tuition	ACADEMIC EXCELLENCE	OPERATIONAL	STUDENT SERVICES	BLDG USE	ERP	TECH	SGA	STUDENT ACTIVITY FEE	TOTAL TUITION & BASIC FEES
1	133.92	5.04	7.00	3.00	7.00	4.00	5.00	5.00	5.00	15.00	**189.96**
2	267.84	10.08	14.00	6.00	14.00	8.00	10.00	10.00	5.00	15.00	**359.92**
3	401.76	15.12	21.00	9.00	21.00	12.00	15.00	15.00	5.00	15.00	**529.88**
4	535.68	20.16	28.00	12.00	28.00	16.00	20.00	20.00	5.00	15.00	**699.84**
5	669.60	25.20	35.00	15.00	35.00	20.00	25.00	25.00	5.00	15.00	**869.80**
6	803.52	30.24	42.00	18.00	42.00	24.00	30.00	30.00	5.00	15.00	**1,039.76**
7	937.44	35.28	49.00	21.00	49.00	28.00	35.00	35.00	5.00	15.00	**1,209.72**
8	1,071.36	40.32	56.00	24.00	56.00	32.00	40.00	40.00	5.00	15.00	**1,379.68**
9	1,205.28	45.36	63.00	27.00	63.00	36.00	45.00	45.00	5.00	15.00	**1,549.64**
10	1,339.20	50.40	70.00	30.00	70.00	40.00	50.00	50.00	5.00	15.00	**1,719.60**
11	1,473.12	55.44	77.00	33.00	77.00	44.00	55.00	55.00	5.00	15.00	**1,889.56**
12	1,607.04	60.48	84.00	36.00	84.00	48.00	60.00	60.00	5.00	15.00	**2,059.52**
13	1,740.96	65.52	84.00	36.00	91.00	48.00	65.00	60.00	5.00	15.00	**2,210.48**
14	1,874.88	70.56	84.00	36.00	98.00	48.00	70.00	60.00	5.00	15.00	**2,361.44**
15	2,008.80	75.60	84.00	36.00	105.00	48.00	75.00	60.00	5.00	15.00	**2,512.40**
16	2,142.72	80.64	84.00	36.00	112.00	48.00	80.00	60.00	5.00	15.00	**2,663.36**
17	2,276.64	85.68	84.00	36.00	119.00	48.00	85.00	60.00	5.00	15.00	**2,814.32**
18	2,410.56	90.72	84.00	36.00	126.00	48.00	90.00	60.00	5.00	15.00	**2,965.28**

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

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

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

Parking Fee

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

window to have the charge removed from their account. For more information, refer to the Parking Guidelines and Regulations on Fletcher's website.

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

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

Student Printing Fee

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

Course Materials/Lab Fees

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

Subject	*Course Number*	*Fee*	*Description*
AUTO	1010	$25.00	S/P2 Automotive Service
AUTO	All Auto Students	$45.00	ASE Entry-Level Tests
ELEC	1010	$14.00	NCCER Module Tests
ELEC	1020	$14.00	NCCER Module Tests
ELEC	1101	$17.50	NCCER Module Tests
ELEC	1102	$14.00	NCCER Module Tests
ELEC	1201	$10.50	NCCER Module Tests
ELEC	1201	$25.00	Forklift Certification
ELEC	1202	$14.00	NCCER Module Tests
ELEC	1203	$10.50	NCCER Module Tests
ELEC	1204	$7.00	NCCER Module Tests
ELEC	2301	$25.00	OSHA 10-General Industry
ELEC	2301	$10.50	NCCER Module Tests
ELEC	2302	$10.50	NCCER Module Tests
ELEC	2303	$10.50	NCCER Module Tests
ELEC	2304	$7.00	NCCER Module Tests
ELEC	2305	$7.00	NCCER Module Tests
MTTC	2710	$150.00	CamInstructor Fee
DESL	1120	$25.00	OSHA 10-General Industry
DESL	1500	$25.00	Forklift Certification

WELD	1110	$28.00	NCCER Module Tests
WELD	1412	$150.00	SMAW 1G, 2G, 3G, 4G
WELD	1511	$150.00	SMAW 5G
WELD	1512	$150.00	SMAW 6G
WELD	2111	$150.00	FCAW 1G, 2G, 3G, 4G
WELD	2114	$150.00	FCAW 6GR
WELD	2311	$150.00	GMAW 1G
WELD	2322	$150.00	GMAW 6G
WELD	2220	$150.00	GTAW 5G
WELD	2222	$150.00	GTAW 6G
BIOL	1150	$25.00	Lab Fee
BIOL	1170	$25.00	Lab Fee
BIOL	1150	$25.00	Lab Fee
BIOL	1031	$50.00	Lab Fee
GEOL	1011	$25.00	Lab Fee
GEOL	1021	$25.00	Lab Fee
GEOL	1400	$50.00	Lab Fee
GEOL	2110	$50.00	Lab Fee
CADD	1250	$118.50	AutoCAD Certification
ACCT	2500	$103.00	QuickBooks Exam/Certification
CINS	1250	$26.00	Course materials/MOS Exam-Certification
CINS	1350	$26.00	Course materials/MOS Exam-Certification
CINS	1750	$26.00	Course materials/MOS Exam-Certification
CPTR	1100	$25.00	Gmetrix Practice
HNUR	2505	$25.00	Clinical Fee
HNUR	2605	$25.00	Clinical Fee
HNUR	2205	$25.00	Clinical Fee
HNUR	2305	$25.00	Clinical Fee
HNUR	2405	$25.00	Clinical Fee
HNUR	1180	$129.00	HESI-1 exam/prep material
HNUR	2310	$129.00	HESI-3 exam/prep material
HNUR	2621	$315.00	NCLEX prep/case studies
HNUR	2210	$129.00	HESI-2 exam/prep material
HNUR	2410	$129.00	HESI-4 exam/prep material
MCSI	1102	$60.00	CPC practice exams
MLTS	1300	$71.40	ASCP exam prep
MLTS	1300	$25.00	Clinical Fee
MLTS	1200	$25.00	Clinical Fee
MLTS	2100	$25.00	Clinical Fee
MLTS	2200	$25.00	Clinical Fee

NURS	1320	$25.00	Clinical Fee
NURS	2740	$25.00	Clinical Fee
NURS	2750	$25.00	Clinical Fee
NURS	1090	$208.00	HESI-1 exam/prep material
NURS	2760	$315.00	NCLEX prep/case studies
NURS	2760	$201.00	HESI-3 exam/prep material
NURS	2300	$201.00	HESI-2 exam/prep material
SURG	2305	$25.00	Clinical Fee
SURG	2315	$25.00	Clinical Fee

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

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

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

NON-CREDIT COURSEWORK

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

PAYMENTS

Fee bills will not be mailed. It is the student's responsibility to check his/her account through LoLA for account balance information. To secure schedules, all tuition and fees must be paid in full, financial aid must be verified and authorized on the account, or enrollment in the payment plan through CASHNet must be completed by the dates established in the semester bulletin or Fletcher's Academic Calendar. Partial payments without enrolling in the payment plan will not secure schedules. Schedules that are not secured by the payment deadlines are subject to deletion for nonpayment.
NOTE: The business office does not accept credit cards or checks. These methods of payment are available online.

Payment Options:

1. On-line payment options through CASHNet (see directions just below)
   a. Payment in full using credit/debit card—MasterCard, Visa, Discover and American Express cards are accepted. A 2.75% convenience fee will be charged for payments with credit/debit cards.
   b. Payment in full using an Electronic Check (ACH)—Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. A returned check charge will be assessed by CASHNet to any electronic check payment that is not honored by the bank or that cannot be processed. Please be sure entered information is correct before submitting.

c. Payment plan – An enrollment fee/finance charge of $30 is charged by CASHNet for participation in the payment plan. Upon activation of a payment plan, the first payment plus the enrollment fee is processed immediately. Students have the option to have the remaining installments automatically withdrawn using the method of payment chosen. It is the student's responsibility to ensure funds are available at the time of the scheduled withdrawal. If automatic withdrawals are not chosen, the student will need to log into CASHNet and manually make each payment by the installment due dates. Dropping classes or withdrawing from Fletcher does not excuse financial responsibility. Payments are due until your account balance is settled in full.

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

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

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

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

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

Mail payments to:

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

FINANCIAL RESPONSIBILITY

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

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

Failure to Pay for Courses

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

PAYMENT PLAN DEFAULT

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

PROVISIONAL ENROLLMENT

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

DISHONORED ELECTRONIC CHECK (NSF)

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

COLLECTION PROCEDURE

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

REFUND POLICY

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

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

SCHEDULE ADJUSTMENT REFUNDS

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

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

Fall and Spring:

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

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

Summer and Minimesters:

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

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

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

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

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

CLASS CANCELLATIONS

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

ADDED CLASSES

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

REFUNDS/FINANCIAL AID

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

If tuition and fees are deferred to financial aid and the student withdraws, the financial aid payment will be applied to the account balance with the surplus returned to the student. Any fees not covered by financial aid are the student's responsibility. Any

student with an outstanding balance will not have access to enrollment at any LCTCS College or student records until his/her account is cleared. Holds will be lifted after 5 business days for payments made with electronic checks.

DISBURSEMENT THROUGH BANKMOBILE DISBURSEMENTS

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

Tuition Appeal Procedure

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

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

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

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

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

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

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

ACADEMIC POLICIES

ACADEMIC AMNESTY

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

Academic Renewal is for students who

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

Application Process for Academic Renewal:

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

Actual Implementation of Academic Renewal:

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

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

The following standards apply:

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

- Students must sign the Application for Academic Renewal certifying that they understand the ramifications and accept all the terms of Academic Renewal.

ACADEMIC HONESTY

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

CHEATING

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

COLLUSION

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

CHANGE OF FINAL GRADE/GRADE APPEAL POLICY

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

COURSE DROP/WITHDRAWAL POLICY

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

DEVELOPMENTAL COURSE PLACEMENT RETESTING POLICY

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

INCOMPLETE WORK

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

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

PLAGIARISM

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

READING EXEMPTION FOR TRANSFER STUDENTS

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

ACADEMIC SERVICES

STUDENT SUCCESS CENTER

Student Success Coaches provide academic advising and planning to students and are assigned each semester by a student's declared major. Coach/Faculty Advisor assignments are noted in a student's LoLA account. Students can visit the center at any time during business hours to speak with a coach on a walk-in basis.

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

ACADEMIC ACCOMMODATIONS

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

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

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

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

ADULT LITERACY/ADULT BASIC EDUCATION

The Adult Literacy Program offers individuals the opportunity to upgrade their educational skills. The program concentrates on upgrading basic skills in reading, language, and math. The program also prepares individuals for the HiSET exam in order to obtain an equivalency diploma. Once a student reaches satisfactory scores on the official practice test, he/she will then be recommended for the examination.

The Adult Literacy Program is offered year round. Applicants to the Adult Literacy program must be 18 years of age or older. Interested persons should contact WorkReadyU Office 985-448-5925..

PEDESTAL BANK LIBRARY SERVICES

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

The library allows access to learning resources within the library, as well as outside the library through interlibrary loan (ILL) and consortia and cooperative agreements. The library provides a wide range of materials in print and electronic format as well as educational technology and free educational tutorials on research, citations, and other topics by request for faculty and

students. Students may retrieve information twenty-four hours a day, seven days a week using library electronic resources on the library website. Library resources include print titles, audiovisual items, eBooks, active print periodical subscriptions, active print newspaper subscriptions, and full-text and citation databases. Equipment such as anatomy models, laptops, iPads, mobile projectors, headphones, and graphing calculators are available for checkout. Charging stations are available for charging a variety of mobile devices. The library provides computer workstations with printing, scanning, and copying capabilities. Study rooms are available for group or individual use.

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

LIBRARY CIRCULATION POLICY AND LOAN PERIODS

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

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

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

LIBRARY CODE OF CONDUCT

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

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

INSTRUCTIONAL OPPORTUNITIES PROVIDED BY THE LIBRARY

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

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

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

ADDITIONAL SERVICES FOR STUDENTS

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

PROGRAMS OF STUDY

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

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

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

CGS = Certificate of General Studies: An academically-oriented offering designed to provide students with a broad foundation of fundamental academic skills, primarily for personal growth or as preparation for further collegiate study. The CGS framework allows students an opportunity to tailor their courses to meet admission or pre-requisite requirements of a transfer institution. The 30-hour curriculum consists of eight general education courses (24 SCH) and two elective courses. CGS programs are strictly limited to two-year institutions.

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

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

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

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

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

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

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

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

ACCOUNTING TECHNOLOGY

CERTIFICATE/DEGREE OPTIONS

DEPARTMENT: Business and Information Systems (BSIS)

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

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

PROGRAM COORDINATOR: Tracy Carmichael

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

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

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

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

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

Curriculum

Course No. Hrs.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr.
Semester 1					
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
ACCT 2100	Financial Accounting	3	3	0	0
CPTR 1100	Intro to Computer Applications	3	3	0	0
KYBD 1100	Keyboarding I (3/0/3 or 1/2/3)	3	1	2	0
		12			
Semester 2					
ACCT 2300	Intermediate Accounting (spring only)	3	3	0	0
CINS 1350	Spreadsheet Applications	3	3	0	0
CINS 1250	Word Processing	3	3	0	0
BUSN 2130	Personal Finance	3	3	0	0
	CTS- Account Clerk (24)	**12**			
Semester 3					
BUSN 1050	Business Communications	3	3	0	0
CINS 1750	Database Applications (fall only)	3	3	0	0
ACCT 2250	Payroll Accounting (fall only)	3	3	0	0
ACCT 2500	Computerized Accounting (fall only)	3	3	0	0
	CTS- Payroll Clerk (36)	**12**			
Semester 4					
ACCT 2110	Managerial Accounting	3	3	0	0
ACCT 2350	Financial Accounting Projects (spring only)	3	3	0	0
MATH 1214/1213	College Algebra or				
or MATH1104/1103	Contemporary Mathematics	3	3	0	0
	Approved Business Elective	3	3	0	0
BUSN 2451 or	Integrated Career Skills or				
BUSN 2980	Approved Internship	3	3	0	0
		15			

Additional general education courses needed for the degree:
(These courses can be taken throughout the four semesters or during summer semesters.)

Approved Humanities (GER)	3	3	0	0
Approved Natural Science (GER)	3	3	0	0
Approved Social Science (GER)	3	3	0	0
	9			

AAS- Accounting Technology

Total Credit Hours: 60

Total Clock Hours: 975 **CIP Code: 520302**

Refer to Appendix F for approved Business elective courses.

AIR CONDITIONING AND REFRIGERATION

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

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

PROGRAM ACCREDITATION: HVAC Excellence

PROGRAM COORDINATOR: Johnny Marks

PROGRAM INSTRUCTOR(S): Johnny Marks

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
HACR 1150	HVAC Introduction	3	1	2	0
HACR 1160	Principles of Refrigeration I	3	1	2	0
HACR 1170	Principles of Refrigeration II	3	1	2	0
HACR 1180	Principles of Refrigeration III	3	1	2	0
	CTC-Helper I (12)	**12**			
Semester 2					
HACR 1210	Electrical Fundamentals	3	1	2	0
HACR 1220	Electrical Components	3	1	2	0
HACR 1230	Electrical Motors	3	1	2	0
HACR 1240	Applied Electricity & Troubleshooting	3	1	2	0
	CTS-Helper II (24)				
HACR 1410	Domestic Refrigeration	2	1	1	0
HACR 1420	Room Air Conditioners	2	1	1	0
	CTS-Domestic A/C & Refrigeration (28)	**16**			
Semester 3					
HACR 2510	Residential Central Air Conditioning I	3	1	2	0
HACR 2520	Residential Central Air Conditioning II	2	1	1	0
HACR 2530	Residential System Design	2	1	1	0
HACR 2540	Residential Heating I	3	1	2	0
HACR 2550	Residential Heating II	3	1	2	0
HACR 2560	Residential Heat Pumps	2	1	1	0
CLCR 2000	Career Preparation	2	2	0	0
		17			

TD-A/C & Refrigeration Technology (45)

Total Credit Hours: 45

Total Clock Hours: 1,695 **CIP Code: 470201**

Optional Electives

SOLR 1000	Solar Fundamentals	3	3	0	0
SOLR 1010	PV Solar Applications	3	1	2	0
SOLR 1020	Industrial Solar Applications	3	1	2	0
SOLR 1030	Solar Thermal Applications	3	1	2	0
HACR 2810	Commercial Air Conditioning I	6	2	4	0
HACR 2820	Commercial Air Conditioning Controls	7	3	4	0
HACR 2830	Commercial Air Conditioning II	6	2	4	0

The following courses may be substituted for the above course requirements with approval from the Dean of Technical Education:

SPPR 2991	Special Projects I	1	0	1	0
SPPR 2993	Special Projects II	2	0	2	0
SPPR 2995	Special Projects III	3	0	3	0
SPPR 2996	Special Projects IV	3	3	0	0
SPPR 2998	Special Projects V	1	1	0	0
SPPR 2997	Practicum	3	0	3	0
SPPR 2999	Cooperative Education	3	0	3	0

AUTOMOTIVE TECHNOLOGY

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

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

PROGRAM ACCREDITATION: National Automotive Technicians Education Foundation (NATEF)

PROGRAM COORDINATOR: Jason Altham

PROGRAM INSTRUCTOR(S): Jason Altham

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

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

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

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

Automotive Technology Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
AUTO 1010	Intro to Automotive Technology	2	1	1	0
AUTO 1011	Engine Repair	4	2	2	0
	CTC-Engine Repair Technician (6)				
AUTO 1020	Automatic Transmission & Transaxle	4	2	2	0
AUTO 1030	Manual Drive Trains	4	2	2	0
	CTC-Transmission Technician (8)	**14**			
Semester 2					
AUTO 1040	Steering & Suspension	5	2	3	0
AUTO 1050	Brakes	4	2	2	0
	CTC-Steering and Brakes (9)				
AUTO 1060	Electrical/Electronic I	4	2	2	0
		13			
Semester 3					
AUTO 1061	Electrical/Electronic II	4	2	2	0
	CTC-Electrical Technician (8)				
AUTO 1070	Heating & Air Conditioning	4	2	2	0
	CTC-Heating & Air Conditioning (6)				
	(Includes AUTO 1010**)**				
AUTO 1080	Engine Performance I	5	2	3	0
AUTO 1081	Engine Performance II	5	2	3	0
	CTC-Engine Performance Technician (10)	**18**			

Additional course needed for the diploma:
(This course can be taken throughout the three semesters or during summer semesters.)

CLCR 2000	Career Preparation	2	2	0	0
		2			

TD-Automotive Technology

Total Credit Hours: 47

Total Clock Hours: 1,065 **CIP Code: 470604**

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
AUTO 1010	Intro to Automotive Technology	2	1	1	0
AUTO 1011	Engine Repair	4	2	2	0
AUTO 1020	Automatic Transmission & Transaxle	4	2	2	0
AUTO 1030	Manual Drive Trains	4	2	2	0
AUTO 1040	Steering & Suspension	5	2	3	0
CTS-Power Train Technician (19)		**19**			
AUTO 1010	Intro to Automotive Technology	2	1	1	0
AUTO 1050	Brakes	4	2	2	0
AUTO 1060	Electrical/Electronic I	4	2	2	0
AUTO 1061	Electrical/Electronic II	4	2	2	0
AUTO 1070	Heating & Air Conditioning	4	2	2	0
CTS-Electrical Technician (18)		**18**			
AUTO 1010	Intro to Automotive Technology	2	1	1	0
AUTO 1060	Electrical/Electronic I	4	2	2	0
AUTO 1061	Electrical/Electronic II	4	2	2	0
AUTO 1080	Engine Performance I	5	2	3	0
AUTO 1081	Engine Performance II	5	2	3	0
CTS-Engine Performance Technician (20)		**20**			

BUSINESS ADMINISTRATION – GENERAL BUSINESS CONCENTRATION

CERTIFICATE/DEGREE OPTIONS

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

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

PROGRAM COORDINATOR: Susan Guerrero

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

SPECIAL COMMENTS: All business courses in this program of study must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit. CPTR 1000, CINS 1350, CINS 1250, CINS 1750, CINS 1650 - 5 year term limit or demonstrated competency test.

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ACCT 2100	Financial Accounting	3	3	0	0
BUSN 1100	Intro to Business	3	3	0	0
CPTR 1100	Intro to Computer Applications	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214 or 1213 or 1104 or 1103	College Algebra or Contemporary Mathematics	3	3	0	0
		15			
Semester 2					
BUSN 1050	Business Communication	3	3	0	0
BUSN 2100	Introduction to Management	3	3	0	0
BUSN 2130	Personal Finance	3	3	3	0
ECON 2020	Microeconomics (GER)	3	3	0	0
BUSN 2120	Human Resource Management	3	3	0	0
	Approved Humanities	3	3	0	0
	CTS- General Business (33)	**18**			
Semester 3					
ACCT 2110	Managerial Accounting	3	3	0	0
ECON 2010	Macroeconomics (GER)	3	3	0	0
BUSN 2200	Legal Environment of Business	3	3	0	0
BUSN 2140	Intro to Entrepreneurship	3	3	0	0
BUSN 2230	Principles of Marketing	3	3	0	0
		15			
Semester 4					
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
SPCH 1200	Intro to Public Speaking	3	3	0	0
	Approved Business Elective	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
		12			

AAS-Business Administration

Total Credit Hours: 60

Total Clock Hours: 1,800

CIP Code: 520101

Refer to Appendix F for approved Business elective courses.

BUSINESS ADMINISTRATION – ENTREPRENEURSHIP CONCENTRATION

CERTIFICATE/DEGREE OPTIONS

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

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

PROGRAM COORDINATOR: Susan Guerrero

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

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ACCT 2100	Financial Accounting	3	3	0	0
BUSN 1100	Intro to Business	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214 or 1213 or 1104 or 1103	College Algebra or Contemporary Mathematics	3	3	0	0
CPTR 1100	Intro to Computer Applications	3	3	0	0
		15			
Semester 2					
BUSN 1050	Business Communication	3	3	0	0
BUSN 2100	Introduction to Management	3	3	0	0
BUSN 2130	Personal Finance	3	3	0	0
ECON 2020	Microeconomics (GER)	3	3	0	0
BUSN 2120	Human Resource Management	3	3	0	0
	Approved Humanities	3	3	0	0
	CTS-General Business (33)	**18**			
Semester 3					
BUSN 2240	Entrepreneurial Finance	3	3	0	0
ECON 2010	Macroeconomics (GER)	3	3	0	0
BUSN 2140	Intro to Entrepreneurship	3	3	0	0
BUSN 2230	Introduction to Marketing	3	3	0	0
BUSN 2200	Legal Environment of Business	3	3	0	0
		15			
Semester 4					
SPCH 1200	Intro to Public Speaking	3	3	0	0
ACCT 2500	Computerized Accounting (fall only)	3	3	0	0
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
		12			

AAS -Business Administration

Total Credit Hours: 60

Total Clock Hours: 1,800 **CIP Code: 520101**

Refer to Appendix F for approved Business elective courses.

BUSINESS ADMINISTRATION-PARALEGAL CONCENTRATION

CERTIFICATE/DEGREE OPTIONS

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

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

PROGRAM COORDINATOR: Susan Guerrero

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

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

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

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

1. Comprehend terms and arithmetic/problem solving skills in personal finance and financial accounting.
2. Apply economic theories to real world and hypothetical situations.
3. Communicate effectively using oral and written communication within the business environment using technology.
4. Comprehend business management and legal principles.
5. Demonstrate basic knowledge needed to provide paralegal services.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ACCT 2100	Financial Accounting	3	3	0	0
BUSN 1100	Intro to Business	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214, or1213, or 1104 or 1103	College Algebra or Contemporary Mathematics	3	3	0	0
PALG 1010	Intro to Paralegal Studies	3	3	0	0
		15			
Semester 2					
BUSN 1050	Business Communication	3	3	0	0
BUSN 2100	Introduction to Management	3	3	0	0
BUSN 2130	Personal Finance	3	3	0	0
ECON 2020 or ECON 2010	Microeconomics (GER) or Macroeconomics	3	3	0	0
BUSN 2120	Human Resource Management	3	3	0	0
	Approved Humanities	3	3	0	0
	CTS- General Business (33)	**18**			
Semester 3					
PALG 2010	Computers in the Law Office	3	3	0	0
SPCH 1200	Intro to Public Speaking	3	3	0	0
BUSN 2200	Legal Environment of Business	3	3	0	0
PALG 2150	Legal Research	3	3	0	0
		12			
Semester 4					
PALG 2250	Civil Litigation	3	3	0	0
PALG 2300	Legal Analysis & Writing	3	3	0	0
CRJU 2030	Criminal Law	3	3	0	0
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
		15			

AAS- Business Administration

Total Credit Hours: 60

Total Clock Hours: 1,800 **CIP Code: 520101**

Refer to Appendix F for approved Business elective courses.

CARDIOPULMONARY CARE SCIENCE

ASSOCIATE OF SCIENCE DEGREE

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

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

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

PROGRAM INSTRUCTOR(S): Errol Champagne, MEd, RRT-NPS, LRT; Alisha Aucoin, BS, RRT; Brian Parker, MD Melissa Carter, AS, RRT; Naomi Henry, AS, CRT; Bertha Lara, AS, RRT;; Marie Turner, BS, RRT; Eula Verret, AS, RRT; Cherie Guidry, AS, CRT

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr Hrs	Lecture Cr Hrs	Lab Cr Hrs	Other Cr Hrs
Pre-Clinical Phase					
Semester 1					
BIOL 1140	Human Anatomy & Physiology I	3	3	0	0
BIOL 1150	Human Anatomy & Physiology I Lab	1	0	1	0
CHEM 1010	Chemistry I (GER)	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214/1213	College Algebra (GER)	3	3	0	0
or MATH 1104/1103	Contemporary Math				
PSYC 2010	Introduction to Psychology (GER)	3	3	0	0
	Approved Humanities (GER)	3	3	0	0
		19			
Semester 2					
BIOL 1160	Human Anatomy & Physiology II	3	3	0	0
BIOL 1170	Human Anatomy & Physiology II Lab	1	0	1	0
ENGL 1020	English Composition II (GER)	3	3	0	0
MATH 2100	Introductory Statistics (GER)	3	3	0	0
PHSC 1000	Intro to Physical Science I (GER)	3	3	0	0
CPCS 1010	Orientation to Cardiopulmonary Profession	2	1	1	0
	Approved Fine Arts (GER)	3	3	0	0
		18			
Semester 3 (Summer)					
BIOL 2030	Microbiology for Nursing & Allied Health (GER)	3	3	0	0
CPCS 1500	General Patient Care & Therapeutics	1	0	1	0
		4			
Clinical Phase					
Semester 4 (Fall)					
CPCS 2000	Clinical Applications & Procedures I	5	0	5	0
CPCS 2040	Cardiopulmonary Pathophysiology	3	3	0	0
CPCS 2140	Life Support & Airway Mechanics	3	3	0	0
CPCS 2220	Cardiopulmonary Pharmacology	3	3	0	0
		14			
Semester 5 (Spring)					
CPCS 2250	Cardiopulmonary Diagnostics	4	4	0	4
CPCS 2280	Perinatology & Pediatrics Diagnostics	3	3	0	3
CPCS 2500	Clinical Applications & Procedures II	5	0	5	5
		12			
Semester 6 (Summer)					
CPCS 2700	Comprehensive Cardiopulmonary Therapeutics	2	2	0	0
CPCS 2800	Clinical Applications & Procedures III	3	0	3	0
		5			

AS- Cardiopulmonary Care Science

Total Credit Hours: 72 **CIP Code: 510908**

Total Clock Hours: 1,185

CARE AND DEVELOPMENT OF YOUNG CHILDREN

CERTIFICATE/DEGREE OPTIONS

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Kem Matherne

PROGRAM INSTRUCTOR(S): Kem Matherne

SPECIAL COMMENTS: In order to interact with children in area childcare centers, Louisiana law stipulates that students complete an FBI criminal background check and fingerprints.

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

STUDENT LEARNING OUTCOMES: Upon completing the Care and Development of Young Children program, graduates will be able to:

1. Promote child development and learning;
2. Build family and community relationships;
3. Observe, document, and assess to support young children and families;
4. Use developmentally effective approaches;
5. Use content knowledge to build meaningful curriculum; and
6. Demonstrate knowledge and use of ethical guidelines and other professional standards related to early childhood practice.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
CDYC 1110	Working with Young Children	3	3	0	0
CDYC 1210	Development of Young Children	3	3	0	0
CDYC 1220	Infant and Toddler Curriculum	3	3	0	0
CDYC 1320	Preschool Curriculum	3	3	0	0
CDYC 1120	Health, Safety, and Nutrition	3	3	0	0
		15			
Semester 2					
CDYC 1151	Observation and Participation Lab	2	0	2	0
CDYC 1130	Child Guidance and Behaviors	3	3	0	0
CDYC 1241	Infant and Toddler Lab	2	0	2	0
CDYC 1341	Preschool Lab	2	0	2	0
CDYC 1410	Children with Special Needs	3	3	0	0
CDYC 1230	Family Relationships and Issues	3	3	0	0
	CTS- Child Care Teacher (30)	**15**			
Semester 3					
CDYC 1330	Literature and Language Development	3	3	0	0
CDYC 1332	Preschool Methods	3	3	0	0
CDYC 1420	Organization and Administration	3	3	0	0
CDYC 2211	Practicum	6	6	0	0
	TD-Care and Development of Young Children (45)	**15**			
Semester 4					
ENGL 1000/ 1010	English Composition	3	3	0	0
MATH	Mathematics	3	3	0	0
PSCY 2060	Child Psychology	3	3	0	0
	Approved Natural Science	3	3	0	0
	Approved Humanities	3	3	0	0
		15			

AAS-Care and Development of Young Children (60)

Total Credit Hours: 60 **CIP Code: 430107**

Total Clock Hours: 1,170

CRIMINAL JUSTICE

ASSOCIATE OF SCIENCE DEGREE

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: William Lopez

PROGRAM INSTRUCTOR(S): William Lopez, Kelly Clement

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs	Other Cr. Hrs.
Semester 1					
CRJU 1010	Intro to Criminal Justice	3	3	0	0
CRJU 2630	Intro to Corrections	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1213/1214	College Algebra (GER)	3	3	0	0
CPXX 1XXX	Approved Computer Elective	3	3	0	0
		15			
Semester 2					
CRJU 2030	Criminal Law	3	0	0	0
CRJU ####	Criminal Justice Elective	3	3	0	0
ENGL 1020	English Composition II (GER)	3	3	0	0
MATH ####	Approved Mathematics (GER)	3	3	0	0
SPCH 1200	Introduction to Public Speaking	3	3	0	0
		15			
Semester 3					
CRJU 2020	Public & Community Relations	3	3	0	0
CRJU 2040	Intro to Policing	3	3	0	0
CRJU ####	Criminal Justice Elective	3	3	0	0
POLI 1100	American National Government or				
POLI 2520	State & Local Government (GER)	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
		15			
Semester 4					
CRJU 2610	Criminal Justice Ethics	3	3	0	0
CRJU ####	Criminal Justice Elective	3	3	0	0
	Approved Fine Arts (GER)	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
	Approved Humanities (GER)	3	3	0	0
		15			

AS-Criminal Justice

Total Credit Hours: 60 **CIP Code: 430107**

Total Clock Hours: 900

CUSTOMER SERVICE REPRESENTATIVE

CERTIFICATE OF TECHNICAL STUDIES

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Susan Guerrero

PROGRAM INSTRUCTOR(S): Lynette Callahan, Susan Guerrero, Denise Pellegrin, and Brandy Sevin.

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
BUSI 2010	Human Relations	3	3	0	0
BUSN 1010	Service Communications	3	2	0	0
BUSN 1100	Introduction to Business	3	3	0	0
CLCR 2000	Career Preparation	2	2	0	0
CPTR 1100 or CPTR 1000	Intro to Computer Applications or Intro to Computers	3	3	0	0
KYBD 1100	Keyboarding I	3	3	0	0
		17			

CTS- Customer Service Representative

Total Credit Hours: 17 **CIP Code: 5204011**

Total Clock Hours: 240

DRAFTING AND DESIGN TECHNOLOGY

CERTIFICATE/TECHNICAL DIPLOMA/DEGREE OPTIONS

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

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

PROGRAM COORDINATOR: Dean Pitre

PROGRAM INSTRUCTOR(S): Dean Pitre, Thomas Mewherter

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
MATH 1214/1213	College Algebra (GER)	3	3	0	0
DRFT 1110	Drafting Fundamentals	6	6	0	0
CADD 1150	Introduction to CADD	3	3	0	0
		12			
CPTR 1000	Introduction to Computers	3	3	0	0
DRFT 1210	Advanced Drafting	6	6	0	0
CADD 1250	Advanced CADD	3	3	0	0
CTS-Engineering Aide (24)		**12**			
Semester 3					
CADD 2150	Parametric Solid Modeling	6	6	0	6
DRFT 21XX	Advanced Disciplines	3	3	0	3
CLCR 2000	Career Preparation	2	2	0	2
CTS- Entry Level Drafter (35)		**11**			
Semester 4					
DRFT 21XX	Advanced Disciplines	3	3	0	0
DRFT 21XX	Advanced Disciplines	3	3	0	0
DRFT 21XX	Advanced Disciplines	3	3	0	0
PHSC 1000	Intro to Physical Science I (GER)	3	3	0	0
TD- Drafting & Design Technician (47)		**12**			

Additional general education courses needed for the degree:
(These courses can be taken throughout the four semesters or during summer semesters.)

ENGL 1000/1010	English Composition I (GER)	3	3	0	0
SPCH 1200	Intro to Public Speaking	3	3	0	0
Approved Humanities (GER)		3	3	0	0
Approved Natural Science (GER)		3	3	0	0
Approved Social Science (GER)		3	3	0	0
AAS- Drafting and Design Technology (62)		**15**			

Total Credit Hours: 62

Total Clock Hours: 1,365 **CIP Code: 151301**

ELECTRICIAN

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Keith Prejean

PROGRAM INSTRUCTOR(S): Keith Prejean, Jonathan Greer

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ELEC 1010	Intro Craft Skills I	3	3	0	0
ELEC 1020	Intro Craft Skills II	3	2	1	0
ELEC 1101	Basic Electrical Skills I	3	2	1	0
ELEC 1102	Basic Electrical Skills II	3	2	1	0
	CTC-Apprentice Electrician (12)	**12**			
Semester 2					
ELEC 1201	Residential Electrician I	5	3	2	0
ELEC 1202	Residential Electrician II	4	2	2	0
ELEC 1203	Electrical Raceways and Fittings	3	2	1	0
ELEC 1204	Conduit Bending	4	2	2	0
	CTS- Residential Electrician (28)	**16**			
Semester 3					
ELEC 2301	Industrial/Commercial Electrician I	3	3	0	3
ELEC 2302	Industrial/Commercial Electrician II	3	2	1	3
ELEC 2303	Electrical Calculations	3	3	0	3
ELEC 2304	Motors and Transformers	4	3	1	4
ELEC 2305	Control Systems	3	1	2	3
CLCR 2000	Career Preparation	2	2	0	2
		18			

TD-Industrial/Commercial Electrician

Total Credit Hours: 46

Total Clock Hours: 900 **CIP Code: 460302**

ELECTROCARDIOGRAPH TECHNICIAN

CAREER AND TECHNICAL CERTIFICATE

PROGRAM DESCRIPTION: This program of study prepares individuals, under the supervision of physicians and nurse, to administer EKG and ECG diagnostic examinations and report results to the treatment team. This program includes instruction in basic anatomy and physiology, the cardiovascular system, medical terminology, cardiovascular medications and effects, patient care, EKG /ECG administration, equipment operation and maintenance, interpretation of cardiac rhythm, patient record management, and professional standards and ethics.

PROGRAM ACCREDITATION: N/A

PROGRAM DEAN: Dr. Danielle Vauclin, DNP, RN, DNP, RN

PROGRAM INSTRUCTOR(S): Melissa Frentz, RN, MSN, CNE; Leah Bourque, RRT

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

OVERALL GRADE PONT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0.

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

1. Demonstrate a competency in the use of various EKG machines, proper patient preparation, and interpretation of heart rhythms.
2. Demonstrate understanding of anatomy of the cardiovascular system, associated medical terminology, and specific disease states related to abnormal EKG tracings.
3. Identify normal, abnormal, ischemic and lethal cardiac rhythms along with appropriate care and treatment.
4. Demonstrate professionalism and ethical conduct in the workplace.
5. Become employed in the healthcare industry.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
HEKG 1011	EKG Principles & Procedures	6	4	1	1
		6			

CTC- EKG Technician

Total Credit Hours: 6 **CIP Code: 510902**

Total Clock Hours: 135

ENVIRONMENTAL SCIENCE

ASSOCIATE OF SCIENCE

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Jacqueline Richard

PROGRAM INSTRUCTOR(S): Jacqueline Richard, Holly Kilvitis

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

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

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

OVERALL PROGRAM OBJECTIVES:

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

BIOLOGY CONCENTRATION OBJECTIVES:

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

CHEMISTRY CONCENTRATION OBJECTIVES:

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

Curriculum

Subject	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours
First Semester						
ENGL	1010	English Composition I	3	0	3	3
MATH	1100	College Algebra	3	0	3	3
BIOL	1030	Biology I (Majors)	3	0	3	3
BIOL	1031	Biology I Laboratory (Majors)	0	1	3	1
		Humanity	3	0	3	3
			13			
Second Semester						
ENGL	1020	English Composition II	3	0	3	3
MATH	1110	Trigonometry	3	0	3	3
CHEM	1123	Chemistry I (Majors)	3	0	3	3
CHEM	1121	Chemistry I Laboratory (Majors)	0	1	3	1
ENSC	1103	Introduction to Environmental Science	3	0	3	3
		Social Science	3	0	3	3
			16			
Third Semester						
CHEM	1133	Chemistry II (Majors)	3	0	3	3
CHEM	1131	Chemistry II Laboratory (Majors)	0	1	3	1
BIOL	1040	Biology II (Majors)	3	0	3	3
BIOL	1041	Biology II Laboratory (Majors)	0	1	3	1
MATH	2100	Introductory Statistics	4	0	4	4
ENSC	1010	Introduction to Ecology	3	0	3	3
			15			
Fourth Semester						
PHYS	1030	Physics I (algebra/trig based)	3	0	3	3
PHYS	1031	Physics I (algebra/trig based)	0	1	3	1
ENSC	2020	Environmental Science: Field and Research Methods	3	0	3	3
ENSC		ENSC Electives	6	0	6	6
		Fine Arts	3	0	3	3
			16			

AS-Environmental Science

Credit Hours: 60
Contact Hours: 75

CIP: 030104

GENERAL STUDIES

CERTIFICATE/DEGREE OPTIONS

DIVISION: Arts and Sciences (ARSC)

DEPARTMENT(S): Interdisciplinary

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: William Lopez

PROGRAM INSTRUCTOR(S): Interdisciplinary

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

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

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

SPECIAL REQUIREMENTS FOR THE DEGREE: Students wishing to earn the Associate of General Studies Degree must:

- complete the 30-hour General Education requirement
- complete twelve hours of specific Enrichment Electives
- complete an 18-credit hour Concentration Area selected in consultation with an advisor
- earn a grade point average of 2.5 for coursework taken in the area of concentration

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1###	Approved Mathematics (GER)	3	3	0	0
	Approved Fine Arts (GER)	3	3	0	0
	Approved Humanities (GER)	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
		15			
Semester 2					
ENGL 1020	English Composition II (GER)	3	3	0	0
	Approved Social Science (GER)	3	3	0	0
	Approved Enrichment Elective*	3	3	0	0
	Approved Elective/Enrichment Elec*	3	3	0	0
	Approved Elective/Enrichment Elec*	3	3	0	0
CTS- Certificate of General Studies (30)		**15**			
Semester 3					
CPXX 1XXX	Approved Computer Elective	3	3	0	0
	Approved Enrichment Elective*	3	3	0	0
	Approved Concentration Area Course**	3	3	0	0
	Approved Concentration Area Course**	3	3	0	0
	Approved Concentration Area Course**	3	3	0	0
		15			
Semester 4					
	Approved Natural Science (GER)	3	3	0	0
	Approved Social Science (GER)	3	3	0	0
	Approved Concentration Area Course**	3	3	0	0
	Approved Concentration Area Course**	3	3	0	0
	Approved Concentration Area Course**	3	3	0	0
		15			

AGS- Associate of General Studies

Total Credit Hours: 60 **CIP Code: 240102**

Total Clock Hours: 900

* Approved electives should be selected in conjunction with an academic advisor. If the student plans to complete the AGS or transfer to another postsecondary institution, these two electives must be enrichment electives.

For the CGS, the enrichment elective must be a mathematics, humanity or fine arts, natural science, or social science course.

For the AGS, one enrichment elective must be a mathematics course; two enrichment electives must be a humanity or fine arts; and one must be a natural science.

** Concentration area courses must be a coherent selection of courses designed to meet the career objective of the student.

GEOLOGY

ASSOCIATE OF SCIENCE

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Jacqueline Richard

PROGRAM INSTRUCTOR(S): Jacqueline Richard, John Myers

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

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ENGL 1010	English Composition I	3	3	0	0
MATH 1213	College Algebra	3	3	0	0
GEOL 1010	Physical Geology	3	3	0	0
GEOL 1011	Physical Geology Laboratory	1	0	3	0
	Humanities Elective	3	3	0	0
		13			
Semester 2					
ENGL 1020	English Composition II	3	3	0	0
MATH 1213	Trigonometry	3	3	0	0
GEOL 1020	Historical Geology	3	3	0	0
GEOL 1021	Historical Geology Laboratory	1	0	3	0
ENVS 1103	Environmental Science	3	3	0	0
	Social Science	3	3	0	0
		16			
Semester 3					
CHEM 1123	Introduction to Chemistry I	3	3	0	0
CHEM 1121	Introduction to Chemistry I Laboratory	1	0	3	0
BIOL 1030	General Biology I	3	3	0	0
BIOL 1031	General Biology I Laboratory	1	0	3	0
MATH 2125	Calculus I	5	5	0	0
	Approved Geology Elective*	3	3	0	0
		16			
Semester 4					
PHYS 2113	General Physics I	3	3	0	0
PHYS 2111	General Physics I Laboratory	1	0	3	0
	Approved Geology Elective*	3	3	0	0
	Approved Geology Elective*	3	3	0	0
	Approved Geology Elective*	3	3	0	0
	Fine Arts	3	3	0	0
		16			

AS-GEOLOGY

Total Credit Hours: 61 **CIP Code: 400601**

Total Clock Hours: 1,290

*Approved Geology Elective must be from the GEOL course series

INTEGRATED PRODUCTION TECHNOLOGIES

CERTIFICATE/DEGREE OPTIONS

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

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

PROGRAM COORDINATOR: Noel George

PROGRAM INSTRUCTOR(S): Noel George, Edward Zeringue

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

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

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

1. Apply fundamental concepts of DC/AC electricity, electronics, power distribution systems, uninterrupted power supply, and grounding systems.
2. Identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. Demonstrate the ability to function, maintain, and trouble shoot pneumatic, electronic, digital, and mechanical controls and systems.
4. Understand the operation of electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.
5. Demonstrate understanding of computational methods and software used for vibration analysis, unit alignment, maintenance, troubleshooting, and repair of equipment and controls used in production and pipeline operations, as well as a foundational knowledge of oil and gas sales related to theories such as shrink, flash temperature, and gravity effects.
6. Demonstrate understanding of offshore safety and compliance standards and regulations applicable to offshore and deep-water production and facilities, as required by the Bureau of Safety and Environmental Enforcement (BSEE), Environmental Protection Agency, United States Coast Guard, or other governmental regulatory agency. Standards and Regulations include, but are not limited to, Safety and Environmental Management Systems (SEMS), 30 CFR 250 and API RP 14 C.
7. Demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas, such as oil and gas dehydration, walk-down process flow lines, chemical injections, basic marine concepts for Deepwater assets, pigging operations, wellhead inspections and testing, and water cut sampling (shake-out).
8. Demonstrate and apply transferrable skills necessary to gain employment in the oil and gas, petrochemical, or related industry.
9. Enhance soft skills such as communication, teamwork, and critical thinking skills necessary to be a successful, effective employee who can perform various tasks safely.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
IPTN 1030	Process Diagrams	3	2	1	0
IPTN 1310	IPT Equipment I	3	2	1	0
IPTN 1600	Oil & Gas Production I	3	2	1	0
IPTN 1500	Offshore Safety & Compliance	3	3	0	0
	CTC-Intro to Production Technologies (12)				
MATH 1214/1213	College Algebra (GER)	3	3	0	0
		15			
Semester 2					
IPTN 1050	Petroleum Computational Methods	3	3	0	0
IPTN 1300	Applied Electricity & Instrumentation I	3	2	1	0
	CTS- Production Helper (21)				
CPXX 1XXX	Approved Computer Elective	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
IPTN 1610	Oil & Gas Production II	3	2	1	0
		15			
Semester 3					
IPTN 1320	IPT Equipment II	3	2	1	0
IPTN 1400	Fluid Mechanics	3	1	2	0
IPTN 2300	Applied Electricity & Instrumentation II	3	2	1	0
SPCH 1200	Intro to Public Speaking	3	3	0	0
	Approved Humanities (GER)	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
		18			
Semester 4					
IPTN 2500/2600	Careers in the Petroleum Industry	2	2	0	2
IPTN 2000	Planning & Management	4	3	1	4
IPTN 2100/2700	Deepwater Systems & Technology	3	2	1	3
IPTN 2200	Production Safety Systems	3	2	1	3
	Approved Social Science (GER)	3	3	0	3
		15			

AAS- Integrated Production Technologies

Total Credit Hours: 63 **CIP Code: 150903**

Total Clock Hours: 1,125

LOUISIANA TRANSFER

ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

PROGRAM DESCRIPTION: The Louisiana Transfer Associate Degree is designed to provide students with an opportunity to complete the first 60 hours of course work toward a baccalaureate degree at a 2-year or community college. LT graduates are eligible to enter a 4-year Louisiana public university as a junior, with all 60 (non-developmental) credits transferring to the receiving university. The Transfer Degree Guarantee (TDG) refers to a guaranteed and easy transfer for students from a 2-year community college to a public university in Louisiana. Students may complete either an Associate of Arts (AALT) or Associate of Science (ASLT), depending on their interests and aspirations for further study and a bachelor's degree. It is the student's responsibility to choose courses that will maximize preparation for the university major, so it is important for students to do some research and seek advice when designing their LT degree. See below for the eight LT concentration templates designed to lead into a bachelor's degree curriculum. Each consists of a 39-hour General Education (GenEd) block and 21-hours of additional course work related to the prospective major. Students must complete the degree with a grade of "C" or better in each course.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: William Lopez/Clint Coleman

PROGRAM INSTRUCTOR(S): Interdisciplinary

SPECIAL COMMENTS: This degree includes 39 credits general education credits and 21 hours of courses that students will choose based on the requirements of the baccalaureate programs into which they plan to transfer. Students must follow an approved transfer agreement.

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

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

STUDENT LEARNING OUTCOMES: Students who successfully complete the Louisiana Transfer, Associate of Arts Degree will be able to

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

Louisiana Transfer Concentration Templates are located on the following site:
https://regents.la.gov/divisions/planning-research-and-academic-affairs/academic-affairs/louisiana-transfer-degree-lt/

MACHINE TOOL TECHNOLOGY

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Clint Domangue

PROGRAM INSTRUCTOR(S): Clint Domangue

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
MTTC 1000	Material Measurement and Safety	2	2	0	0
MTTC 1002	Intro to Lathe Lecture	2	2	0	0
MTTC 1003	Intro to Lathe Lab	3	0	3	0
MTTC 1004	Intro to Mill Lecture	2	2	0	0
MTTC 1005	Intro to Mill Lab	3	0	3	0
CTC - Machine Shop Helper (12 hours)		**12**			
Semester 2					
MTTC 2002	Advanced Lathe Lecture	2	2	0	0
MTTC 2003	Advanced Lathe Lab	3	0	3	0
MTTC 2004	Advanced Mill Lecture	2	2	0	0
MTTC 2005	Advanced Mill Lab	3	0	3	0
CTS – Machine Operator (22 hours)					
CLCR 2000	Career Preparation	2	2	0	0
		12			
Semester 3					
MTTC 2810	Intro to CNC Lecture	4	4	0	0
MTTC 2811	Intro to CNC Lab	4	0	4	0
MTTC 2800	Intro to MasterCam	4	4	0	0
		12			
Semester 4					
MTTC 2812	Advanced CNC Lecture	2	2	0	0
MTTC 2813	Advanced CNC Lab	4	0	4	0
MTTC 2814	CNC 5 – Axis Lecture	2	2	0	0
MTTC 2815	CNC 5 – Axis Lab	4	0	4	0
		12			

TD – Machine Tool Technology

Total Credit Hours: 48

Total Clock Hours: 1080 **CIP Code: 480501**

MARINE DIESEL ENGINE TECHNICIAN

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Ronnie Hayes

PROGRAM INSTRUCTOR(S): Ronnie Hayes, Corey Bourg

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

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
DESL 1120	Safety Skills & Intro to Diesel Engines	3	2	1	0
DESL 1130	Diesel Engine Identification & Operating Principles	3	1	2	0
DESL 1140	Engines	4	1	3	0
DESL 1240	Diesel Engine Fuel Systems	3	1	2	0
MDET 2310	Marine Air Intake and Exhaust Systems	1	0	1	0
MDET 2320	Marine Cooling Systems	1	0	1	0
	CTC-Diesel Mechanic Apprentice (15)	**15**			
Semester 2					
DESL 1210	Diesel Electrical Systems	5	3	2	0
DESL 1231	Diesel Engine Control Systems	3	1	2	0
DESL 1150	Engine Diagnostics	4	1	3	0
MDET 2210	Engine Mounting and Alignment	3	2	1	0
	CTS-Diesel Engine Mechanic (30)	**15**			
Semester 3					
MDET 2230	Gears and Engine Couplings	4	2	2	0
MDET 2700	Diesel Engines and the Vessel	4	4	0	0
DESL 1500	Hydraulics	3	2	1	0
MWLD 2230	Basic Welding for Mechanics	2	1	1	0
CLCR 2000	Career Preparation	2	2	0	0
		15			

TD- Marine Diesel Engine Technician

Total Credit Hours: 45

Total Clock Hours: 1,005 **CIP Code: 470605**

MEDICAL CLINICAL ASSISTANT

CAREER AND TECHNCIAL CERTIFICATE

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

PROGRAM ACCREDITATION: N/A

PROGRAM DEAN: Dr. Danielle Vauclin, DNP, RN, MSN, RN
PROGRAM INSTRUCTOR(S): Melissa Frentz, RN, MSN, CNE; Allison Adams, RN, MSN, CNE

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

OVERALL GRADE PONT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher.

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
CMCA 1010	Medical/Clinical Assistant I	3	3	0	0
CMCA 1020	Medical/Clinical Assistant II	3	3	0	0
		6			

CTC- Medical Clinical Assistant

Total Credit Hours: 6

Total Clock Hours: 90 **CIP Code: 510801**

MEDICAL CODING / INSURANCE BILLING SPECIALIST

CERTIFICATE

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

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Brandy Sevin

PROGRAM INSTRUCTOR(S): Denise Pellegrin, RN, Lynette Callahan, Susan Guerrero, Paula Rome, and Brandy Sevin.

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

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

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

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
CPTR 1100	Intro to Computer Applications	3	3	0	0
KYBD 1050	Keyboarding for Medical Coding	3	1	2	0
MCSI 1300	Medical Terminology	3	3	0	0
MCSI 1120	General Body Structure	3	3	0	0
MCSI 1101	Medical Coding ICD-10 CM	3	3	0	0
CTC Medical Office Assistant		**15**			
Semester 2					
CINS 1350	Spreadsheet Applications	3	3	0	0
MCSI 1102	Medical Coding CPT-HCPCS	3	1	2	0
MCSI 1105	Medical Insurance/Billing	3	3	0	0
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
		12			

CTS-Medical Coding/Insurance Specialist

Total Credit Hours: 27

Total Clock Hours: 495 **CIP Code: 510713**

MEDICAL LABORATORY TECHNICIAN

ASSOCIATES OF APPLIED SCIENCE DEGREE

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

PROGRAM ACCREDITATION: National Accrediting Agency of Clinical Laboratory Sciences (NAACLS)

PROGRAM COORDINATOR: Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.

PROGRAM INSTRUCTOR(S): PROGRAM INSTRUCTOR(S): Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.; ; Bridgette Barrett, MT (ASCP), SM (ASCP), Kerry Toups, B.S. , MT(ASCP)

CLINICAL SITES: Cardiovascular Institute of the South, Children's Hospital, Leonard J. Chabert Medical Center (Ochsner-Chabert), Ochsner Clinic Foundation, Ochsner Foundation, Omega Diagnostics, Ochsner-St. Mary (Formerly Teche Regional), Terrebonne General Medical Center, Thibodaux Regional Health Systems, University Medical Center

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements.

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

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

Program Outcomes

1. **Certification Rates**: Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three-year period.
2. **Graduation Rates**: Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years
3. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.
4. **Attrition Rate**: Maintain attrition rates demonstrating an average of at or below 30% of students are loss during the program as calculated by the most recent three years.

Student Learning Outcomes

MLTs are highly skilled medical laboratory professionals who perform the analysis of blood and body fluids, evaluate test results and correlate test results with patient conditions. Graduates of the Medical Laboratory Technology Program are expected to possess requisite knowledge and skills in all major areas of clinical laboratory practice. The analysis of blood and body fluids requires a basic understanding of the critical role laboratory test results play in the diagnosis and treatment of disease. Graduates of the MLT Program will have an in-depth understanding of anatomy and physiology as related to health and disease, the relationship of laboratory findings to common disease processes, proper procedures for performing laboratory analyses, instrumentation used in laboratory testing, factors that affect laboratory test results, proper procedures for reporting test results and will demonstrate this by achieving a minimum 80% competency rating in the following:

· Perform the routine analysis of blood/body fluids with minimal supervision;
· Demonstrate the ability to perform routine laboratory procedures in all major areas of clinical laboratory practice to include Clinical Chemistry, Hematology/Hemostasis, Urinalysis/Body Fluids, Microbiology, Immunology, Immunohematology and Laboratory Operations;
· Identify test principles, methodologies, significance of test results, reference ranges, alert values and sources of test variability;
· Assure accuracy and validity of test results by application of appropriate quality control and quality assurance procedures;
· Perform basic analytic techniques, demonstrate appropriate use of laboratory instrumentation; select appropriate trouble-shooting procedures when necessary;
· Comply with laboratory safety regulations to include proper handling of biologic specimens, safe use of chemicals and safe use of equipment in the laboratory;
· Identify sources of pre-analytic, analytic and post-analytic error; correlate test results with disease processes;
· Interpret quality control data and initiate appropriate corrective action when control results are not within acceptable limits;
· Respond appropriately to stress, time constraints and changes in the workplace;
· Accurately report test results using lab information systems and other means for communicating test results;
· Demonstrate a commitment to patients, to the profession and to professional development.

Medical Laboratory Technician Summer 2021

Course Number	Course Title	Lecture		Lab		Clinical		Total Cr. Hrs.	Total Clock
SUMMER[3]	**PRE-PETITION**	Credit	Clock	Credit	Clock	Credit	Clock		
ENGL 1010	English Composition I[1]	3	45	0	0	0	0	3	45
BIOL 1030	General Biology I (Majors)[4]	3	45	0	0	0	0	3	45
BIOL 1031	General Biology I-Lab (Majors)[4]	0	0	1	30	0	0	1	30
MATH 1213	College Algebra[2]	3	45	0	0	0	0	3	45
MLTS 1012	Intro to Clinical Lab Science	1	15	0	0	0	0	1	15
MLTS 1011	Intro to Clinical Lab Science-Lab	0	0	1	30	0	0	1	30
	ALL Pre-Petition Courses MUST be passed with a C or higher to take any other MLTS courses.								
FALL	**Freshman Year**								
MLTS 1020	Hematology	3	45	0	0	0	0	3	45
MLTS 1022	Hematology-Lab	0	0	1	30	0	0	1	30
MLTS 1050	Immunohematology/Blood Bank	2	30	0	0	0	0	2	30
MLTS 1052	Immunohematology/Blood Bank-Lab	0	0	1	30	0	0	1	30
MLTS 1021	Hemostasis	1	15	0	0	0	0	1	15
BIOL 2121	General Micro for Science Majors[4]	3	45	0	0	0	0	3	45
BIOL 2123	General Micro for Science Majors-Lab[4]	0	0	1	30	0	0	1	30
SPRING	**APPLY TO MLT CLINICAL PROGRAM[3]**								
MLTS 1030	Clinical Microbiology/Mycology	3	45	0	0	0	0	3	45
MLTS 1032	Clinical Microbiology/Mycology-Lab	0	0	1	30	0	0	1	30
MLTS 1041	Urinalysis/Body Fluids	1	15	0	0	0	0	1	15
MLTS 1043	Urinalysis/Body Fluids-Lab	0	0	1	30	0	0	1	30
CHEM 1010	Fundamentals of Chemistry	3	45	0	0	0	0	3	45
BIOL 1140	Anatomy and Physiology I	3	45	0	0	0	0	3	45
BIOL 1150	Anatomy and Physiology I Lab	0	0	1	30	0	0	1	30
FALL	**Sophomore Year**								
MLTS 1040	Clinical Chemistry	3	45	0	0	0	0	3	45
MLTS 1042	Clinical Chemistry-Lab	0	0	1	30	0	0	1	30
MLTS 2100	Clinical Practice I[3]	0	0	0	0	5	225	5	225
BIOL 1160	Anatomy and Physiology II	3	45	0	0	0	0	3	45
BIOL 1170	Anatomy and Physiology II Lab	0	0	1	30	0	0	1	30
PSYC 2010	Introduction to Psychology	3	45	0	0	0	0	3	45
SPRING									
MLTS 1031	Virology/Parasitology	1	15	0	0	0	0	1	15
MLTS 1033	Virology/Parasitology-Lab	0	0	1	30	0	0	1	30
MLTS 1051	Immunology	2	30	0	0	0	0	2	30
MLTS 2200	Clinical Practice II[3]	0	0	0	0	5	225	5	225
XXXX	Humanities Elective	3	45	0	0	0	0	3	45

AAS-Medical Laboratory Technician (65) **CIP Code: 51.1004**

NURSE ASSISTANT

CAREER AND TECHNICAL CERTIFICATE

PROGRAM DESCRIPTION: The Nurse Assistant Program prepares students to perform basic care services to patients including checking vital signs, grooming, and nutrition. The program includes an introduction to health care, basic nursing skills, body structure and function, and infection control.

PROGRAM ACCREDITATION: Louisiana Department of Health (LDH)

PROGRAM COORDINATOR: Rebecca Naquin, MSN, RN

PROGRAM INSTRUCTOR(S): To be determined

CLINICAL SITES: Chateau Terrebonne, Heritage Manor of Houma, Thibodaux Regional Health System

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

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

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

1. Demonstrate basic nursing skills while maintaining infection control and safety standards.
2. Perform cardiopulmonary resuscitation (CPR).
3. Demonstrate basic personal care skills for the client.
4. Demonstrate basic mental health and social service needs by modifying his/her own behavior in response to residents' or clients' behavior.
5. Demonstrate skills, which incorporate principles of restorative nursing, including the use of assistive devices.
6. Demonstrate behavior which maintains residents' or patient's rights including but not limited to providing privacy and maintenance of confidentiality and allowing residents to make personal choices to accommodate individual needs when possible, and providing care which maintains the resident free from abuse.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
NRSA 1211	Nursing Fundamentals	4	3	1	0
NRSA 1222	Skills Application	2	0	0	2
		6			

CTC- Nurse Assistant

Total Credit Hours: 6

Total Clock Hours: 165 **CIP Code: 513902**

NURSING

ASSOCIATE DEGREE

PROGRAM ACCREDITATION: The Associate of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404-975-5000.

PROGRAM DESCRIPTION: This program provides both classroom instruction and supervised clinical activities to prepare the student to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN) given by the National Council of State Boards of Nursing. The program incorporates course work identified as essential to the practice of the registered nurse. Classroom instruction includes the integration of the following material: human anatomy and physiology, microbiology, nutrition, nursing concepts, nursing care, pharmacology and clinical activities in accredited hospitals and health care facilities. The program is approved by the Louisiana State Board of Nursing. Upon graduation, the student is eligible to take the licensure examination administered by the National Council of State Boards of Nursing. The student must pass the national exam to become a Registered Nurse (RN).

PROGRAM COORDINATOR: Olivia Walker, MSN, RN, FNP; Melissa Frentz, MSN, RN, CNE

PROGRAM INSTRUCTOR(S): Allison Adams MSN, RN, CNE; Melissa Frentz, MSN, RN, CNE; Celeste George, APRN, FNP-C; Magan Kovac, APRN, WHNP-BC; Rebecca Naquin, RN, MSN; Trudy Thompson, MSN, RN; Latoya Turner, MSN, RNC-OB; Olivia Walker, APRN, FNP-C; Bridget Robichaux, DNP, RN; Kristi Chancellor, RN, BSN

CLINICAL SITES: Terrebonne General Medical Center, Leonard J. Chabert Ochsner, St. Anne, Thibodaux Regional Medical, Heritage Manor, Compass Psychiatric Specialties, Ochsner Hospitals, Children's Hospital, AMG Specialty Hospital, Cardiovascular Institute of the South (CIS), Gentile Properties, Audubon Rehab. Thibodaux Pediatric Day Health Care.

ARTICULATION AGEEMENTS: These agreements are intended to facilitate completion of four-year degrees at various institutions in high need areas and thereby increase the number of skilled professionals within the Louisiana workforce.

1. Nicholls State University
2. Northwestern State University
3. Louisiana State University Health Science Center (LSU HSC)
4. Chamberlain University
5. Herzing University
6. Loyola University
7. Our Lady of Holy Cross University

SPECIAL COMMENTS: All nursing clinical courses must be completed with a grade of C or higher on a 7-point grading scale. All senior nursing students will be expected to pass a comprehensive exit exam in order to receive approval to sit for the NCLEX State Board Exam. If a student is unsuccessful the first attempt the student must remediate and successfully retest in order to be allowed to sit for the NCLEX State Board Exam. If the student is unsuccessful on the second attempt, additional remediation will be required. Students are encouraged to take a computer literacy course.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an 80% in each course in order to receive the degree.

PROGRAM OUTCOMES:

1. Performance on Licensure Exam: Provide a course of study that promotes an annual (Jan 1st –Dec. 31st) first time pass rate of 80% or greater on the NCLEX-RN as set by the Louisiana State Board of Nursing.
2. Program Completion Rate: The program completion rates will be 60% of students entering into the clinical nursing course will complete in three (3) semesters.
3. Job Placement Rates: 90% or greater employment rate of graduates actively seeking employment in the field of nursing within one year of graduation.

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

1. Provide patient-centered care by recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs.
2. Participate in teamwork and collaboration by functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Provide evidence-based practice by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
4. Provide quality improvement by using data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Provide safety by minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. Use information technology to communicate, manage knowledge, and mitigate error and support decision making.

ADMISSION CRITERIA/SELECTION PROCESS FOR THE CLINICAL PHASE OF THE PROGRAM: Students are accepted into the clinical phase of the program each year in the fall. Additional information for the ASN clinical application and selection process is included in the current ASN Admission Guide found on the Fletcher website.

Traditional Curriculum Option

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Pre-Clinical Phase					
Semester 1 (fall)					
BIOL 1140	Anatomy & Physiology I (GER)*	3	3	0	0
BIOL 1150	Anatomy & Physiology I Lab (GER)*	1	0	1	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214/1213	College Algebra (GER)	3	3	0	0
or MATH 1104/1103	Contemporary Math				
	Humanities Elective (GER)	3	3	0	0
	Fine Arts Elective (GER)	3	3	0	0
		16			
Semester 2 (spring)					
BIOL 1160	Anatomy & Physiology II (GER)*	3	3	0	0
BIOL 1170	Anatomy & Physiology II Lab(GER)*	1	0	1	0
BIOL 2030	Microbiology (GER)*	3	3	0	0
ENGL 1020	English Composition II (GER)	3	3	0	0
MATH 2100	Introductory Statistics (GER)	3	3	0	0
PSYC 2120	Developmental Psychology (GER)	3	3	0	0
		16			

*These courses must have been successfully completed within five years of the anticipated date of enrollment in the clinical phase of the program.

Clinical Phase					
Semester 3 (fall)					
NURS 1000	Basic Nursing	4	2	1	1
NURS 1080	Health Assessment for Nurses	4	3	1	0
	CTC- Nurse Assistant (8)				
NURS 1090	Pharmacology	4	3	1	0
NURS 1310	Nursing Care of the Adult w/Health Alterations I	3	2	0	1
		15			
Semester 4 (spring)					
NURS 2300	Nursing Care of the Adult w/ Health Alterations II	7	4	0	3
NURS 2750	Maternal-Child Nursing Care	5	3	1	1
NURS 2800	Issues in Nursing & Healthcare	3	3	0	0
		15			
Summer Session					
NURS 2740	Nursing Care of the Client w/ Alterations in Mental Health	4	3	0	1
NURS 2760	Capstone Course	3	3	0	0
		7			

ASN- Nursing

Total Credit Hours: 69

Total Clock Hours: 1,365 **CIP Code: 513801**

LPN to ASN Curriculum Option

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Pre-Clinical Phase					
Semester 1 (fall)					
BIOL 1140	Anatomy & Physiology I (GER)*	3	3	0	0
BIOL 1150	Anatomy & Physiology I Lab (GER)*	1	0	1	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214/1213	College Algebra (GER)	3	3	0	0
or MATH 1104/1103	Contemporary Math				
	Humanities Elective (GER)	3	3	0	0
	Fine Arts Elective (GER)	3	3	0	0
		16			
Semester 2 (spring)					
BIOL 1160	Anatomy & Physiology II (GER)*	3	3	0	0
BIOL 1170	Anatomy & Physiology II Lab(GER)*	1	0	1	0
BIOL 2030	Microbiology (GER)*	3	3	0	0
ENGL 1020	English Composition II (GER)	3	3	0	0
MATH 2100	Introductory Statistics (GER)	3	3	0	0
PSYC 2120	Developmental Psychology (GER)	3	3	0	0
		16			
Clinical Phase					
Semester 3 (fall)					
NURS 1000**	Basic Nursing	4	2	1	1
NURS 1080**	Health Assessment for Nurses	4	3	1	0
NURS 1090	Pharmacology	4	3	1	0
NURS 1320	Transitions in Nursing	6	3	1	2
		18			
Semester 4 (spring)					
NURS 2300	Nursing Care of the Adult w/ Health Alterations II	7	4	0	3
NURS 2750	Maternal-Child Nursing Care	5	3	1	1
NURS 2800**	Issues in Nursing & Healthcare	3	3	0	0
		15			
Summer Session					
NURS 2740**	Nursing Care of the Client w/ Alterations in Mental Health	4	3	0	1
NURS 2760	Capstone Course	3	3	0	0
		7			

**Upon completion of NURS 1320, LPNs will be awarded credit for work experience for these courses.

ASN- Nursing

Total Credit Hours: 72

Total Clock Hours: 1,380 **CIP Code: 513801**

OFFICE SYSTEMS TECHNOLOGY

CERTIFICATE/DEGREE OPTIONS

PROGRAM DESCRIPTION: This program provides specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed. This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

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

PROGRAM COORDINATOR: Brandy Sevin

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

SPECIAL COMMENTS: All business courses in the office systems curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course. Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above. Computer application courses have a five-year time limit. CPTR 1000, CINS 1350, CINS 1250, CINS 1750, CINS 1650 - 5 year term limit or demonstrated competency test.

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

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

1. Apply basic accounting procedures.
2. Create files to communicate effectively using a variety of computer applications.
3. Demonstrate professionalism in the classroom and workplace.
4. Apply techniques to effectively manage an office environment.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
ACCT 2100	Financial Accounting	3	3	0	0
CPTR 1100	Intro to Computer Applications	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
KYBD 1100	Keyboarding I	3	1	2	0
MATH 1214, or1213, or 1104 or 1103	College Algebra or Contemporary Mathematics	3	3	0	0
		15			
Semester 2					
CINS 1350	Spreadsheet Applications	3	3	0	0
BUSN 1050	Business Communications	3	3	0	0
	CTS- Office Assistant (21)				
BUSN 1100	Introduction to Business	3	3	0	0
KYBD 1200	Keyboarding II (spring only)	3	1	2	0
CINS 1250	Word Processing	3	3	0	0
		15			
Semester 3					
CINS 1750	Database Applications (fall only)	3	3	0	0
BUSN 2130	Personal Finance	3	3	0	0
	Approved Accounting Elective	3	3	0	0
	CTS- Word Processor Operator (39)				
BUSN 2100	Introduction to Management	3	3	0	0
OSYS 2530	Office Procedures (fall only)	3	3	0	0
		15			
Semester 4					
BUSN 2451 or BUSN 2980	Integrated Career Skills or Approved Internship	3	3	0	0
	Approved Humanities (GER)	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
	Approved Social Science (GER)	3	3	0	0
CINS 1650	Desktop Publishing (spring only)	3	3	0	0
		15			

AAS- Office Systems Technology

Total Credit Hours: 60

Total Clock Hours: 1,065 **CIP Code: 520401**

PATIENT CARE TECHNICIAN

CERTIFICATE OF TECHNICAL STUDIES

Patient Care Technology (PCT) will NOT be an option for a major at Fletcher effective spring 2021. If you have already declared PCT as your major (prior to spring 2021), you will be able to complete CNA, ECG, and phlebotomy through fall 2021 for credit towards the PCT. Both CNA and ECG will now be offered as non-credit courses, but you can request college credit for them after completion if you have already declared PCT as your major. After fall 2021, no PCT awards will be issued.

PROGRAM DESCRIPTION: This program is used to prepare the student for an entry-level position as patient care technician. The program provides competency in the fundamentals of patient care and basic nursing skill, training in basic ECG and phlebotomy. Students will progress through the program with the opportunity to achieve a technical certificate in Nursing Assistant and ECG technician as well as a certificate of technical studies in Phlebotomy with the ultimate achievement of certificate of technical studies in patient care technician. Program graduates have the opportunity to be qualified for employment at hospitals, nursing homes, clinics or at any health care institution.

PROGRAM ACCREDITATION: Specific to each area

PROGRAM DEAN: Dr. Danielle Vauclin, DNP, RN,

PROGRAM INSTRUCTOR(S): Varies by area

CLINICAL SITES: Terrebonne General Medical Center, AMG, Ochsner Hospitals, Cardiovascular Institute of the South, Thibodaux Regional Health System, Lady of the Sea General Hospital, The Oaks of Houma

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

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

STUDENT LEARNING OUTCOMES: Students who successfully complete the Patient Care Technician program will be able to

1. Demonstrate understanding of the most common medical terminology abbreviations.
2. Demonstrate proficiency in taking and interpreting vital signs, transferring the patients, personal care including bed bath, feeding, toileting and activities of daily living.
3. Demonstrate the knowledge and skills in medical asepsis, bed making, general care of patients, care of orthopedic, bedbound and diabetic patients, diet and nutrition and patient confidentiality.
4. Demonstrate the required skills needed to assist and perform in a clinical setting including safe, venipuncture, identifying EKG changes appropriately, assure patient rights are adhered to and uphold HIPPA regulations.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1	**(Spring)**				
HIHC 1110	Introduction to Health Care	3	3	0	0
HMDT 1170	Medical Terminology	2	2	0	0
HPHL 1010	Phlebotomy Principles	2	2	0	0
HPHL 1020	Phlebotomy Techniques	7	3	2	2
NBAP 1120	Body Structure and Function	2	2	0	0
		16*			

*Upon completion of these courses, students may be eligible for a certificate of technical studies in Phlebotomy. (Refer to the Phlebotomy program of study.)

Semester 2	**(Summer)**				
HEKG 1011	EKG Principles & Procedures	6	4	1	1
		6**			

**Upon completion of this course, students may be eligible for a career and technical certificate as an Electrocardiograph Technician. (Refer to the EKG Technician program of study.)

Semester 3	**(Fall)**				
NRSA 1211	Nursing Fundamentals	4	3	1	0
NRSA 1222	Skills Application	4	0	0	2
		6***			

***Upon completion of these courses, students may be eligible for a career and technical certificate as a Nurse Assistant. (Refer to the Nurse Assistant program of study.)

CTS- Patient Care Technician

Total Credit Hours: 28 **CIP Code: 512601**

Total Clock Hours: 640

PHLEBOTOMY

CERTIFICATE OF TECHNICAL STUDIES

PROGRAM DESCRIPTION:
Phlebotomy is the drawing and collecting of blood samples for testing in hospitals, medical facilities, or clinical laboratories. The Phlebotomy program at Fletcher provides instruction on venipuncture (drawing of blood from veins), basic anatomy, physiology, and infection control. Students participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

PROGRAM COORDINATOR: Leah Gautreaux, B.S., MT (ASCP), M.S.Ed.L.

PROGRAM INSTRUCTOR(S): Penny LeBoeuf, PBT (ASCP) CM

PROGRAM ACCREDITATION: The Phlebotomy Program achieved Approval Status in the fall 2005 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018, phone (773)714-8880, fax (773) 714-8886, www.naacls.org

CLINICAL SITES: Terrebonne General Medical Center, Ochsner Chabert, Lady of the Sea Hospital, Thibodaux Regional Health System, Cardiovascular Institute of the South, St. James Parish Hospital.

In the event a clinical facility terminates its agreement with the program, students will be reassigned to another approved clinical affiliate in order to complete the program requirements.

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

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

STUDENT LEARNING OUTCOMES: Students who successfully complete the Phlebotomy Program will be able to

1. Demonstrate knowledge of the healthcare delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
6. Follow standard operating procedures to collect specimens.
7. Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. Demonstrate understanding of quality assurance and quality control in phlebotomy.
9. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

ADMISSION REQUIREMENTS: Can be found on the phlebotomy admissions checklist located on the Fletcher website.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
HPHL 1110	Introduction to Health Care	3	3	0	0
HESC 1110	Medical Terminology	3	3	0	0
HPHL 1010	Phlebotomy Principles	2	2	0	0
HPHL 1020	Phlebotomy Techniques	7	3	2	2
HPHL 1120	Body Structure and Function	1	1	0	0
		16			

CTS- Phlebotomy

Total Credit Hours: 16

Total Clock Hours: 340 **CIP Code: 511009**

PRACTICAL NURSING

TECHNICAL DIPLOMA

PROGRAM DESCRIPTION: The Practical Nursing Diploma Program consists of five semesters of classroom instruction, service-learning opportunities, and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies including the learning community at Fletcher Technical Community College. The Louisiana State Board of Practical Nurse Examiners (LSBPNE) has approved this competency-based program. The program content utilizes the nursing process and incorporates the concepts of holistic nursing, hierarchy of needs, prioritization of care, stress and adaptation, creative problem-solving and optimal psychosocial development. Classroom instruction includes, but is not limited to, an in-depth knowledge of anatomy and physiology, pharmacology, nutrition and diet therapy, nursing care of the individual across the lifespan, safety and infection control, therapeutic communication intervention, documentation, mental health, and health promotion and wellness. The curriculum encourages the student to become self-directed, accountable, and responsible for lifelong learning.

PROGRAM ACCREDITATION: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, 404-975-5000.

PROGRAM COORDINATOR: Lindsey Henry, BSN, RN

PROGRAM INSTRUCTOR(S): Kristi Chancellor, RN, BSN; Celeste George, RN, FNP-C; Paula Soileau, BSN, RN; Stacey Luna, BSN, RN; Lindsay Henry, BSN, RN; Olivia Walker, MSN, RN, FNP; Latoya Turner, MSN, RNC-OB; Mindy Self, BSN, RN, Magan Kovac, RN, FNP; Bridget Robichaux, DNP, RN, and Crystal Hatch BSN, RN

CLINICAL SITES: Terrebonne General Medical Center, Ochsner/ Chabert, Maison D'Ville Nursing Home, St. Anne Behavioral Unit, The Oaks of Houma, Heritage Manor of Houma, Compass Psychiatric Specialties, Ochsner St. Anne General Hospital, AMG Specialties of Houma, Children's Medical Clinic, Cardiovascular Institute of the South, Thibodaux Pediatric Day Care

SPECIAL COMMENTS: All courses in this program must be completed with a grade of 80/C or higher. Students who make less than an 80/C in a course are required to repeat the course before progressing to the next semester of the curriculum.

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

PROGRAM OUTCOMES:

1. PN Completion Rate: 50% Completion rate of students who complete the program in 100% of the time.
2. PN NCLEX Pass Rate: 80% or greater pass rate on NCLEX-PN examination by one year after graduation.
3. Job Placement Rates: 90% or greater employment rate in the field of nursing of graduates who actively seek employment within one year of graduation.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Practical Nursing Program will be able to:

1. Provide nursing care that contributes to the enhancement of the health care delivery setting and protects clients and health care personnel
2. Collaborate with health care team members to facilitate effective client care
3. Contribute to the protection of clients and health care personnel from health and environmental hazards
4. Provide nursing care for clients that incorporate knowledge of expected stages of growth and development and prevention and/or early detection of health problems
5. Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients
6. Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting them with the management of health alterations
7. Provide comfort to clients and assistance in the performance of their activities of daily living
8. Provides care related to the administration of medications and monitors clients who are receiving parenteral therapies
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
10. Participates in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process
11. Demonstrate competency in laboratory and clinical skills

ADMISSION REQUIREMENTS/SELECTION PROCESS: Students are accepted into the program each year in the fall. Additional information for the PN clinical application and selection process is included in the current PN Admission Guide found on the Fletchers website.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1 (Fall)					
HNUR 1211	Nursing Fundamentals I	5	3	1	1
HNUR 1000	Nursing Perspectives	3	3	0	0
	CTC- Nurse Assistant (8)				
HBIO 1220	Anatomy & Physiology for Practical Nursing	5	4	1	0
HNUR 1180	Basic Pharmacology	3	2	1	0
		16			
Semester 2 (Spring)					
HNUR 1152	Basic Nutrition for Practical Nursing	1	1	0	0
HNUR 1411	Nursing Fundamentals II	5	3	2	0
HNUR 2210	Medical/Surgical Nursing I	9	6	0	3
		15			
Semester 3 (Summer)					
HNUR 2505	Mental Health Nursing	5	4	0	1
HNUR 2611	IV Therapy	2	1	1	0
		7			
Semester 4 (Fall)					
HNUR 2605	Pediatrics and Obstetrical Nursing	6	0	1	
HNUR 2310	Medical/Surgical Nursing II	9	6	0	3
		15			
Semester 5 (Spring)					
HNUR 2410	Medical/Surgical Nursing III	9	6	0	3
HNUR 2621	Professionalism for Practical Nursing	2	2	0	0
		11			

TD- Practical Nursing

Total Credit Hours: 64 **CIP Code: 513901**

Total Clock Hours: 1540

SURGICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

PROGRAM DESCRIPTION:
The Surgical Technology Program is an Associate of Applied Sciences Degree program. Upon successful completion of the curriculum, the student will qualify to take the National Certification Exam for Surgical Technologists. The certifying exam is written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Certified Surgical Technologists (CSTs) are integral members of the surgical team who work closely with surgeons, anesthesia providers, registered nurses, and other surgical personnel delivering patient care before, during, and after surgery. Their primary responsibility is maintaining the sterile field. The CST handles the instruments, supplies and equipment necessary during the surgical procedure. Certified Surgical Technologists have an understanding of the procedure being performed, anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care during the operative procedure. The student should recognize that the clinical rotation of the Surgical Technology program demands that attitude; work habits, communication skills and manual dexterity are developed and evaluated along with academic readiness.

PROGRAM ACCREDITATION: The Associate of Applied Science in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355-113th St. N #7709, Seminole, Florida 33775, 727-210-2350. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is a private 501(c)(3) non-profit accreditation services agency providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality credible education.

PROGRAM COORDINATOR: Lindsay Henderson, BAS, CST

PROGRAM INSTRUCTOR(S): Lindsay Henderson, BAS, CST; Terri Ferreira, BS, CST; Rochelle Lofton, AAS, CST

CLINICAL SITES: Terrebonne General Medical Center, Leonard J. Chabert Ochsner, Ochsner St. Anne, Ochsner Clinic Foundation Main Campus, Thibodaux Regional Health System, Ochsner, St. Mary, Lady of the Sea General Hospital and Physician's Medical Center, Bayou Regions Surgical Center.

SPECIAL COMMENTS: Beginning in 2022, new cohorts will begin each Summer semester with application materials submitted by the designated due date the preceding Spring semester. All applicants must successfully complete the general education prerequisite requirements prior to the application deadline. Please see the current admission guide for all admission requirements. Surgical technology students must pass a cumulative skills practicum prior to entering the Clinical I course. Students who do not pass on their first attempt will be allowed one retake. Senior surgical technology students will sit for the NBSTSA National CST Examination no sooner than 30 days prior to graduation and no later than 30 days after graduation. Students are encouraged to take a computer literacy course.

OVERALL GRADE POINT AVERAGE: Program Requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree. Core courses in this program must be completed with a grade of 80/C or higher. Students who make less than an 80/C in a course are required to repeat the course before progressing to the next course and/or semester of the curriculum.

PROGRAM LEARNING OUTCOMES: The ARC/STSA has established the following thresholds for each outcome:

1. Student Graduation/ Retention rate: 70% of all students enrolled in the previous academic year (8/1/20** - 7/31/20**).
2. CST Exam Participation: 100% of all seniors enrolled in the surgical technology program must sit for their National Certification Exam administered by NBSTSA no sooner than 30 days prior to graduation and no later than 30 days after graduation.
3. CST Pass Rate: 70% of all graduates who sit for the National CST exam must successfully pass the exam on the first attempt.
4. Graduate Job Placement: 80% for all graduates.
5. Employer Survey Return Rate: 50% of all graduate surveys sent to employers must be returned.
6. Employer Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.
7. Graduate Survey Return Rate: 50% of all graduate surveys sent to graduates must be returned.
8. Graduate Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Surgical Technology Program will be able to:

1. Apply an understanding of human pathophysiology, surgical anatomy, the use of appropriate medical terminology, and the concepts of pharmacology associated with the perioperative setting. *(cognitive, psychomotor, and affective domains)*
2. Demonstrate theoretical and practical proficiency in surgical aseptic technique, surgical procedures, and patient care. (*cognitive and psychomotor domains*)
3. Demonstrate the ability to function in the perioperative setting while meeting legal, ethical, and moral responsibilities in the professional scope of the surgical technologist. *(cognitive and affective domains)*
4. To work cooperatively with teammates and become an integral member of the healthcare team while demonstrating effective communication skills, respect for coworkers, and respect for the dignity of patients. (*affective domain*)
5. Meet the educational requirements necessary to sit for the national certifying exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). (cognitive and psychomotor domains)

ADMISSION CRITERIA/SELECTION PROCESS FOR THE PROGRAM: Students are accepted into the program each year in the summer *(maximum cohort capacity is 12 students as approved by the ARC/STSA based on the availability of clinical spots).* Additional information for the Surgical Technology application and selection process is included in the current AAS in Surgical Technology Admission Guide found on Fletcher's website.

Curriculum

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total credit hours
Pre-Clinical Phase					
Semester 1 (Fall)					
MATH 1000/1100	College Algebra	3	0	0	3
Or MATH 1160/1170	Or Contemporary Math				
ENGL 1000/1010	English Composition I	3	0	0	3
BIOL 1140	Anatomy & Physiology I	3	0	0	3
BIOL 1150	Anatomy & Physiology I Lab	0	1	0	1
PSYC 2010	Intro to Psychology	3	0	0	3
or PSYC 2120	or Developmental Psychology				
	Approved Primary Humanities Elective	3	0	0	3
Semester 2 (Spring)					
BIOL 1160	Anatomy & Physiology II	3	0	0	3
BIOL 1170	Anatomy & Physiology II Lab	0	1	0	1
BIOL 2030	Microbiology for Nursing & Allied Health	3	0	0	3
HESC 1110	Medical Terminology	3	0	0	3
HESC 1010	Introduction to Surgical Technology	2	0	0	2
Clinical Phase					
Semester 3 (Summer)					
SURG 1100	Fundamentals of Surgical Technology I	3	0	0	3
SURG 1101	Fundamentals of Surgical Technology I lab	0	2	0	2
SURG 1102	Introduction to Clinical for Surgical Technology	0	0	1	1
Semester 4 (Fall)					
SURG 2100	Fundamentals of Surgical Technology II	3	0	0	3
SURG 2101	Fundamentals of Surgical Technology II lab	0	3	0	3
SURG 2200	Surgical Procedures I				7
Semester 5 (Spring)					
SURG 2300	Surgical Procedures II				4
SURG 2310	Clinical I	0	0	8	8
Semester 6 (Summer)					
SURG 2410	Clinical II	0	0	4	4
SURG 2402	Surgical Case Review	2	0	0	2
					65

TECHNICAL STUDIES

ASSOCIATE DEGREE

PROGRAM DESCRIPTION: This program offers students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. The program consists of two components—a general education component and a technical area coursework component. The program is not designed for transfer. It is designed to prepare the student for immediate employment. All courses are to be selected in consultation with an advisor.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Nancy Clement

PROGRAM INSTRUCTOR(S): Interdisciplinary

SPECIAL COMMENTS: All courses in the technical area component must be completed with a C or higher.

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

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

1. Perform basic mathematical functions needed to solve problems related to the chosen subject area.
2. Communicate effectively using written English to produce coherent documents.
3. Demonstrate an understanding of safety procedures and practices, safety equipment, regulations and reporting requirements.
4. Understand basic management skills such as decision making, planning, quality control, and effective communication.
5. Use computer to access resources to access and manipulate information.
6. Identify and interpret data.
7. Demonstrate competency in the chosen subject area concentration.

COMPONENT I: The student must complete one of the following:

- A technical diploma that is a minimum of 42 credit hours OR
- A certificate of technical studies plus additional hours (0-26) as needed in an approved technical area OR
- Forty-two credit hours in an approved individualized concentration that has an identifiable career objective

COMPONENT II: The student must complete 18 credit hours in general education courses.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Component I					
Semester 1					
	Technical Area Coursework	**14**			
Semester 2					
	Technical Area Coursework	**14**			
Semester 3					
	Technical Area Coursework	**14**			
Component II					
Semester 4					
CPXX 1XXX	Approved Computer Elective	3	3	0	0
ENGL 1000/1010	English Composition I (GER)	3	3	0	0
MATH 1214/1213	College Algebra (GER)	3	3	0	0
	Approved Humanities/Fine Arts (GER)	3	3	0	0
	Approved Natural Science (GER)	3	3	0	0
	Approved Social Science (GER)	3	3	0	0
		18			

AAS- Technical Studies

Total Credit Hours: 60 **CIP Code: 479999**

Total Clock Hours: 900

WELDING

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION: This program of study prepares students for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. After completion of this program, the student will have covered the skills designated by the American Welding Society (AWS) and will be prepared to take the AWS entry-level test.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Tony Callais, Associate Master Instructor, Certified Welding Inspector

PROGRAM INSTRUCTOR(S): Tony Callais, Associate Master Instructor, Certified Welding Inspector

SPECIAL COMMENTS: WELD 1110, 1111, and 1210 must be completed with a grade of 100%. All other Welding courses in this program of study must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

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

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

1. Demonstrate fundamental proficiencies in the use of hand tools and portable and power equipment.
2. Utilize the computer to access information related to continued study and job market enhancement.
3. Analyze drawings and specifications related to welding problems and jobs.
4. Demonstrate modern welding techniques and skills to enhance employability.

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
Semester 1					
WELD 1110	Occupational Orientation and Safety	2	1	1	0
WELD 1210	Oxyfuel Systems	2	1	1	0
WELD 1410	SMAW Basic Beads	2	1	1	0
WELD 1411	SMAW Fillet Weld	3	1	2	0
WELD 1412	SMAW V-Groove	3	1	2	0
WELD 2110	FCAW Basic Fillet Weld	2	0	2	0
		14			
Semester 2					
WELD 2111	FCAW Groove Weld	4	1	3	0
	Approved Welding Electives	3	0	3	0
	CTS-Intermediate Welder (21)				
WELD 1310	Cutting Process CAC/PAC	1	0	1	0
WELD 2114	FCAW – Pipe 6G (R)	5	2	3	0
WELD 2210	GTAW Multi-Joint	4	1	3	0
		17			
Semester 3					
CLCR 2000	Career Development	2	2	0	0
WELD 2310	GMAW Basic Fillet Weld	3	1	2	0
WELD 2311	GMAW Groove Weld	3	0	3	0
WELD 2230	GTAW Aluminum Multi-Joint	3	1	2	0
	Approved Welding Electives	3	0	3	0
		14			

TD-Welding

Total Credit Hours: 45

Total Clock Hours: 1,065 **CIP Code: 480508**

Curriculum

Course No.	Course Name	Total Cr. Hrs.	Lecture Cr. Hrs.	Lab Cr. Hrs.	Other Cr. Hrs.
WELD 1110	Shop Orientation and Safety	2	1	1	0
WELD 1210	Oxyfuel Systems	2	1	1	0
WELD 1411	SMAW Fillet Weld	3	1	2	0
WELD 1412	SMAW V-Groove BU/Gouge	3	1	2	0
	CTC-3G-4G SMAW Welder (10)	**10**			
WELD 1111	Occupational Safety	2	1	0	0
WELD 1210	Oxyfuel Systems	2	1	1	0
WELD 2995	Special Projects III, (2G Pipe)	3	0	3	0
WELD 1511	SMAW- Pipe 5G	3	1	2	0
WELD 1512	SMAW – Pipe 6G	3	1	2	0
	CTC-SMAW Pipe Welder (13)	**13**			
WELD 1111	Occupational Safety	1	1	0	0
WELD 1210	Oxyfuel Systems	2	1	1	0
WELD 2110	FCAW Basic Fillet	2	0	2	0
WELD 2111	FCAW Groove Weld	4	1	3	0
	CTC-3G-4G FCAW Welder (9)	**9**			
WELD 1111	Occupational Safety	1	1	0	0
WELD 1210	Oxyfuel Systems	2	1	1	0
WELD 2111	FCAW Groove Weld	4	1	3	0
WELD 2114	FCAW- Pipe 6GR	5	2	3	0
	CTC-FCAW Pipe Welder (12)	**12**			
WELD 1111	Occupational Safety	1	1	0	0
WELD 1210	Oxyfuel Systems	2	1	1	0
WELD 1512	SMAW – Pipe 6G	3	1	2	0
WELD 2220	GTAW-Pipe 5G	3	1	2	0
WELD 2222	GTAW-Pipe 6G	3	1	2	0
	CTC-TIG Pipe Welder (12)	**12**			

COURSE DESCRIPTIONS

The following is a listing of all courses of instruction offered by departments at Fletcher Technical Community College. This listing is as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some courses may have been added, others may have been deleted, and/or changes in content may have been made.
The course numbering system implies the following: Courses numbered below 1000 are developmental courses. Courses in the 1000 series are designed for freshmen. Courses in the 2000 series are designed for sophomores.
Courses numbered below 1000 are developmental and are not acceptable for credit toward a diploma or an associate degree. Some other courses numbered 1000 and above may not carry credit toward some associate degrees.
The numerical listing after the course titles gives the following information (ex. 3-3-0-0):

- first number, semester credit hours
- second number, lecture contact/clock hours per week
- third number, laboratory contact/clock hours per week
- fourth number, other contact/clock hours per week

EXAMPLE: EXAM 2015 - Example Course I (3-1-2-3)
3 credit hours
1 clock hour of lecture per week for 1 credit hour
2 clock hours of laboratory per week for 1 credit hour
3 clock hours of other (clinical/studio/internship) for 1 credit hour

A credit hour is a measurement of course work completed satisfactorily. Numerical listings, as noted in the example above, are based on a 15-week semester. For summer terms and abbreviated course offerings, such as those offered during minimesters, contact hours are converted to ensure compliance with the credit hours awarded policy. For lecture, one semester hour of credit is given for one hour of class attendance/contact per week for a period of one semester or 15 weeks. In laboratory courses, a minimum of two clock hours of attendance/contact per week are required to earn one semester hour of credit. For clinicals, internships, practicum work, studio work, or other work-based activities, one credit hour is given for a minimum of three clock hours of attendance/contact per week in a standard 15-week semester.
Listing of a course does not necessarily mean that it will be offered every year or every term during a given year. Some departments indicate in the course description the semester in which a course is normally offered. If no information is given in the course description, students should contact the department to determine when the course is to be offered.
All courses used as prerequisites to other courses must be completed with a C or higher in order to satisfy the prerequisite requirement for the subsequent course.

ACCOUNTING

ACCT 2100 –FINANCIAL ACCOUNTING (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1103
This course introduces basic financial accounting concepts and principles as they relate to corporate entities. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. ACCT 2100 has a 5 year term limit on transfer credit. Louisiana Common Course Number: CACC 2113 (520302)

ACCT 2110 – MANAGERIAL ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100 and eligibility for MATH 1213
An introduction to managerial accounting including a study of costs and cost behavior within business entities, the use of cost information for planning and control decisions, and product costing for purposes of inventory valuation and income determination. Louisiana Common Course Number: CACC 2213 (520302)

ACCT 2150 – FEDERAL TAXATION – CORPORATE AND PARTNERSHIP (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
Introduction to the tax laws as currently implemented by Congress and the Internal Revenue Service to provide a working knowledge of preparing taxes for partnerships, Subchapter S Corporations, and C Corporations. Emphasis is placed on the determination of Taxable Income for Partnerships, S Corporations, and C Corporations, as well tax research and tax planning. (520302)

ACCT 2250 – PAYROLL ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100. Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports: computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions. Fall only. Louisiana Common Course Number: CACC 2513 (520302)

ACCT 2300 – INTERMEDIATE ACCOUNTING I (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
Theory and application of generally accepted accounting principles with an emphasis on the accounting cycle and the preparation of the financial statements. Additional topics related to asset classification and reporting are also covered. Spring only. (520302)

ACCT 2350 – FINANCIAL ACCOUNTING PROJECTS (3-3-0-0)
Prerequisite(s): C or better in or concurrent enrollment in ACCT 2300
Maintenance of a complete set of accounting books and related financial statements both manually and electronically. Entire accounting cycle is completed. Includes work with audited financial statements to perform analysis and review, make informed judgements, solve problems, and effectively communicate information. (520302)

ACCT 2400 – ADVANCED ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2300
Theory and application of generally accepted accounting principles with an emphasis on the accounting cycle and the preparation and analysis of the financial statements. Additional topics related to liability classification and stockholders equity reporting are also covered. Spring only. (520302)

ACCT 2500 – COMPUTERIZED ACCOUNTING (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
Basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Fall only. Louisiana Common Course Number: CACC 2413 (520302)

ACCT 2700 – FEDERAL TAXATION – INDIVIDUAL (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100
A study of tax laws currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual. Emphasis is placed on the determination of income, statutory deductions and federal income tax liability for individuals and sole proprietorships. Louisiana Common Course Number: CACC 2613 (520302)

AGRICULTURE TECHNOLOGY

AGRI 1001-INTRODUCTION TO DIESEL POWER SYSTEMS (3-1-2-0)
Operation of diesel, gasoline and LPG engines with an emphasis on multi cylinder design; disassembling, measuring evaluating and reassembling engines. (010205)

AGRI 1002-INTRODUCTION TO DIESEL ELECTRICAL SYSTEMS (3-1-2-0)
This course will cover the fundamentals of direct current electricity as they pertain to engine control systems and vehicular applications, safety, and the use and storage of batteries and testing equipment. (010205)

AGRI 1003-INTRODUCTION TO AGRICULTURAL POWER UNITS (3-1-2-0)
This course will cover the principles of hydraulics, various hydraulic components and systems, the applications of hydraulics systems in agricultural equipment. (010205)

AGRI 1004-INTRODUCTION TO DEALERSHIP OPERATIONS AND PROCEDURES (3-3-0-0)
This course will cover the basic operations and procedures that most employees must adhere to in the field of precision agriculture. The course will provide insight to various departments of agriculture equipment dealerships and their important to the dealer and the customers. This course will establish the role that various departments and personnel have within the dealership. (010205)

AGRI 1005-INTRODUCTION TO INNOVATION IN AGRICULTURE (3-3-0-0)
An introduction to the history of agriculture, the rise of the tractor and the advanced capabilities of modern agricultural equipment. (010205)

AGRI 1006-AGRICULTURE SMALL ENGINE SERVICE AND REPAIR (3-1-2-0)
Theory of operation, maintenance and overhualing of small engines, two and four cycle. (010205)

AGRI 1007- AIR CONDITIONING PRINCIPLE AND LAB (3-1-2-0)
This course will cover basic phase conversion principle along with inspections, adjusting, troubleshooting and servicing mobile air conditioning units. (010205)

AGRI 1008-ADVANCED GIS & MAPPING SYSTEMS (3-3-0-0)
This course will provide students hands-on learning experience with advanced GIS and agriculture mapping technologies. (010205)

AGRI 1010-TECHNICAL MATHEMATICS (3-3-0-0)
This course is designed to provide students with the mathematics skills necessary to perform routine tasks as a precision Ag technician. (010205)

AGRI 2001- DIESEL POWER SYSTEMS DIAGNOSTICS (3-1-2-0)
This course will focus on the diagnosis and repair of diesel, gasoline and LPG engines with an emphasis on multi cylinder design. (010205)

AGRI 2002- AGRICULTURE ELECTRICAL SYSTEMS DIAGNOSTICS (3-1-2-0)
This course will cover diagnosis of complex hydraulic systems found in agricultural systems including open-center, variable pressure, variable flow, systems using a flow meter and pressure gauges. (010205)

AGRI 2003- AGRICULTURE HYDRAULIC SYSTEMS DIAGNOSTICS (3-1-2-0)
This course will cover diagnosis of complex hydraulic systems found in agricultural systems including open-center, variable pressure, variable flow, systems using a flow meter and pressure gauges. (010205)

AGRI 2005-ADVANCED FIELD STUDY INTERNSHIP (0-0-0-6)
This course will provide students an opportunity to apply the concepts from the Precision Ag Technology program in the field. Students will intern in an agriculture technology business or production ag facility. (010205)

AGRI 2006-TECHNICAL WRITING (3-3-0-0)
This course is designed to provide students with the skills necessary to write clear and concise maintenance logs, as per industry requirements. (010205)

AIR CONDITIONING & REFRIGERATION

HACR 1150 - HVAC INTRODUCTION (3-2-1-0)
Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

HACR 1160 - PRINCIPLES OF REFRIGERATION I (3-2-1-0)
Presents the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications.

HACR 1170 - PRINCIPLES OF REFRIGERATION II (3-2-1-0)
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety.

HACR 1180 - PRINCIPLES OF REFRIGERATION III (3-2-1-0)
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: EPA Section 608 Certification, Refrigerant recovery, recycle & reclamation, System charging using superheat, subcool, weigh-in and/or manufacturer's procedures, Evacuation & dehydration procedures

HACR 1210 - ELECTRICAL FUNDAMENTALS (3-2-1-0)
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory; ohms law; electric meters; electric diagrams; distribution systems; electrical panels; voltage circuits; code requirements; and safety.

HACR 1220 - ELECTRICAL COMPONENTS (3-2-1-0)
Provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety.

HACR 1230 - ELECTRICAL MOTORS (3-2-1-0)
Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety.

HACR 1240 - APPLIED ELECTRICITY AND TROUBLESHOOTING (3-2-1-0)
Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety.

HACR 1410 - DOMESTIC REFRIGERATION (2-1-1-0)
Presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

HACR 1420 - ROOM AIR CONDITIONERS (2-1-1-0)
The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

HACR 2510 - RESIDENTIAL CENTRAL AIR CONDITIONING (3-2-1-0)
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.

HACR 2520 - RESIDENTIAL CENTRAL AIR CONDITIONING II (2-1-1-0)
The operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles.

HACR 2530 - RESIDENTIAL SYSTEM DESIGN (2-1-1-0)
Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

HACR 2540 - RESIDENTIAL HEATING I (3-2-1-0)
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.

HACR 2550 - RESIDENTIAL HEATING II (3-2-1-0)
The application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses.

HACR 2560 - RESIDENTIAL HEAT PUMPS (2-1-1-0)
Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included

HACR 2810 - COMMERCIAL AIR CONDITIONING I (6-4-2-0)
Introduces fundamental theory and techniques to identify major components and functions of commercial system. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.

HACR 2820 - COMMERCIAL AIR CONDITIONING CONTROLS (7-4-3-0)
Emphasis will be placed on service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major components parts of a commercial air conditioning system.

HACR 2830 - COMMERCIAL AIR CONDITIONING II (6-4-2-0)
Topics will include types of commercial air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles.

SOLR 1000 - SOLAR FUNDAMENTALS (3-0-3-0)
The student will gain a basic knowledge of photovoltaic systems, thermal systems, and stand-alone systems. The course will include a study of system components, electrical circuits, site assessments, as well as system design and sizing. The course is designed around the learning objectives associated with the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic (PV) Entry Level Certificate of Knowledge Exam.

SOLR 1010 - PV SOLAR APPLICATIONS (3-2-1-0)
The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a PV solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

SOLR 1020 - INDUSTRIAL SOLAR APPLICATIONS (3-2-1-0)
The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a stand-alone solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

SOLR 1030 - SOLAR THERMAL APPLICATIONS (3-2-1-0)
The student will gain sufficient skills required to install a solar water heating system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards.

SPPR 2991 - SPECIAL PROJECTS I (1-1-0-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2993 - SPECIAL PROJECTS II (2-2-0-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2995 - SPECIAL PROJECTS III (3-3-0-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2996 - SPECIAL PROJECTS IV (3-0-3-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2997 – PRACTICUM (3-3-0-0)
A Practicum provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Practicum do not receive compensation for their work.

SPPR 2998 - SPECIAL PROJECTS V (1-0-1-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2999 - COOPERATIVE EDUCATION (3-3-0-0)
Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

ARTS

ARTS 1200 – INTRODUCTION TO VISUAL ARTS (3-3-0-0)
Prerequisite(s): None
Basic elements and principles of the visual arts: the vocabulary of art; appreciation and understanding of diverse styles and mediums of art, past and present; developing visual literacy. Includes opportunities to experience art (reproductions and/or live). (Louisiana Common Course Number: CART 1023) (500703)

ARTS 2010 – BEGINNING DRAWING (3-0-0-9)
Prerequisite(s): None
Introduction to elements, vocabulary and principles of drawing through various media; drawing from observation; includes composition, perspective, spatial organization, line, value and gesture. (Studio course, with at least 6 contact hours.) (Louisiana Common Course Number: CART 2203) (500705)

ARTS 2020 – INTERMEDIATE DRAWING (3-0-0-9)
Prerequisite(s): C or better in ARTS 2010
Use of a variety of media and approaches to develop representational abstract and non-objective images. Emphasis placed on using preparatory drawings to develop finished pieces. (500705)

ARTS 2030 – FIGURE DRAWING (3-0-0-9)
Prerequisite(s): C or better in ARTS 2020
Introduction to drawing the human form from observation, using various media. (Studio course, with at least 6 contact hours.). (Louisiana Common Course Number: CART 2213). (500705)

ARTS 2300 – DIGITAL PHOTOGRAPHY I (3-0-0-9)
Prerequisite(s): None
Basic digital photography and use of the digital camera. Covers camera functions and usage and software used by the modern digital photographer in manipulation of photographs. (500605)

ARTS 2310 – DIGITAL PHOTOGRAPHY II (3-0-0-9)
Prerequisite(s): C or better in ARTS 2300
Intermediate digital photography and use of photo-manipulation software. Covers advanced camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Includes introduction to digital infrared camera techniques and photo manipulation. (500605)

ARTS 2320 – DIGITAL PHOTOGRAPHY III (3-0-0-9)
Prerequisite(s): C or better in ARTS 2310
Advanced digital photography and use of photo-manipulation software. Covers advanced camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Includes creation of a portfolio of student work, via hard copy or website. (500605)

ARTS 2510 – ART STRUCTURE/2-D DESIGN (3-0-0-9)
Prerequisite(s): None
Problem-solving course covering the visual elements and principles of 2-D design. Hands-on experience (Studio course, with at least 6 contact hours.) (Louisiana Common Course Number: CART 1113) (500701)

ARTS 2520 – COLOR THEORY (3-0-0-9)
Prerequisite(s): C or better in ARTS 2510
Study of the properties and interactions of color and tis perceptual effects through the application of various design principles. (Studio course with at least 6 contact hours) (Louisiana Common Course Number: CART 2303). (500701)

ARTS 2540 – GRAPHIC DESIGN I (3-0-0-9)
Prerequisite(s): C or better in ARTS 2520 and recommended C or better in ARTS 2010 and 2300
Translating objects into various graphic styles, letterform design, and Introduction to computer graphics. (500701)

ARTS 2600 – INTRODUCTION TO GRAPHIC ARTS TECHNOLOGY (3-0-0-9)
Prerequisite(s): None
An introduction to basic photo shop techniques and tools: exposure, saturation, selection, cutting, pasting, filters, special effects, etc. Introduction to basic Illustrator techniques and tools: vector images, font and typeface manipulation, clip art manipulation, effects, filters, etc. Introduction to basic In-Design desktop publishing techniques and tools: print-ready layouts; web-ready layouts, text wrap, linked text, pagination, bleed, printer marks, save as formats (pdf, png, jpg, html), etc. (500409)

ARTS 2800 – ART HISTORY SURVEY I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010
Chronological survey of art: prehistoric, Near-Eastern, Greek, Roman, and medieval art (Louisiana Common Course Number: CART 2103). (500703)

ART 2810 – ART HISTORY SURVEY II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010
Chronological survey of Renaissance to modern art. (Louisiana Common Course Number: CART 2113) (500703)

AUTOMOTIVE TECHNOLOGY

AUTO 1010 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (LECTURE AND LAB) (2-1-1-0)
This course will introduce students to the field of automotive service technology. Students will learn of the career opportunities available in the automotive field as well as safety factors relating to the automotive service industry. Students will be introduced to responsibilities performed and the tools used in the automotive service industry. Topics include the following: careers, chemicals used in automotive service, tools and equipment used, certification requirements, and OSHA and EPA regulations. (470604)

AUTO 1011 – ENGINE REPAIR (LECTURE AND LAB) (4-2-2-0)
This course covers the theory, construction, and operation of the internal combustion engine. Topics include the following: automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, engine lubrication system, and drivability problems related to internal engine problems. (470604)

AUTO 1020 – AUTOMATIC TRANSMISSION AND TRANSAXLE (LECTURE AND LAB) (4-2-2-0)
This course will cover theory, design, and operation of automatic transmissions and transaxles. Topics include the following: transmission design and components, electric transmission controls, and automatic transmission diagnosis and service. (470604)

AUTO 1030 – MANUAL DRIVE TRAINS (LECTURE AND LAB) (4-2-2-0)
This course will cover the theory, design, and function of the manual drive train. The following topics are included: manual transmission components, operation, diagnosis, and service; clutch assembly components, operation, diagnosis, and service; driveshaft and axle components, diagnosis, and service; differential components, diagnosis, and service; and four-wheel drive operation, diagnosis, and service. (470604)

AUTO 1040 – STEERING AND SUSPENSION (LECTURE AND LAB) (5-2-3-0)
This course covers the theory, function, and operation of the automotive steering and suspension system. Topics include the following: steering and suspension system designs, inspection and service of steering and suspension system components, MacPherson Strut analysis and service, wheel bearing and spindle service, adjustable shock absorbers and electronic suspension controls, alignment procedures, and wheel and tire analysis and service. (470604)

AUTO 1050 – BRAKES (LECTURE AND LAB) (4-2-2-0)
This course will cover theory, design, and operation of the automotive brake systems. Topics include the following: disc and drum brake system components; properties of brake fluids; components of the hydraulic brake system; diagnosing, replacing, and adjusting automotive brake systems; and the design, components, operations, diagnosis, and service of the antilock brake system. (470604)

AUTO 1060 – ELECTRICAL/ELECTRONIC I (LECTURE AND LAB) (4-2-2-0)
This course will teach the fundamentals of the electrical/electronic automotive systems, charging systems, automotive lighting, and air conditioning; and using electrical trouble shooting manuals. (470604)

AUTO 1061 – ELECTRICAL/ELECTRONIC II (LECTURE AND LAB) (4-2-2-0)
This is the advanced level electrical/electronic course. Topics include the following: gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and the function, analysis, and service of the automotive computer system. (470604)

AUTO 1070 – HEATING AND AIR CONDITIONING (LECTURE AND LAB) (4-2-2-0)
This course will cover the theory and design of automotive climate control systems. The following topics will be included in this course: principles of refrigeration; air conditioning design, components, and controls. Diagnosis, and service of air conditioning systems; and automotive heating system components, diagnosis, and service. (470604)

AUTO 1080 – ENGINE PERFORMANCE I (LECTURE AND LAB) (5-2-3-0)
Students will learn the fundamentals of the ignition system. Topics will include the following: engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to the ignition system. (470604)

AUTO 1081 – ENGINE PERFORMANCE II(LECTURE AND LAB) (5-2-3-0)
This course is designed to teach the concepts of automotive fuel systems. Topics include the following: fuels and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems. (470604)

BIOLOGY

BIOL 1010 – GENERAL BIOLOGY I (NON-MAJORS) – PRINCIPLES OF BIOLOGY (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000, and MATH 1214
Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution. (Louisiana Common Course Number: CBIO 1013) (260101)

BIOL 1011 (formerly BIO 102L) – GENERAL BIOLOGY I LAB (NON-MAJORS) (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in BIOL 1010
Laboratory designed to supplement General Biology I for non-science majors. (Louisiana Common Course Number: CBIO 1011). (260101)

BIOL 1020 – GENERAL BIOLOGY II – THE DIVERSITY OF LIFE (3-3-0-0)
Prerequisite(s): C or better in BIOL 1010
Broad biological principles for non-science majors: evolution and biological diversity. Topics may vary (Louisiana Common Course Number: CBIO 1023) (260101)

BIOL 1021- GENERAL BIOLOGY II LAB (1-0-3-0)
Prerequisite(s): C or better or concurrent enrollment in BIOL 1020.
Laboratory deigned to supplement the lessons of General Biology II to give students a better understanding of the concepts of the course.

BIOL 1030 - GENERAL BIOLOGY I (MAJORS) (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000, and MATH 1214
Scientific method; general concepts and principles of biological molecules, cell structure and function, genetics. (Louisiana Common Course Number: CBIO 1033)

BIOL 1031 – GENERAL BIOLOGY LABORATORY I (MAJORS) (3-3-0-0)
Prerequisite(s): Prior completion of or concurrent enrollment in BIOL 1030
Laboratory designed to supplement General Biology I for science majors. (Louisiana Common Course Number: CBIO 1031).

BIOL 1140-HUMAN ANATOMY AND PHYSIOLOGY I (3-3-0-0)
Prerequisite(s): Option 1: Eligibility for ENGL 1000 and MATH 1000 and one of the following: 1) ACT composite score of 30 or higher, or 2) 75% or better on the Biology Placement Exam or 3) C or better in BIOL 1030/1031 General Biology for major lecture/lab. Cells, tissues, integumentary, skeletal, muscular, and nervous systems. (Louisiana Common Course Number: CBIO 2213). (260403)

BIOL 1150 – HUMAN ANATOMY AND PHYSIOLOGY I LAB (1-0-3-0)
Prerequisite(s): C or better in or concurrent enrollment in BIOL 1140
Laboratory designed to supplement Human Anatomy and Physiology I. (Louisiana Common Course Number: CBIO 2211). (260403)

BIOL 1160 – HUMAN ANATOMY AND PHYSIOLOGY II (3-3-0-0)
Prerequisite(s): C or better in BIOL 1140
Endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. (Louisiana Common Course Number: CBIO 2223). (260403)

BIOL 1170 – HUMAN ANATOMY AND PHYSIOLOGY II LAB (1-0-3-0)
Prerequisite(s): C or better in BIOL 1150, and C or better in or concurrent enrollment in BIOL 1160
Laboratory designed to supplement Human Anatomy and Physiology II. (Louisiana Common Course Number: CBIO 2221). (260403)

BIOL 2030 – MICROBIOLOGY FOR NURSING AND ALLIED HEALTH (3-3-0-0)
Prerequisite(s): C or better in BIOL 1140 or equivalent coursework
Principles of microbiology, with emphasis on health and disease. (Louisiana Common Course Number: CBIO 2113). (260503)

BIOL 2121-GENERAL MICROBIOLOGY FOR SCIENCE MAJORS (1-0-3-0)
Pre-requisite(s): C or better in BIOL 1030 or equivalent coursework
This lecture course covers the general concepts of microbiology, including microbe structure and function, genetics, metabolism & diversity, host-microbe interactions, pathogens and immunology.

BIOL 2123-GENERAL MICROBIOLOGY LABORATORY FOR SCIENCE MAJORS (1-0-3-0)
Pre-requisite(s): C or better in BIOL 1030 AND BIOL 1031 or equivalent coursework
This laboratory course is a hands on experience in microscopy, aseptic technique, microbiological staining, biochemical testing, and identification of unknown organisms.

BUSINESS AND OFFICE SYSTEMS

BUSN 1000 – BUSINESS LAW (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
An analysis of the legal environment and its impact on business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment. Louisiana Common Course Number: CBUS 2103 (520101)

BUSN 1010 SERVICE COMMUNICATIONS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
This course introduces the student to the basic communications skills used on the job and behavior-based expectations of employees (safety and personal interactions). (CIP 520201)

BUSN 1050 – BUSINESS COMMUNICATIONS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
The communication theories and their applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. (520501)

BUSN 1100 – INTRODUCTION TO BUSINESS (3-3-0-0)
Prerequisite(s): Eligibility for ENGL1000
This course explores the nature of the American free enterprise system, including the contemporary business world, management, organization structures, human resources, marketing, managing information, and financial issues. Louisiana Common Course Number: CBUS 1003 (520201)

BUSN 2010 – HUMAN RELATIONS (3-3-0-0)
Prerequisite(s): Eligibility for English 1000
This course provides an understanding of human behavior in various settings including the home and the workplace. The course covers a variety of topics including motivation, emotional stress, sexuality, and applied social psychology. (520201)

BUSN 2100 – INTRODUCTION TO MANAGEMENT (3-3-0-0)
Prerequisite(s): Eligibility for English 1000 and C or better in BUSN 1100
This course explores effective management of organizations with emphasis on the management functions, planning, organizing, leading, and controlling, to achieve successful performance within the organization. (520201)

BUSN 2120 HUMAN RESOURCES MANAGEMENT (3-3-0-0)
Prerequisite(s): Eligibility for English 1000 and C or better in BUSN 2100
Principles and techniques of human resource management with emphasis on planning, developing, selecting, compensating, evaluating, and supervising employees. The course explores the maintenance and utilization of a labor force. Louisiana Common Course Number: CMGM 2213 (521001)

BUSN 2130 PERSONAL FINANCE (3-3-0-0)
Prerequisite(s): Eligibility for English 1000 and MATH 1213 and C or better in ACCT 2100
This course surveys personal money management concepts, determining sources of incomes, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. The course will examine the relationship between consumer finance and the economy. Louisiana Common Course Number: CFIN 2113(520801)

BUSN 2140 INTRODUCTION TO ENTREPRENEURSHIP (3-3-0-0)
Prerequisite(s): Eligibility for English 1010 and C or better in BUSN 1100
The course surveys and analyzes contemporary techniques for managing a successful small business setting. Topics include writing a successful business plan, new and existing ventures, developing and maintaining an organization, staffing opportunities, and people. Potential entrepreneurs must adapt and flex, push, and explore. Louisiana Common Course Number: CMGM 2413 (520701)

BUSN 2200 –LEGAL ENVIRONMENTOF BUSINESS (3-3-0-0)
Prerequisite(s): Eligibility for English 1010 and C or better in BUSN 1100
This course incorporates all aspects of the American legal system including Constitutional, common, cyber, case, statutory, torts, and administrative law. The individual's rights and responsibilities as a member of society are studied. Ethical and legal decision making and the impact on business is analyzed. Louisiana Common Course Number: CBUS 2003 (520101)

BUSN 2230 PRINCIPLES OF MARKETING (3-3-0-0)
Prerequisite(s): Eligibility for English 1010, C or better in BUSN 1100, and C or better or co-enrolled in BUSN 1050
This course takes a managerial approach to marketing function. It emphasizes the exchange process, marketing analysis, price determinants, and present-day marketing trends. The course focuses on how firms adapt products and services to changes in consumer demand. Louisiana Common Course Number: CMKT 2003 (521401)

BUSN 2240 ENTREPRENEURIAL FINANCE (3-3-0-0)
Prerequisite(s): C or better in ACCT 2100, and C or better in or co-enrolled in BUSN 2140.
This course provides the student with basic knowledge of the financial requirements for starting and maintaining a business. (520801)

BUSN 2451 – INTERGRATED CAREER SKILLS (3-3-0-0)
Prerequisite(s): C or better in 30 credit hours of program courses
This is a capstone course for the business student who must be in the graduating semester or the semester prior to graduation. The business student is prepared to enter the job market through the integration of skills gained during the course of study: accounting applications, office application software use, resume and cover letter preparation, job application completion, interviewing techniques, analyzing benefits, evaluating job offers, and job search methods. Student is required to participate in a mock interview. Previously BUSI 2450. (320105)

BUSN 2980 –INTERNSHIP - ACCT, BSAD, AND OSYS (3-0-0-10)
Prerequisite: C or better in 30 credit hours of program courses
This is a capstone course for the business student who must be in the graduating semester or the semester prior to graduation. This course provides students the opportunity to gain real-world business experience and professional development opportunities. It also allows business students to further advance important Business program learning outcomes, such as: technical competence, critical thinking, professionalism, communication skills, leadership in team environment, and globalization/diversity.

OSYS 1100 – RECORDS MANAGEMENT (3-0-0-0)
Prerequisite(s): None
This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act. (520204)

OSYS 2530 – OFFICE PROCEDURES (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100
Focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development. Fall only. (520401)

CARDIOPULMONARY CARE

CPCS 1010 – ORIENTATION TO CARDIOPULMONARY PROFESSION (2-1-1-0)
Prerequisite(s): Eligibility for BIOL 1160
History, professional ethics, professional organization, effective communication, introductory patient care techniques, and supervised clinical observation in an approved facility. Spring only. (510908)

CPCS 1500 – GENERAL PATIENT CARE AND THERAPEUTICS (1-0-1-0)
Prerequisite(s): C or better in CPCS 1010 and acceptance into the cardiopulmonary program
Chest physical assessment, clinical application of medical gases, aerosol/humidity therapy, CPAP/BiPAP, IPPB, incentive spirometry, and pulmonary physiotherapy. Summer only. (510908)

CPCS 2000 – CLINICAL APPLICATIONS AND PROCEDURES I (5-0-5-5)
Prerequisite(s): C or better in CPCS 1500
Introduction to adult and pediatric general patient care techniques and therapeutic applications. Includes clinical experiences in hospitals and other health care institutions. Fall only. (510908)

CPCS 2040 – CARDIOPULMONARY PATHOPHYSIOLOGY (3-3-0-0)
Prerequisite(s): Concurrent enrollment in CPCS 2000 and CPCS 2140
Infection control, cardiopulmonary diseases, and cardiopulmonary mechanics. Pathological processes basic to inflammation, infection, neoplasia, genetic and metabolic diseases, and selected endocrine disorders as related to cardiopulmonary care. Fall only. (510908)

CPCS 2140 – LIFE SUPPORT AND AIRWAY MECHANICS (3-3-0-0)
Prerequisite(s): Concurrent enrollment in CPCS 2000 and CPCS 2040.
Basic and advanced life support methods and critical care techniques of the newborn and adult patient. Fall only. (510908)

CPCS 2220 – CARDIOPULMONARY PHARMACOLOGY (3-3-0-0)
Prerequisite(s): C or better in CPCS 1500, CPCS 2000, CPCS 2040, and CPCS 2140
Drugs, their indications, contraindications, side effects, dosage calculations, and techniques of administration. Emphasis on drugs affecting the cardiovascular, pulmonary, and renal systems. This course is also available via Internet. Basic computer knowledge is required for students enrolled in the Internet section. Fall only. (510908)

CPCS 2250 – CARDIOPULMONARY DIAGNOSTICS (4-4-0-4)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2280, and CPCS 2500
Introduction to basic and advanced cardiovascular diagnostic and monitoring techniques. Emphasis on electrocardiography, cardiac ultrasound, cardiovascular hemodynamics, critical care monitoring, and cardiovascular rehabilitation. Spring only. (510908)

CPCS 2280 – PERINATOLOGY AND PEDIATRICS DIAGNOSTICS (3-3-0-3)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2250, and CPCS 2500
The development of the cardiopulmonary system from embryo to puberty. Cardiopulmonary dysfunctions of the newborn and infant; techniques for basic and advanced therapeutic and diagnostic procedures and patient care. A combined lecture and laboratory course. Spring only. (510908)

CPCS 2500 – CLINICAL APPLICATIONS AND PROCEDURES II (5-0-5-5)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2240, CPCS 2250, and CPCS 2280
Clinical experience in an authorized hospital. Clinical application of intermediate and advanced techniques in critical care. Clinical application of cardiopulmonary diagnostic studies. Assessment of program product competency via self-assessment examination. Spring only. (510908)

CPCS 2700 – COMPREHENSIVE CARDIOPULMONARY THERAPEUTICS (2-2-0-0)
Prerequisite(s): C or better in CPCS 2220, CPCS 2240, CPCS 2250, CPCS 2280, and CPCS 2500
Review of content commonly included on national credentialing examinations in respiratory care and cardiovascular technology. Evaluation and assessment of clinical performance skills and knowledge base via laboratory and clinical evaluations, computer-based competency simulations, and therapist self-assessment examination. Summer only. (510908)

CPCS 2800 – CLINICAL APPLICATIONS AND PROCEDURES III (3-0-3-0)
Prerequisite(s): Concurrent enrollment in CPCS 2700
Clinical experience in an authorized hospital setting. Emphasis is placed on the clinical application of cardiovascular diagnostics. Summer only. (510908)

CARE AND DEVELOPMENT OF YOUNG CHILDREN

CDYC 1110- WORKING WITH YOUNG CHILDERN (3-3-0-0)
Prerequisite(s):
Introduces theories and models of child development. Includes instruction in developmentally appropriate practices (DAP), contemporary ethical issues, professionalism, career, opportunities, and observation techniques.

CDYC 1120- HEALTH, SAFETY, AND NUTRITION (3-3-0-0)
Prerequisite(s): Eligible for ENGL1000.
Examines health, safety, and nutrition for children. Includes signs and symptoms of common communicable diseases, pediatric first aid, infant/child Cardiopulmonary Resuscitation (CPR), and principles of nutrition (with emphasis on prenatal nutrition).

CDYC 1130- CHILD GUIDANCE AND BEHAVIORS (3-3-0-0)
Prerequisites: Eligible for ENGL 1000
Covers age-related behavior patterns, child guidance practices and their consequences, as well as techniques and procedures for successful classroom management.

CDYC 1151 – OBSERVATION AND PARTICIPATION LAB (2-0-2-0)
Prerequisites: Eligible for ENGL1000.
Includes directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.

CDYC 1210 - Development of Young Children (3-3-0-0)
Prerequisites:
Presents a holistic approach to the study of the physical, cognitive, social, and emotional developmental needs and related theories of infant/toddlers and preschool-age children

CDYC 1220 - Infant and Toddler Curriculum (3-3-0-0)
Prerequisites:
Covers designing culturally sensitive environments and education practices appropriate to developmental needs of infant/toddlers from conception to age 3, including facilities, schedules, activities, and regulations.

CDYC 1230 - Family Relationships and Issues (3-3-0-0)
Prerequisites: Eligible for ENGL1000.
Investigates the dynamics of family circles and interpersonal relationships among young children, their families, and teachers/communities. Includes instruction in the cultural and legal issues surrounding family structure and abuse.

CDYC 1241 - Infant and Toddler Lab (2-0-2-0)
Prerequisites: CDYC 1151, 1210, and CDYC 1220 with "C" or better.
Includes directed observations, documentation, and supervised participation of practical experiences and situations with infants and/or toddlers in the early childhood environment. Only declared CDYC candidates allowed to take this course.

CDYC 1320 - Preschool Curriculum (3-3-0-0)
Prerequisites:
Covers designing developmentally appropriate environments and education practices for preschool-age children, including facilities, schedules, activities, and regulations.

CDYC 1330 - Literature and Language Development (3-3-0-0)
Prerequisites: Eligible for ENGL 1000.
Examines the emergent use and understanding of literacy by young children. This course includes analysis of current practices in teaching language arts, methods and materials appropriate for promoting and assessing the literacy development of young children. In addition, this course considers and promotes issues of individual and cultural differences. Technology in language and literacy development will be explored.

CDYC 1332 - Preschool Methods (3-3-0-0)
Prerequisites: Eligible for ENGL1000.
Includes a survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics, social studies, math and science in an early childhood setting. Emphasis will be on exploring best practices for teaching young children through a combination of naturalistic, informal, and structured activities as well as planning, implementing, and evaluating developmentally appropriate activities in this content.

CDYC 1341 - Preschool Lab (2-0-2-0)
Prerequisites: CDYC 1151, CDYC 1210, and CDYC 1320 with a "C" or better
Includes directed observations, documentation, and supervised participation of practical experiences and situations with preschool children in the early childhood environment Only declared CDYC candidates allowed to take this course..

CDYC 1410 - Children with Special Needs (3-3-0-0)
Prerequisites: Eligible for ENGL 1000.
Provides information regarding children with special needs, including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and characteristics and possible causes of exceptionalities.

CDYC 1420- Organization and Administration (3-3-0-0)
Prerequisites: Eligible for ENGL1000.
Examines the philosophy, objectives, and methods of organizing and operating early childhood programs. Includes instruction in licensing, budgeting, managing personnel, policy development, facilities, and advocacy.

CDYC 2211 – Practicum (6-0-0-18)
Prerequisites: CDYC 1151, CDYC 1241, and CDYC 1341, all with grades of "C" or better.
Provides practical experience in organizing programs in Care and Development of Young Children. Permission of the instructor is required for enrollment in this course.

CHEMISTRY

CHEM 1010 – CHEMISTRY I (Non-Science Majors) (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1214
An Introduction to nomenclature; atomic structure; chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Energy relationships, and solutions. (Louisiana Common Course Number: CCEM 1103) (400501)

CHEM 1121 – Introductory Chemistry Laboratory (0-1–3–0)
Prerequisite(s): Prior completion of or concurrent enrollment in CHEM 1123
Co-requisite(s): CHEM 1123.
A laboratory course for CHEM 1123.

CHEM 1123 – Introductory Chemistry (3–3–0–0)
Pre-requisite(s): Eligibility for ENGL 1010 and "C" or higher in MATH 1214
Co-requisite(s): CHEM 1121
Nature and properties of matter including the common elements and their compounds. Periodic classification, atomic and molecular theories, nuclear chemistry, and the relation of atomic and molecular structure to chemical behavior, stoichiometry, nomenclature. For students needing more than one year of chemistry.

COLLEGE AND CAREERS

CLCR 1001 – STUDENT SUCCESS (1-1-0-0)
Prerequisite(s): None
This course introduces and integrates new students to the community college experience, both academically and socially. Teaches strategies for academic success, such as critical thinking, time and financial management, and effective collaboration techniques. Develops student awareness of campus resources and assists in exploring and establishing personal, academic, and career goals. Includes lectures, group interaction, online interaction with faculty and students, in-class exercises, and projects which apply learning to real life situations. This course is required for all first-time freshmen. Credit will not be given for both CLCR 1001 and CLCR 1100. (320107)

CLCR 1010 JOB SEEKING/KEEPING SKILLS (2-2-0-0)
Prerequisite(s): None
This course prepares the student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, and interviewing techniques. (CIP 320105)

CLCR 1100 – STUDENT SUCCESS FOR MILITARY (1-1-0-0)
Prerequisite(s): Must be a current or veteran member of the military.
This online course introduces, integrates, and transitions current or veteran military personnel to the community college experience, both academically and socially. Teaches strategies for academic success, such as critical thinking skills, time and financial management, and effective collaboration techniques. Develops student awareness of campus resources (emphasis on those benefits and disability issues that pertain to military personnel) and assists in exploring and establishing personal, academic, and career goals. Includes lectures, group interaction, interaction with faculty and students, online exercises, and projects which apply learning to real life situations. This course is satisfies the CLCR 1001 requirement. Credit will not be given for both CLCR 1001 and CLCR 1100. (320107)

CLCR 2000 – CAREER PREPARATION (2-2-0-0)
Prerequisite(s): None
This course is designed to prepare the technical program student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, interviewing techniques, behavior based expectations of employees (safety and personal interactions), mechanical aptitude and spatial relations, application of social skills, and job search methods. This course is designed for students in the Technical Education Division, specifically. (320105)

COMPUTER-AIDED DESIGN

CADD 1150 – INTRODUCTION TO CADD (3-3-0-0)
Prerequisite(s): C or better or concurrent enrollment in DRFT 1110
This course covers basic concepts and principles of CAD. (151302)

CADD 1250 – ADVANCED CADD (3-3-0-0)
Prerequisite(s): C or better or concurrent enrollment in DRFT 1210 and C or better in CADD 1150.
This course covers advanced principles of CAD and the creation of 3D solid models. (151302)

CADD 2150 – PARAMETRIC SOLID MODELING (6-6-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210
This course covers the use of parametric solid modeling software to create solid model parts, assemblies and working drawings. (151302)

COMPUTER INFORMATION SYSTEMS

CINS 1250 – WORD PROCESSING (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100 and KYBD 1100
This course provides hands-on experience of basic word and advanced word processing techniques and functions. Current version of popular word processing software is incorporated. (110602)

CINS 1350 – SPREADSHEET APPLICATIONS (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100
Builds on the fundamental features of spreadsheets. Focuses on use of multiple spreadsheets, database capabilities, and special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. CINS 1350 has a 5 year term limit on transfer credit. (110601)

CINS 1650 – DESKTOP PUBLISHING (3-3-0-0)
Prerequisite(s): C or better in CINS 1250
This course teaches basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Spring only. CINS 1650 has a 5 year term limit on transfer credit. (110602)

CINS 1750 –DATABASE APPLICATIONS – (3-3-0-0)
Prerequisite(s): C or better in CPTR 1100
Builds on the fundamental features of a database with a focus on structured programming using database commands, manipulating multiple database files, database file design, screen design, and creating custom reports. Louisiana Common Course Number: CBUS 2203. Fall only. CINS 1750 has a 5 year term limit on transfer credit. (110601)

COMPUTERS

CPLT 1000 – COMPUTER LITERACY (3-3-0-0)
Prerequisite(s): None
An overview of computer components, operating systems, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. This course is not intended for transfer. (110101)
For Programs of Study (Criminal Justice, Integrated Production Technologies, and Technical Studies)

CPLT 1010 – COMPUTER LITERACY (1-1-0-0)
Prerequisite(s): None
Fundamental computer concepts including Windows and the Internet. Course credit not applicable toward an associate degree. Course open only to students with no prior course credit in computers. (110101)

CPTR 1000 – INTRODUCTION TO COMPUTERS (3-3-0-0)
Prerequisite(s): None
An introductory study of computer system components, operating system environments, and Internet concepts. Includes a hands-on study of processing and editing documents as well as spreadsheets. CPTR 1000 has a 5 year term limit on transfer credit. (110101)
For Programs of Study (Criminal Justice, Customer Service, Drafting and Design Technology, General Studies, Integrated Production Technologies, Technical Studies)

CPTR 1100 – INTRODUCTION TO COMPUTER APPLICATIONS (3-3-0-0)
Prerequisite(s): None
This course provides students with a working knowledge of word processing, presentation, spreadsheets, and database management software, including screen navigation of program menus, creating and editing documents, creating presentations, worksheets, forms, graphics, and reports. Emphasizes how applications may be applied to classroom and educational environments. (LCTCS Online Course Number: CIS 105) (110101)
For Programs of Study (Accounting Technology, Business Administration, Criminal Justice, Customer Service, Drafting and Design Technology, General Studies, Medical Coding, Office Systems)

CRIMINAL JUSTICE

CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-3-0-0)
Prerequisite(s): None
An examination of the history, organization, and function of the local, state, and federal agencies that make up the criminal justice system. The survey is organized around the three major components of the criminal justice system: police, courts, and corrections. (Louisiana Common Course Number: CCRJ 1013). (430104)

CRJU 2010 – CRIMINAL INVESTIGATIONS (3-3-0-0)
Prerequisite(s): None
Aspects of criminal justice investigations; interrogations, interviews, confessions, written notes and statements, case preparation and procedures, police patrol, analysis of pertinent court decisions and problems and methods of coping with current emergency situations confronting criminal justice. (430104)

CRJU 2020 – PUBLIC AND COMMUNITY RELATIONS (3-3-0-0)
Prerequisite(s): None
Criminal justice's involvement with citizens – individuals and groups. Factors contributing to friction or cooperation between the police and the community, with emphasis on the problems of minority groups, political pressures and cultural problems. (430104)

CRJU 2030 – CRIMINAL LAW (3-3-0-0)
Prerequisite(s): None
Survey of law, crime, general principles of criminal responsibility, elements of major crimes, punishments, conditions or circumstances that may excuse criminal responsibility or mitigate punishment, the court system of Louisiana and the US, basic concepts of criminal law. (Louisiana Common Course Number: CCRJ 2213). (430104)

CRJU 2040 – POLICE ADMINISTRATION (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
Principles of organization, administration and functions of criminal justice agencies. Personnel policies, divisions, operations, command policies, and evaluation of the department as a unit. . (430103)

CRJU 2150 – CRIMINAL PROCEDURE (3-3-0-0)
Prerequisite(s): None
Legal steps in the enforcement of criminal law. Constitutional principles applied to criminal law arrest, interrogation, self-incrimination, confession, and exclusionary rule. (430104)

CRJU 2200 – ADJUDICATION PROCESS (3-3-0-0)
Prerequisite(s): None
Criminal court system, its development, and present structure. The pre-trial and post-trial process, institutional arrangements, court personnel and changes the courts are undergoing. (430104)

CRJU 2520 – INTRODUCTION TO DRUG USE AND ABUSE (3-3-0-0)
Prerequisite(s): None
An overview of drug use in America. The impact of drug-taking behavior on our society and our daily lives is studied. The use and abuse of a wide range of licit and illicit drugs are discussed from historical, biological, psychological, and sociological perspectives. Special emphasis is placed on psychoactive drugs. (430104)

CRJU 2600 – INTRODUCTION TO FORENSIC SCIENCE (3-3-0-0)
Prerequisite(s): None
An overview of forensic sciences pertaining to criminal law. (430104)

CRJU 2610 – CRIMINAL JUSTICE ETHICS (3-3-0-0)
Prerequisite(s): None
An examination of the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections. (430107)

CRJU 2630 – INTRODUCTION TO CORRECTIONS (3-3-0-0)
Prerequisite(s): None
A study of the American correctional process with emphasis on the development of current correctional programs and practice, modern rehabilitative processes, and community-based correctional efforts. Focus is also given to the roles of correctional system and its interrelation with the other components of the criminal justice system. (Louisiana Common Course Number: CCRJ 2013). (430102)

CRJU 2640 – JUVENILE JUSTICE (3-3-0-0)
Prerequisite(s): None
An examination of the process by which juvenile offenders are handled within the criminal justice system through the study of recent court decisions and case law development. (430110)

CRJU 2650 – INTRODUCTION TO CRIMINOLOGY (3-3-0-0)
Prerequisite(s): None
A study of the theoretical perspectives used to explain the causation, prevalence, and societal impacts of crime. (Louisiana Common Course Number: CCRJ 2113). (430199) Spring only

CRJU 2670 – INTRODUCTION TO VICTIMOLOGY (3-3-0-0)
Prerequisite(s): None
Contemporary concept and status of the victim of crime, with an emphasis on historical evolution in terms of compensation, retribution, and vengeance. (430104) Summer only

CRJU 2980 – CRIMINAL JUSTICE INTERNSHIP. (6-0-0-18)
Prerequisite(s): Permission of the program coordinator or department head.
Supervised participation in activities of local, state or federal criminal justice agencies. This course is for Criminal Justice majors, and student must obtain permission of the program coordinator or department head. (430104)

DRAFTING AND DESIGN

DRFT 1110 – DRAFTING FUNDAMENTALS (6-6-0-0)
Prerequisite(s): Eligibility for MATH 1214 and ENGL 1000
This course covers the orientation to the drafting profession, sketching techniques, introduction to drafting instruments, geometric construction and pictorial drawings. (151301)

DRFT 1210 – ADVANCED DRAFTING (6-6-0-0)
Prerequisite(s): C or better in CADD 1150 and DRFT 1110.
This course covers orthographic projection, dimensioning, section views, auxiliary views and developments. (151301)

DRFT 2110 – ADVANCED DICISPLINES-ARCHITECTURAL (3-3-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210.
This course covers the preparation of various architectural drawing to complete a basic set of plans. (151301)

DRFT 2120 – ADVANCED DISCIPLINES- STRUCTURAL/CIVIL (3-3-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210.
This course covers detailing for structural drawings. The civil section will present concepts and techniques related to surveys and site mapping. (151301)

DRFT 2130 – ADVANCED DISCIPLINES- PIPING (3-3-0-0)
Prerequisite(s): C or better in CADD 1250 and DRFT 1210.
This course covers the terms, conventions and various types of working drawing use in pipe drafting. (151301)

DRFT 2140 – ADVANCED DISCIPLINES- MANUFACTURING (3-3-0-0)
Prerequisite(s): C or better in CADD 2150 and DRFT 1210.
This course covers the preparation of mechanical detail and assembly drawings. (151301)

ECONOMICS

ECON 2010 – MACROECONOMICS (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214 and ENGL 1000
Introduction to economy-wide phenomena, including national income, inflation, unemployment, economic growth, the monetary system, fiscal policy, international trade and finance. Louisiana Common Course Number: CECN 2213. (450601)

ECON 2020 – MICROECONOMICS (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214 and ENGL 1000
Introduction to how individuals and firms make decisions and how they interact. Topics include the study of consumer theory, theories of price determination, production, market structure, trade, externalities, and public goods. Louisiana Common Course Number: CECN 2223. (450601)

ELECTRICIAN

ELEC 1010 – INTRODUCTORY CRAFT SKILLS I (3-3-0-0)
Prerequisite(s): None
Introductory craft skills course covering basic safety, basic communication skills, employability skills, construction math, construction drawings, and materials handling. (460302)

ELEC 1020 – INTRODUCTORY CRAFT SKILLS II (3-2-1-0)
Prerequisite(s): None
Introductory craft skills course covering hand tools, power tools, and basic rigging techniques. (460302)

ELEC 1101 – BASIC ELECTRICAL SKILLS I (3-2-1-0)
Prerequisite(s): None
Basic electrical skills course covering orientation to the electrical trade, electrical safety, electrical theory, and an introduction to electrical circuits and the National Electrical Code®. (460302)

ELEC 1102 – BASIC ELECTRICAL SKILLS II (3-2-1-0)
Prerequisite(s): None
Basic electrical skills course covering device boxes, conductors and cables, basic electrical construction drawings, and electrical test equipment. (460302)

ELEC 1201 – RESIDENTIAL ELECTRICIAN I (5-3-2-0)
Prerequisite(s): None
Electrical skills course covering residential electrical services, alternating current, and electric lighting. (460302)

ELEC 1202 – RESIDENTIAL ELECTRICIAN II (4-2-2-0)
Prerequisite(s): C or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102
Electrical skills course covering conductor installations, terminations and splices, grounding and bonding, circuit breakers, and fuses. (460302)

ELEC 1203 – ELECTRICAL RACEWAYS AND FITTINGS (3-2-1-0)
Prerequisite(s): C or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102
Electrical skills course covering raceways, fittings, pull boxes, junction boxes, and cable trays. (460302)

ELEC 1204 – CONDUIT BENDING (4-2-2-0)
Prerequisite(s): None
Electrical skills course covering conduit bending and installations. (460302)

ELEC 2301 – INDUSTRIAL/COMMERCIAL ELECTRICIAN I (3-3-0-0)
Prerequisite(s): C or better in ELEC 1201, ELEC 1202, ELEC 1203, and ELEC 1204
Advanced electrical skills course covering practical applications of lighting systems, over current protection devices, and distribution equipment. (460302)

ELEC 2302 – INDUSTRIAL/COMMERCIAL ELECTRICIAN II (3-2-1-0)
Prerequisite(s): C or better in ELEC 1201, ELEC 1202, ELEC 1203, and ELEC 1204
Advanced electrical skills course covering hazardous locations, commercial electrical services, introduction to programmable logic controllers, and voice, data, and video systems. (460302)

ELEC 2303 – ELECTRICAL CALCULATIONS (3-3-0-0)
Prerequisite(s): C or better in ELEC 1201 and ELEC 1202
Advanced electrical skills course covering load calculations (branch and feeder circuits), conductor selection, conductor calculations, and motor calculations. (460302)

ELEC 2304 – MOTORS AND TRANSFORMERS (4-3-1-0)
Prerequisite(s): None
Advanced electrical skills course covering the theory and application of electric motors transformers. (460302)

ELEC 2305 – CONTROL SYSTEMS (3-1-2-0)
Prerequisite(s): ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102
Advanced electrical skills course covering the fundamental concepts of control systems and motor controls. (460302)

ENGLISH

ENGL 0098 – DEVELOPMENTAL ENGLISH I (3-3-0-0)
Prerequisite(s): None
This course is designed as a foundation of basic writing skills that concentrates on well-constructed sentences and paragraphs. This course includes intensive practice in the fundamentals of grammar and mechanics. (320108)

ELAB 1000: SUPPLEMENTAL INSTRUCTION IN ENGLISH COMPOSITION I (3-3-0-0)
Prerequisite(s): Concurrent enrollment in ENGL 1000 and satisfactory scores on placement test.
This course will be taught in conjunction with specially designated English Composition I sections. Course is graded S/U. (231401)

ENGL 1000 – ENGLISH COMPOSITION I: ENHANCED WRITING (3-3-0-0)
Prerequisite(s): Concurrent enrollment in ELAB 1000 and satisfactory scores on placement test.
Introduces students to the critical thinking, reading, writing, and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays that integrates sentence and paragraph level writing skills and grammar. Basic computer skills are required. Credit in this course is equivalent to ENGL 1010. (Louisiana Common Course Number: CENL 1013). (231401)

ENGL 1010 – ENGLISH COMPOSITION I (3-3-0-0)
Prerequisite(s): D in ENGL 1000 or satisfactory scores on placement test.
Introduces students to the critical thinking, reading, writing, and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. Basic computer skills are required. ACT score of 28 or above or COMPASS score of 99 places the student out of ENGL 1010. (Louisiana Common Course Number: CENL 1013) (230401)

ENGL 1020 – ENGLISH COMPOSITION II (3-3-0-0)
Prerequisite(s): C or better in ENGL 1000 or 1010 or satisfactory score on placement test
Continuation and further development of material and strategies introduced in English Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. Basic computer skills are required for this course. (Louisiana Common Course Number: CENL 1023) (230401)

ENGL 2010 - BRITISH LITERATURE I (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of British writers from the beginning to the Romanic Era; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2103) (231404)

ENGL 2020 - BRITISH LITERATURE II (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of British writers from the Romanic Era through the present day; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2113). (231404)

ENGL 2110 – INTRODUCTION TO FICTION (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Introduction to fiction; includes critical analysis and writing about fiction. (Louisiana Common Course Number: CENL 2303). (230801)

ENGL 2120 – CHILDREN'S LITERATURE (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Close reading of children's literature to prepare students for teaching first through fifth grade in the genres of poetry, prose, and drama. (239999)

ENGL 2150 – INTRODUCTION TO POETRY AND/OR DRAMA (3-3-0-0)
Prerequisites C or better in ENGL 1020
Introduction to poetry and/or drama; includes critical analysis and writing about poetry/drama. (Louisiana Common Course Number: CENL 2313). (230801)

ENGL 2200 – MAJOR BRITISH WRITERS (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of significant British writers; Includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2123). (230801)

ENGL 2210 – MAJOR AMERICAN WRITERS (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
A survey of significant American writers; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2173). (230701)

ENGL 2510 – CREATIVE WRITING (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
An introductory level creative writing course in which the principles of poetry and fiction are addressed, with some discussion of creative non-fiction. Students will have a working knowledge of the literary arts. (Louisiana Common Course Number: CENL 2523). (230701)

ENGL 2530 – THE BIBLE AS LITERATURE (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Survey of Old and New Testament selections from a literary perspective. The course will consist of readings, discussions, and written analysis of major literary selections from the Old and New Testaments. The Bible will be studied as a source of ideas and styles that are reflected in various works of culture and literature.

ENGL 2996 – SPECIAL TOPICS IN LITERATURE (3-3-0-0)
Prerequisite(s): C or better in ENGL 1020
Selected topics in literature. This course may be repeated for credit if course content differs. (239999)

ENVIRONMENTAL SCIENCE

ENSC 1103 – Environmental Science (3-3-0-0)
Prerequisite(s): None
An introductory course that covers the relationship between humans and the environment. The course covers topics in pollution, toxicology, environmental policy, and current issues of environmental concern. (Louisiana Common Course Numbers: CEVS 1103)

ENSC 1010-INTRODUCTION TO ECOLOGY (3-3-0-0)
Pre-requisite(s): None
An introductory ecology course studying the relationships between organisms and their environment. The course covers topics including species adaptations, population, community and ecosystem ecology, and a survey of the world's biomes.

ENSC 2020 – ENVIRONMENTAL SCIENCE: FIELD AND RESEARCH METHODS (3-3-0-0)
Prerequisite(s): C or better in ENVS 1103 AND C or better in either CHEM 1123 OR BIOL 1030
This course provides students with an understanding of how to evaluate, conduct, write and design research with an emphasis in environmental science. It introduces environmental science majors with the why, when and how quantitative and qualitative methods are used as investigative tools. The course follows the scientific method and focuses on how to search the literature, write a literature review, formulate research questions/hypotheses, and design experiments to test these hypotheses.

FRENCH

FREN 1010 – ELEMENTARY FRENCH I (3-3-0-0)
Prerequisite(s): None
Basic lexicon and structure of French; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the French and Francophone world. Beginning course: no previous knowledge of French expected or required. (Louisiana Common Course Numbers: CFRN 1013). (160901)

GEOGRAPHY
GEOG 2010 – WORLD REGIONAL GEOGRAPHY (3-3-0-0)
Prerequisite(s): None
A study of the patterns of cultural characteristics and human landscapes of the major world regions. (Louisiana Common Course Number: CGRG 2113). (450701)

GEOG 2020 – PHYSICAL GEOGRAPHY (3-3-0-0)
Prerequisite(s): None
Physical processes and world patterns of weather, climate, soil, vegetation, landform, and ocean phenomena. (Louisiana Common Course Number: CGRG 2213). (450701)

GEOLOGY

GEOL 1010 – PHYSICAL GEOLOGY (3-3-0-0)
Prerequisite(s): None
A study of the physical processes of Earth, including such topics as minerals, the rock cycle, volcanoes, earthquakes, weathering, plate tectonics, and rivers. (Louisiana Common Course Number: CGEO 1103). (400601)

GEOL 1011 – PHYSICAL GEOLOGY LABORATORY (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in GEOL 1010
A study of the rock-forming minerals, the three major types of rocks, topographic maps, the effects of gravity, wind, water and ice on landscape development and location of earthquakes (Louisiana Common Course Number: CGEO 1101)

GEOL 1020 – HISTORICAL GEOLOGY (3-3-0-0)
Prerequisite(s): C or better in GEOL 1010 or Departmental Permission
A study of the origin and history of the Earth and the development of life on Earth as revealed in the rocks and fossils. (Louisiana Common Course Number: CGEO 1113). (400601).

GEOL 1021- HISTORICAL GEOLOGY LABORATORY (1-0-3-0)
Prerequisite(s): C or better in GEOL 1010, and prior completion of or concurrent enrollment in GEOL 1020, or Departmental Permission
A study and applied principles of historical geology as they apply to the interpretation of rocks and fossils.

GEOL 1310- NATURAL DISASTERS (3-3-0-0)
Prerequisite(s): None
Science of natural disasters from physical, chemical, and geological perspectives. Understanding of the development of and factors controlling the occurrence of natural disasters.

GEOL 1320 DINOSAURS (3-3-0-0)
Prerequisite(s): None
This is a lecture course investigating the history of Paleontology, paleogeography, dinosaurs, birds, and other modern and extinct reptiles. Investigations in geologic Mesozoic formations and environmental interpretations will be discussed. Theories about dinosaur behavior, extinction, and evolution are also covered. Fossil field methods and preparation techniques are investigated.

GEOL 1330 INTRODUCTION TO OCEANOGRAPHY (3-3-0-0)
Prerequisite(s): None
The study of the world's oceans from a physical and biological perspective including the origin, evolution, and exploration of the oceans, plate tectonics, nature of sea floor, marine life, waves, currents, tides, role in climate change, and human impact on the marine environment.

GEOL 1400- GIS/GPS (3-3-0-0)
Prerequisite(s)- Eligibility for ENGL 1000, and MATH 1214
An introductory course in the applications of geographic information systems (GIS) with a special emphasis on using ArcView GIS. Includes database construction and techniques for spatial data manipulation, analysis and display. Use basic ArcGIS desktop software functions such as displaying, modifying, and analyzing maps. Independently plan, organize, and present a GIS research project. Use a GPS unit to find locations, and import obtained GPS data into ArcGIS for further investigation.

GEOL 1500 – GEOPHYSICS (3-3-0-0)
Prerequisite(s)- C or better in GEOL 1010, and Eligibility for ENGL 1000, and MATH 1214
This course is an introduction to the application of the principles and methods of geophysics to investigate the structures and dynamic processes of the solid earth system; emphasis on tectonic plate motions, seismology, gravity, geochronology, and heat flow.

GEOL 2010 – MINERALOGY (4-3-2-0)
Prerequisite(s) - C or better in GEOL 1010/1011, and Eligibility for ENGL 1000, and MATH 1214
Introduction to mineralogy. Provides details for the study of minerals. Focuses on the structure and properties of mineral, their occurrence, and uses.

GEOL 2110 – SEDIMENTOLOGY & STRATIGRAPHY (3-3-0-0)
Prerequisite(s) - C or better in GEOL 1010/1011 and GEOL 1020/1021
This course serves as an introduction to sediment logical and stratigraphic principles. This course will focus on the formation of sediment, sedimentary rocks, principles that govern the formation of different types of sediments, and the physical, chemical, and biological aspects of the sediment and sedimentary rocks. We will also investigate how these principles play into the understanding and clarification of geologic time.

GEOL 2310 – Coastal Geomorphology (3-3-0-0)
Pre-requisite(s): C or better in GEOL 1010/1011, and Eligibility for ENGL 1000, and MATH 1214
Nature and properties of matter including the common elements and their compounds. Periodic classification, atomic and molecular theories, nuclear chemistry, and the relation of atomic and molecular structure to chemical behavior, stoichiometry, nomenclature. For students needing more than one year of chemistry.

GEOL 2410 – Coastal Restoration (3-3-0-0)
Pre-requisite(s): C or better in GEOL 1010/1011, and Eligibility for ENGL 1000, and MATH 1214
Coastal Restoration covers policy, project design, implementation, and management, with a focus on needs and policies specific to the Louisiana coastal zone. Students walk through a coastal restoration project from concept through the project life, and includes the use of tools and programs necessary to complete these tasks.

HEALTH AND NURSING

CMCA 1010 - CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT I (3-3-0-0)
Prerequisite(s): Acceptance into the CMCA program
Focus on Information specific to the cardiovascular healthcare setting and will include standards of behavior in the employment setting, cardiovascular anatomy and physiology, cardiac specific conditions and definitions, Joint Commission (JCAHO) approved abbreviations, equipment used for monitoring and testing, common medications and testing procedures.

CMCA 1020 - CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT II (3-3-0-0)
Prerequisite(s): Concurrent enrollment in CMCA 1010
Focus on information specific to the cardiovascular healthcare setting and will include signs and symptoms and medical management of vascular conditions, testing and interventional procedures and ICD-10 codes specific to cardiovascular care.

HEKG 1011 - EKG PRINCIPLES AND PROCEDURES (6-4-2-3)
Prerequisite(s): Acceptance into the EKG or Patient Care Tech program
Introduce students to the electrocardiogram (EKG) principles and procedures in the health care setting. 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 30 hours of lab instruction/practice and 45 hours of clinical externship to be performed by the student under the supervision of a preceptor in a variety of healthcare settings (510902)

HESC 1110 Medical Terminology (3-3-0-0)
Prerequisite(s): None
Introduction to basic medical terminology and vocabulary used in the health care field. Covers origin of words, including the use of prefixes, suffixes, anatomical roots and abbreviations organized by body system.

HESC 1010 Introduction to Surgical Technology (2-2-0-0)
Prerequisite(s): None
This course is an initial orientation to the field of Surgical Technology. It introduces the learner to the role of the surgical technologist, as well as other roles present in the operating room, and ancillary departments. The course focuses on proper communication, teamwork, legal and ethical responsibilities, state and federal laws, environmental hazards, an introduction to patient care, and the operating room environment. Students will also obtain their CPR BLS certification. This course is a prerequisite course for students applying to the Surgical Technology Program.

HBIO 1220 - HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING (5-4.6-2-0)
Prerequisite(s): Acceptance into the Practical Nursing program
A comprehensive study of cells, tissues, structures, organ systems, and summative function of the human body as these relate to wellness or disease processes. Overview of body systems, disease states, and pathophysiology with medical terminology and laboratory component are included. Credits for this course are not transferable to the college or university level. (513901)

HIHC 1110 – INTRODUCTION TO HEALTH CARE (3-3-0-0)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech program
In this course the student learns to establish a safe and supportive environment for the patient/resident/ client through ethical and legal responsibilities, effective communication, observational skills, and safety; issues including fire safety, infection control, CPR, and personal hygiene and grooming practices. (513902)

HMDT 1170 – MEDICAL TERMINOLOGY (2-2-0-0)
Prerequisite(s): Acceptance into an allied health program
Interpretation and analysis of medical terms including the combination of prefixes, root words, and suffixes to and recognize spell, utilize and pronounce medical terminology correctly. Medical abbreviations are also included. (513901)

HNUR 1000 NURSING PERSPECTIVES (3-3-0-0)
Prerequisite: Admission into the PN program. Discussion of the Practical nursing roles, personal characteristics, concepts, critical thinking, legal/ethical considerations, community health issues, and basic professional skills within the scope of the practical nurse are presented. It expounds the role of the practical nurse, practical nursing education, and the law relating to the practice of practical nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the Louisiana Revised Statutes. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures.

HNUR 1152 – BASIC NUTRITION FOR THE PN (1-1-0-0)
Prerequisite(s): Acceptance into the Practical Nursing program.
The application of basic nutritional principles related to health promotion, wellness, and essential dietary requirements across the lifespan. Consideration is given to socioeconomic and cultural differences within the global society. (513901)

HNUR 1180 – BASIC PHARMACOLOGY (3-2-2-0)
Prerequisite(s): Acceptance into the Practical Nursing program
A study of fundamental pharmacological and math concepts including whole numbers, fractions, decimals, roman numerals, ratios and proportions, simple equations, percentages, measurements, and U. S. Standard and metric conversions as it applies to drug and dosage calculations. The basic drug classes and properties of pharmacokinetics are introduced. Safety regarding drug preparation, administration, documentation and storage of medications through oral, sublingual, buccal, transdermal, intradermal, subcutaneous, and intramuscular routes are discussed and practiced (513901)

HNUR 1211 – NURSING FUNDAMENTALS I (5-3-2-3)
Prerequisite(s): Acceptance into the Practical Nursing program
The fundamental concepts of nursing are introduced through theory and supervised laboratory experiences. Primary focus is on providing basic nursing skills to meet the bio-psycho-socio-cultural and spiritual needs of the patient/client in various health care settings. Infection control and safety issues are also addressed. This course also includes an introduction to the nursing process as it relates to the management of the patient/client with health alterations. This course includes a 45-hour long-term care clinical component for students integrate into practice basic skills to clients throughout the lifespan under the supervision of a nursing faculty member. (513901)

HNUR 1411 – NURSING FUNDAMENTALS II (5-3-4-0)
Prerequisite(s): C or better in HNUR 1211, HMDT 1170, HBIO 1210, HNUR 1180, HNUR 2105. HNUR 1152
The fundamental concepts of nursing are expanded through theory and supervised laboratory experiences. Advanced skills are presented through the application of the nursing process to integrate into practice the management of patient/client with health alterations throughout the lifespan. (513901)

HNUR 2210 – MEDICAL/SURGICAL NURSING I (9-6-0-11.3)
Prerequisite(s): C or better in HNUR 1211, HBIO 1210, HNUR 1180
Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including but not limited to: fluid & electrolytes, acid-base balance, microbiological and infection control principles, perioperative, and cardiovascular care. Evidence-based nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology and detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system addressed including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 170-hour clinical component for students to integrate into practice principles learned in theory under the supervision of a nursing faculty member. (513901)

HNUR 2310 MEDICAL/SURGICAL NURSING II (9-6-0-11.3)
Prerequisite(s): C or better in HNUR 2611 and HNUR 2505
Intermediate application of the nursing process as a method of individualizing evidence-based patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to, alterations in the respiratory, gastrointestinal, and endocrine. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology with a detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 170-hour clinical component for students integrate theory into practice and expand clinical skills under the supervision of a nursing faculty member. (513901)

HNUR 2410– MEDICAL/SURGICAL NURSING III (9-6-0-11.3)
Prerequisite(s): C or better in HNUR 2310 and HNUR 2505
This course includes advanced application of the nursing process as a method of individualizing evidence based patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to musculoskeletal, genitourinary, neurological, and reproductive disorders. The care of the adult in multiple settings will be presented with a review of anatomy and physiology and detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 170-hour clinical component for students to integrate into practice and master clinical skills under the supervision of a nursing faculty member. (513901)

HNUR 2505 –MENTAL HEALTH NURSING (5-4-0-3)
Prerequisite(s): C or better in HNUR 1340, HNUR 1411, HNUR 2205
This is an introduction to basic concepts of psychiatric-mental health nursing. The nursing process applied to caring for patient/client experiencing alterations in emotional, behavioral, mental, and social functioning. Integration of pharmacology, diet therapy, and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed. Theories of wellness promotion are discussed. This course includes a 45-hour clinical component for students to integrate into practice principles learned in theory under the supervision of a nursing faculty member to the mental health client. (513901)

HNUR 2605 – PEDIATRIC AND OBSTETRICAL NURSING (6-5-0-4)
Prerequisite(s): C or better in HNUR 2611 and HNUR 2505
Emphasis on developmentally appropriate, evidence based nursing practice for children and families from conception through antepartum, intrapartum, and postpartum periods, birth, infancy, childhood and adolescences including, but not limited to, the knowledge, skills, and attributes essential to providing compassionate cultural care to meet the health needs of mother and infant from birth through adolescences experiencing multiple health alterations. A discussion of anatomical, physiological, pharmacological, and nutritional theory is presented. This course includes a 60 hours clinical component for students to integrate both obstetrical and pediatric nursing theory into practice under the supervision of a nurse faculty member (513901)

HNUR 2611 – IV THERAPY (2-1-2-0)
Prerequisite(s): C or better in HNUR 1340, HNUR 1411, HNUR 2205 or current PN license in the state of Louisiana
The implications for intravenous therapy (IV Therapy) including equipment/devices used, anatomy/ physiology, methods and techniques, infection control measures, safety, complications, and related issues are discussed. The role of the practical nurse related to legal and ethical considerations of intravenous therapy and supervised lab performance are integral parts of this course. (513901)

HNUR 2621 – PROFESSIONALISM FOR PRACTICAL NURSING (2-2-0-0)
Prerequisite(s): C or better in HNUR 2305 and HNUR 2605
This course provides a deeper understanding of the laws, rules and regulations which govern licensure of the practical nurse in the state of Louisiana. Legal responsibilities, confidentiality, safety and ethical principles along with concepts of management and supervision are emphasized. Preparations for employment are discussed including, but not limited to gaining and maintaining a license, evaluating job opportunities and interviewing for those opportunities, compiling a resume and resignation letter as well as work skills essential to the healthcare industry. (513901)

MCSI 1120 – GENERAL BODY STRUCTURE (3-3-0-0)
Prerequisite(s): None
Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. (260403)

MCSI 1300 – MEDICAL TERMINOLOGY (3-3-0-0)
Prerequisite(s): None
An introduction of basic medical terms by use of prefixes, suffixes and anatomical roots.
Note: this course uses a 10-point grading scale.

MCSI 1101 – MEDICAL CODING ICD-10 CM (3-3-0-0)
Prerequisite(s): None
This course covers ICD-10-CM coding and its application in regards to healthcare insurance/billing.
Prerequisites: None

MCSI 1102 – MEDICAL CODING CPT/HCPCS ()
Prerequisite(s): C or better in MCSI 1120, MCSI 1300, and MCSI 1101 and can be taken concurrently with MCSI 1105.
This course covers procedure coding in the application of the current version of HCPCS and Current Procedural Terminology (CPT). It also includes preparation to sit for the CPC examination.

MCSI 1103 - MEDICAL CODING SPECIALIST CPT/HCPCS (3-2-1-0)
Prerequisite(s): MCSI 1102. Instruct individuals on CPT/HCPCS coding which is an essential part of documentation used for billing in the medical field. The course will present to individuals a basic level of coding exercises and scenarios. Coding scenarios are presented according to all the systems of the human body to include diseases and disorders.

MCSI 1104 - ADMINISTRATIVE PROCEDURES FOR MEDICAL OFFICES (3-0-3-0)
Prerequisite(s); KYBD 1100
This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered. Practical application activities are integrated throughout this course.

MCSI 1105 - INSURANCE BILLING (3-3-0-0)
Prerequisites: C or better in MCSI 1120, MCSI 1300, and can be taken concurrently with MCSI 1102-PCS, CPT.
This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, (ICD-10-CM), HCPCS, and Current Procedural Terminology (CPT).

NBAP 1120 – BASIC BODY STRUCTURE AND FUNCTION (2-2-0-0)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech program
Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. (260403)

NRSA 1211 - NURSING FUNDAMENTALS (3-3-2-0)
Prerequisite(s): Acceptance into the Nurse Assistant or Patient Care Tech program
Theory (42hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of residents in long term care facilities. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of residents with health alterations. Theory instruction will be offered via traditional face-to-face. Skills lab demonstration and practice will include face-to-face experiences under the instruction and supervision of a Fletcher approved instructor.

NRSA 1222 - SKILLS APPLICATION (1-0-0-3)
Prerequisite(s): Concurrent enrollment in NRSA 1211
The student will perform, demonstrate, and practice a minimum of 40 hours of basic nursing assistant care in an approved long-term care facility, under the supervision of the faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric residents in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.
Clinical orientation: The student will participate in 4 clock hours of orientation to each clinical site prior to clinical instruction. This is not included in the clinical instruction time.

NURS 1080 – HEALTH ASSESSMENT FOR NURSES (4-3-2-0)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in or concurrent enrollment in NURS 1090
Introduction of nursing concepts and critical thinking processes utilized in health history, physical assessment, and management of the patient/client with health alterations throughout the lifespan. Students learn to develop skills and a systematic pattern for performing an integrated health history and physical assessment (513801)

NURS 1090 – PHARMACOLOGY FOR NURSES (4-3-2-0)
Prerequisite(s): Acceptance into the clinical component of the nursing program
Foundations and principles of pharmacology and applications in practice including medical math concepts which apply to drug and dosage calculations are discussed in this course. Drug types, classifications, actions and interactions, side effects and adverse effects are also presented. Safe, effective drug administration and important nursing implications and developmental considerations related to each drug underlying principles of actions of various drug groups, sources, physical and chemical properties, physiological actions, absorption rate, excretion, therapeutic uses, side effects, and toxicity are emphasized in this course. (513801)

NURS 1000 – BASIC NURSING (4- 2-2-3)
Prerequisite(s): Acceptance to ASN Nursing program
Introduction to nursing through theory, supervised laboratory experiences, and clinical. Primary focus is on providing basic nursing skills to meet the holistic needs of the client. Infection control and safety issues are addressed. This course includes a 45-hour of long-term care clinical component for students integrate into practice basic skills to clients under the supervision of a nursing faculty member.

NURS 1310 – NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS I (3-2-0-3)
Prerequisite(s): Acceptance to ASN Nursing program
Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client are presented in classroom and clinical components of this course. Discussion of client care in nursing for basic alterations in body systems and functions including, but not limited to nutritional, immunological, integumentary, oxygenation, perfusion, endocrine, and hematological, as well as, perioperative care. This course contains a 45-hour clinical component.

NURS 1320 TRANSITIONS IN NURSING (6-3-2-4)
Prerequisite(s): Acceptance to LPN to ASN Nursing track
This course provides a framework for assisting transition from a licensed practical nurse to an Associate of Science in Nursing Registered Nurse. An overview of principles of basic adult health both physically mentally as well as the registered nurse's role in meeting the client's basic needs across the lifespan within the scope of practice and laws as it applies to the registered nurse in Louisiana. This course includes 45 hours in adult health and 45 hours in mental health clinical. Successful completion and 2 years of work experience will award 15 credits or 315 hours of credit in the ASN program.

NURS 2300 - NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS II (7-4-0-9)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in NURS 1310 or NURS 1320
Advanced applications of the nursing processes are presented in classroom and clinical components of this course with emphasis on planning, implementing, and evaluating nursing care for adult patient/client with complex health needs in acute care settings. Discussion of body systems and functions including, but not limited to, cardiovascular, neurological, reproductive, gastrointestinal, endocrinology, genitourinary, sensory, hematological, and oncology/ neoplasia. Complex nursing care of the adult will be presented with a review of anatomy and physiology, therapeutic/modified diets, nutritional information as it is associated with the health of the client and pharmacological interventions for each body system addressed. This course contains a 135-hour clinical component. (513801)

NURS 2740 – NURSING CARE OF THE CLIENT WITH ALTERATIONS IN MENTAL HEALTH (4-3-0-3)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in NURS 1090, and NURS 1310
An introduction to the basic concepts of psychiatric-mental health nursing care as applied to the nursing process for the patient/client experiencing alterations in emotional, behavioral, mental and social functioning. Integration of pharmacology and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed, as well as theories of wellness, promotion of mental health, and methods of treatment associated with mental health nursing care and rehabilitation. This course contains a 45-hour clinical component. (513801).

NURS 2750 – MATERNAL-CHILD NURSING CARE (5-3-2-3)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in NURS 1310 or NURS 1320
Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female reproductive system, male reproductive system, intrauterine development, prenatal care, principles of specialized testing, labor and delivery, postpartum care, patient education, and methods of contraception. Child development and common pathophysiology from newborn through adolescence. This course contains a 45-hour clinical component. (513801)

NURS 2760 – CAPSTONE COURSE (3-3-0-0)
Prerequisite(s): Graduating Nursing Student.
The capstone review and evaluation course is designed to assist students to synthesize nursing knowledge and practice as a beginning nurse. Students will prepare to pass the NCLEX-RN licensure exam, be evaluated on accomplishment of the knowledge and theory of nursing practice as well as receive advanced cardiac life support training and certification as well as portfolio preparation. (513801)

NURS 2800 – ISSUES IN NURSING AND HEALTH CARE (3-3-0-0)
Prerequisite(s): Acceptance into the clinical component of the nursing program, C or better in NURS 1310, and C or better in or concurrent enrollment in NURS 2300 and NURS 2740
This course presents definitions and roles of nursing within the changing environment of global health care. Current issues related to nursing education, practice, governance, quality improvement, and health care costs, policies and delivery systems are discussed. Challenges, collaboration, cultural diversity and legal/ ethical/social issues encountered in meeting global health care needs are discussed (513801).

HISTORY

HIST 1010 – WESTERN CIVILIZATION I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of western civilization from ancient times to the Reformation era. (Louisiana Common Course Number: CHIS 1013) (540101)

HIST 1020 – WESTERN CIVILIZATION II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of western civilization from the Reformation era to the present. (Louisiana Common Course Number: CHIS 1023) (540101)

HIST 1500 – WORLD HISTORY I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of world history from ancient civilizations to 1500. (Louisiana Common Course Number: CHIS 1113) (540101)
HIST 1510 – WORLD HISTORY II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of world history from 1500 to present. (Louisiana Common Course Number: CHIS 1123) (540101)

HIST 2010 – AMERICAN HISTORY I (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of United States history from earliest times to the Civil War era. (Louisiana Common Course Number: CHIS 2013). (540101)

HIST 2020 – AMERICAN HISTORY II (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of United States history from the Civil War era to the present. (Louisiana Common Course Number: CHIS 2023). (540101)

HIST 2030 – LOUISIANA HISTORY (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000.
Survey of Louisiana history to the present.

HUMANITIES

HUMA 2000 – Photo Narratives (3-0-0-9)
Prerequisite(s): None
This course analyzes the relationship between images and text in telling stories—fictional, non-fictional, and biographical. Students will explore how to utilize an editorial and narrative approach to photography. Students will use conceptualism in conjunction with documentary to build photo essays and other narrative projects. Through lecture and projects, students will learn how to research, shoot, edit, and present a body of work that encompasses unifying themes via photography and writing.

HUMA 2000 – Survey of the Humanities (3-3-0-0)
Prerequisite(s): None
Introduces students to a particular country/region with a focused survey of the art, music, literature, and history of the area. Students are required to engage in critical thinking and short analysis writing assignments.

INTEGRATED PRODUCTION TECHNOLOGIES

INST 1113- NCCER INSTRUMENTATION LEVEL ONE (3-3-0-0)
Covers safety guidelines and practices in an industrial setting and how to identify, inspect, use, and maintain the various hand and power tools used by instrument fitters and technicians. Includes basic concepts of the metric system, basic algebra, geometric figures, and calculations associated with triangles. The different types of drawings, symbols, and abbreviations used in instrumentation are also covered. Covers the National Center for Construction Education and Research (NCCER) Instrumentation Level 1 Modules 1 – 4. Successful completion of this course requires passing the NCCER Level 1 Modules 1 – 4 Exams with a 70% or higher. This course requires lab and exam fees. Passing NCCER Exam is not a prerequisite to move on to Instrumentation Level 2.

IPTN 1030 – PROCESS DIAGRAMS (3-2-1-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission of IPTN Department Head.
Course topics include identification and application of electrical, piping, instrumentation, mechanical and process drawings used in job planning. Identification of lines, symbols, lean symbols; Interpretation of views, dimensions, and tolerances. Includes PFD, P&ID, Safe Charts, PE&I, electrical, and electrical one-line drawings. (150903)

IPTN 1050 – PETROLEUM COMPUTATIONAL METHODS (3-3-0-0)
Prerequisite(s): C or better in MATH 1214 or MATH 1213 or permission of IPTN Department Head
Course topics include: identification of graphs and charts and use of a scientific calculator to determine the perimeter, area, volume, and surface area of equipment used in the oil and gas industry. An introduction of Ohm's Law, Power Law Wheel, Ideal Gas Law, and Boyles Law in relationship to fluid flow and pressure changes. Introduction to Analog and digital computational methods to solve problems in the Petroleum Industry.

IPTN 1300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION I (3-2-1-0)
Prerequisite(s): Eligibility for MATH-099
An introductory course focusing on basic electrical concepts and automatic control discussing the instruments used to sense, measure, transmit and control production. The students will be introduced to Direct and Alternating currents, Ohm's Law, magnetism, series and parallel circuits, meters, instrument symbols, five process variables, controllers, regulators, control loops, solid-state devices, transistor circuits, digital electronics and control loops. (150903)

IPTN 1310 – INTEGRATED PRODUCTION TECHNOLOGIES EQUIPMENT I (3-2-1-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission of IPTN Department Head. Introduces equipment used in the petroleum process and production industry. Course covers many process industry-related equipment concepts including the purpose, components, and operations of tanks, vessels, heat exchangers, and cooling towers. Emphasizes the production operator's role in operating, performing minor maintenance, and troubleshooting equipment. Course topics include basic concepts of piping, tubing (cutting/bending), hoses, fitting, valves, and pumps. Also includes the fundamentals and operation of electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.

IPTN 1320 – INTEGRATED PRODUCTION TECHNOLOGIES EQUIPMENT II (3-2-1-0)
Prerequisite(s): C or better in IPTN 1310 or permission of IPTN Department Head
Introduces primary and auxiliary equipment used in the petroleum process and production industry. Course covers many process industry-related equipment concepts including the purpose, components, and operation of dynamic pumps, positive displacement pumps, compressors, turbines, boilers, and engines. Also emphasizes the production operator's role in maintaining operation of electrical distribution systems, mechanical power, and equipment lubrication used in the production operation. Course includes the fundamentals of tools, production containment equipment, thermal exchangers, environmental safety, and controls used in the production and pipeline operations.

IPTN 1400 – FLUID MECHANICS (3-3-0-0)
Prerequisite(s): C or better in MATH 1214 or MATH 1213, IPTN 1050, and eligibility for ENGL 1010 or permission of IPTN Department Head
Includes a study of measurements, properties, and principles of fluid flow, and calculations for oil and gas measurement conversions. (150903)

IPTN 1500 – OFFSHORE SAFETY AND COMPLIANCE (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission of IPTN Department Head.
A study of BSEE, BOEM, OSHA, DOT, and USCG standards and regulations applicable to production and pipeline operations is included. Other topics include safety inspections, audits, incident investigations, emergency evacuations, record keeping, and environmental awareness. (150903)

IPTN 1600 – OIL AND GAS PRODUCTION I (3-2-1-0)
Prerequisite(s Eligibility for ENGL 1000 or permission of IPTN Department Head.
This course is an introductory overview to the duties and job responsibilities for onshore and offshore deep-water production technician. It focuses on the history and early development of the oil business, geology of a petroleum reservoir, land and offshore leases, exploration, and drilling. Additional topics include introductions to well-control procedures, well servicing, well workover, and well completion for production use. There is also an introduction to production equipment; from the well head through separation systems, and production safety. Course includes operator hands-on training and developing, analyzing reservoirs rock samples, creating an oil-bearing reservoir, operation of well-control equipment (dry tree), and emergency well shut-in simulator.

IPTN 1610 – OIL AND GAS PRODUCTION II (3-2-1-0)
Prerequisite(s): C or better in IPTN 1600 or permission of IPTN Department Head. This class provides information on the production process, the composition and properties of natural gas, and gas compression. This includes basic surge and load control, gas dehydration systems and separation equipment, produced water treatment, handling systems and equipment, and basic artificial lift and enhanced recovery systems. Other topics include pumping systems, transportation systems, and auxiliary systems (Fuel Gas, air compressors, fresh water systems and HV&C). Provides an introduction to the basics of petroleum refining and plant processing. Course includes hands-on training in the operation of three phase separator demonstrator, heat exchange demonstrator, pipeline pigging demonstrator, gas lift process trainer, and basic operation for three phase separators Simtronics Dynamic Simulator System.

IPTN 2000 – PLANNING AND MANAGEMENT (4-3-1-0)
Prerequisite(s): Eligibility for ENGL 1000 or permission if IPTN Department Head.
Introduces effective communication skills, team collaboration, decision-making processes, and quality control. Planning, scheduling, performance management, safety planning, facility economics, security, conflict management, and leadership skills are also covered. Includes practical exercises utilizing oil and gas activities. (150903)

IPTN 2100 – INTRODUCTION TO DEEP WATER SYSTEMS AND TECHNOLOGY (2-1-3-0)
Prerequisite(s): C or better in IPTN 1610, IPTN 1030, or permission of IPTN Department Head
This course will provide an introduction to Deepwater operations including exploration, development, drilling, production and transportation of oil and gas, with a focus on the unique issues involved in deepwater. It will expand on the concepts introduced in IPTN-1600 and IPTN-1610 (Oil and Gas I & II). Other topics covered in this course will include: deep-water specialized equipment and systems, operating conditions – normal and abnormal, subsea systems used in Deepwater production facilities, remotely operated vehicles (ROVs) that are useful tools in construction, maintenance and operations, deep-water gas-lift and optimization methods, flow assurance (hydrate prevention), and control systems used in the operation of Deepwater operations.

IPTN 2200 – PRODUCTION SAFETY SYSTEMS (3-2-1-0)
Prerequisite(s): C or better in IPTN 1500 or permission of IPTN Department Head
A study of the installation, operation, inspection, testing, and maintenance of the safety devices and production equipment used on offshore platforms. Topics include flow, pressure, temperature and level sensors, gas and fire detection devices, and surface and sub-surface safety valves. (150903)

IPTN 2300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION II (3-2-1-0)
Prerequisite(s): C or better in MATH 1214 or MATH 1213, IPTN 1300, or permission of IPTN Department Head
A continuation of Applied Electricity and Industrial Instrumentation I with emphasis on instrumentation troubleshooting, control schemes, switches, annunciators, signal conversion and transmission, digital control systems, programmable logic control systems, and distributed control systems. Instrumentation I & II include pneumatic, electronic, digital and mechanical controls and systems. (150903)

IPTN 2500 – CAREERS IN THE PETROLEUM INDUSTRY (2-2-0-0)
Prerequisite(s):C or better in computer elective, ENGL 1000 and above, and SPCH 1200 Develops skills necessary for a career in the petroleum industry. Topics include: employability skills, job seeking skills, interview skills, mechanical aptitude, and employers' expectations. (150903)

IPTN 2600 – INTERNSHIP (2-0-2-0) Substitute course for IPTN 2500
Prerequisite(s): CPTR 1100, ENGL 1010, and permission of IPTN Department Head or Dean.
Develops hands on skills necessary for a career in the petroleum industry. Must be able to work at least a total 140 hours over the semester at an oil and gas related facility. This course is designed for 3rd or 4th semester students pursuing an AAS degree and require permission of IPTN Department Head or Dean. (150903)

IPTN 2700 - SHELL BOOST PLUS (2-1-3-0) Substitute course for IPTN 2100
Prerequisite(s): IPTN 1610, IPTN 1030, or permission of IPTN Department Head or Dean.
A five day, accelerated course designed to provide a "real-world" experience of what it is like to be a production operator. The curriculum blends technical classroom learning and practical hands on experience in Deepwater Systems and Technology. This course is designed for 3rd or 4th semester students pursuing an AAS degree and require permission of IPTN Department Head or Dean. (150903)

KEYBOARDING

DVKB 0900 - BASIC KEYBOARDING (3-3-0-0)
Prerequisite(s): None.
This is a developmental course that introduces the student to the touch method of typing alphabetic, numeric, and symbol keys using a personal computer. The student will type at a minimum rate of 25 wpm on a 3-minute timed writing from straight copy material with three or fewer errors. (110602)

KYBD 1050 – KEYBOARDING I (3-3-0-0)
Prerequisite: None
An introduction to basic keyboarding terminology and touch typing. Emphasis on speed, accuracy, and correct techniques. Preparation of letters, memos, emails, and medical coding reports that follow the medical coding guidelines. (110602)

KYBD 1100 – KEYBOARDING I (3-3-0-0)
Prerequisite: None
An introduction to basic keyboarding terminology and touch typing. Emphasis on speedy, accuracy, and correct techniques. Preparation of letters, reports, and tables. (110602)

KYBD 1200 – KEYBOARDING II (3-3-0-0)
Prerequisite: KYBD 1100.
Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables, and correspondence for various types of businesses. Spring only (110602)

MACHINE TOOL TECHNOLOGY

MTTC 1000 - MATERIAL, MEASUREMENT, AND SAFETY (2-2-0-0)
Prerequisitie(s): none
Safety is the primary concern when working in any machining environment. This course will cover aspects of safety requirements from what is OSHA to proper PPE. Machining requires both the use of semi-precision and precision measurement. The student will understand the proper use and care of these instruments. This course will cover metal composition and classification along with the heat treatment of metals. Maintenance, lubrication, and cutting fluids will also be covered. (480501)

MTTC 1002 - INTRODUCTION TO LATHE – LECTURE (2-2-0-0)
Prerequisite(s): Concurrent enrollment in MTTC 1000 and MTTC 1003
The course will emphasize the safe operation of the engine lathe and explaining the principal operation of a lathe. Students will be able to identify and explain the functions of the parts of the lathe. Students will be able to explain the different types of workholding and toolholding devices used on a lathe, along with cutting tools and cutting fluids, and the use with the speeds and feeds to create parts. (480501)

MTTC 1003 - INTRODUCTION TO LATHE (LAB) (0-3-0)
Prerequisite(s): Concurrent enrollment in MTTC 1000 and MTTC 1002
Safety is the primary concern when working in any machining environment. Student will learn safe use of engine lathe, in a lab setting. Participants will learn tooling and insert nomenclature, proper use of work holding device, proper use of tool holding devices. Perform turning, grooving, cutoff, and knurling procedures. (480501)

MTTC 1004 - INTRO TO MILL (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 1000
Co-requisite: MTTC 1005
Safety is the primary concern when working in any machining environment. Manual milling machines are primarily used to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill, including cutting tool nomenclature, and speeds and feeds. (480501)

MTTC 1005 - INTRO TO MILL (LAB) (3-0-6-0)
Prerequisite(s): MTTC 1000
Safety is the primary concern when working in any machining environment. Student will learn safe use of milling machine, in a lab setting. Participants will learn tooling and insert nomenclature, proper use of workholding device, proper use of toolholding devices. Perform speeds and feeds calculations to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill. (480501)

MTTC 2002 - ADVANCED LATHE (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 1000, MTTC 1002, MTTC 1003
Safety is the primary concern when working in any machining environment. Safe operation of the engine lathe and explain the principal operation of a lathe. Student will also be able to identify and explain the functions of the parts of the lathe. Also, explain the different types of workholding and toolholding devices used on a lathe, along with cutting tools and cutting fluids, and the use with the speeds and feeds to create complex parts and assemblies. (480501)

MTTC 2003 - ADVANCED LATHE LAB (3-0-6-0)
Prerequisite(s): MTTC 1000, MTTC 1002, MTTC 1003
Safety is the primary concern when working in any machining environment. Safe operation of the engine lathe and explain the principal operation of a lathe. Student will also be able to identify and explain the functions of the parts of the lathe. Also, explain the different types of workholding and toolholding devices used on a lathe, along with cutting tools and cutting fluids, and the use with the speeds and feeds to create complex parts and assemblies. (480501)

MTTC 2004 - ADVANCED MILL (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 1000
Safety is the primary concern when working in any machining environment. Manual milling machines are primarily used to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill including cutting tool nomenclature, and speeds and feeds. Operation of indexing and rotary tables. Students will learn advance procedures to machine complex parts and assemblies. (480501)

MTTC 2005 - ADVANCED MILL (LAB) (3-0-6-0)
Prerequisite(s): MTTC 1000, MTTC 1004, MTTC 1005
Safety is the primary concern when working in any machining environment. Manual milling machines are primarily used to machine flat and angled surfaces by feeding a workpiece into a rotating cutting tool to remove material. Students will learn proper procedures in the safe operation of the manual mill including cutting tool nomenclature, and speeds and feeds. Operation of indexing and rotary tables. Students will learn advance procedures to machine complex parts and assemblies. (480501)

MTTC 2800 - INTRO TO MasterCam (4-4-0-0)
Co-requisite(s): MTTC 2810, MTTC 2811
This course will introduce the student to the basic elements of Computer Aided Drafting. Students will learn basic elements in the use and environment of MasterCam CAD program. (480501)

MTTC 2810 - INTRO TO CNC (LECTURE) (4-4-0-0)
Prerequisite(s): MTTC 1000 or permission from instructor
This course will introduce the student to G-code programming to program both CNC lathes and mills. (480501)

MTTC 2811 - INTRO TO CNC (LAB) (4-0-8-0)
Prerequisite(s): MTTC 1000 or permission from instructor
Write CNC programs. Install and operate CNC machinery. (480501)

MTTC 2812 - ADVANCED CNC (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 2810, MTTC 2811, MTTC 3000
Co-requisite: MTTC 2813
This course will introduce advance programs for both the CNC Lathe and Mill. Students will be able to write programs for complex parts after completion of this course. (480501)

MTTC 2813 - ADVANCED CNC (LAB) (4-0-8-0)
Prerequisite(s): MTTC 2810, MTTC 2811, MTTC 3000
Co-requisite: MTTC 2812
This course will introduce advance programs for both the CNC Lathe and Mill. Students will be able to run programs for complex parts after completion of this course. (480501)

MTTC 2814 - CNC 5-AXIS (LECTURE) (2-2-0-0)
Prerequisite(s): MTTC 2810, MTTC 2811, MTTC 3000
Co-requisite: MTTC 2813
This course will introduce advance programs for a 5-axis machining center. Students will be able to write programs for complex parts for a 5-axis machining center after completion of this course. (480501)

MARINE DIESEL ENGINE TECHNOLOGY

DESL 1120 – SAFETY SKILLS AND INTRO TO DIESEL ENGINES (3-2-1-0)
Prerequisite(s): None
Basic safety information needed to prepare individuals entering the workforce with an introduction to the occupation of diesel technicians, safety, tools, test equipment, fasteners, bearings, and seals. Laboratory work requires using tools and fasteners. (470605)

DESL 1130 – DIESEL ENGINE PARTS IDENTIFICATION AND OPERATING PRINCIPLES (3-1-2-0)
Prerequisite(s): Concurrent enrollment in DESL 1120
An introduction to the design and construction of diesel engines and identification of diesel engine parts. (470605)

DESL 1140 – ENGINES (4-1-3-0)
Prerequisite(s): Concurrent enrollment in DESL 1130
The disassembly, inspection and evaluation, repair and reassembly of engines. (470605)

DESL 1240 – DIESEL ENGINE FUEL SYSTEMS (3-1-2-0)
Prerequisite(s): None
The identity of type and functions of fuel injectors, nozzles, and unit injectors; troubleshooting, replacing injectors and nozzles, the identify of types, parts, functions, operation, and uses of various fuel injection pumps, electronic metering systems and electronic unit injectors. (470605)

MDET 2310 – MARINE AIR INTAKE AND EXHAUST SYSTEMS (1-0-1-0)
Prerequisite(s): None
The design of air intake systems and both wet and dry exhaust systems. (470616)

MDET 2320 – MARINE COOLING SYSTEMS (1-0-1-0)
Prerequisite(s): C or better in DESL 1140
The design and operation of both heat exchanger and keelcoolers. (470616)

DESL 1210 – DIESEL SYSTEMS (5-3-2-0)
Prerequisite(s): None
Electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems. (470605)

DESL 1231 – DIESEL ENGINE CONTROL SYSTEMS (3-1-2-0)
Prerequisite(s): C or better in DESL 1220
The identification of types of governors, functions, and classifications, the disassembly inspection reassembly, and testing of governors according to manufacturer's specifications, and the applications of electronic engine controls, types, and functions. (470605)

DESL 1150 – ENGINE DIAGNOSTICS (3-1-2-0)
Prerequisite(s): Concurrent enrollment in DESL 1140
The performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment. (470605)

MDET 2210 – ENGINE MOUNTING AND ALIGNMENT (3-2-1-0)
Prerequisite(s): C or better in DESL 1140
The major issues involved in mounting an engine in a vessel. (470616)

MDET 2230 – GEARS AND ENGINE COUPLINGS (4-2-2-0)
Prerequisite(s): C or better in MDET 2210
Principles of marine gears, marine gear clutches, and engine couples. (470616)

MDET 2700 – THE VESSEL (4-4-0-0)
Prerequisite(s): None
Issues and procedures following the installation of a diesel engine in a sea going vessel including ship and water safety issues. (470616)

DESL 1500 – HYDRAULICS (3-2-1-0)
Prerequisite(s): None
The principles of basic hydraulic systems and troubleshooting hydraulic systems including the use of schematics and control diagrams. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations. (470605)

MWELD 2230 – BASIC WELDING FOR MECHANICS (2-1-1-0)
Prerequisite(s): None
Practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position and an introduction of oxyacetylene/cutting procedures is also included. (480508)

MATHEMATICS

APMA 1010 – GENERAL MATHEMATICS (3-3-0-0)
This course covers the basic concepts of algebra, geometry, and trigonometry. Emphasis is placed on computations involving basic algebraic expressions, simple linear equations, basic geometric principles, and solution of right triangle problems. Scientific calculator required. Fall Only (270101).

APMA 1030 – BUSINESS MATH (3-3-0-0)
A study of various business-related mathematical processes, principles, and techniques used to solve business problems with a calculator. Louisiana Common Course Number: CBUS 1103 (270101)

MATH 1103 – CONTEMPORARY MATHEMATICS (3-3-0-0)
Prerequisite(s): D or better in MATH 1104 or satisfactory score on placement test
An introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) Credit cannot be earned for both MATH 1104 and MATH 1103. (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 1104 – CONTEMPORARY MATHEMATICS (4-3-1-0)
Prerequisite(s): satisfactory scores on placement test
An introduction to topics in contemporary mathematics that integrates a review of designated items in elementary algebra. Contemporary Mathematics topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) Credit in MATH 1104 is equivalent to MATH 1103. Credit cannot be earned for both MATH 1104 and MATH 1103. (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 1213 – COLLEGE ALGEBRA (3-3-0-0)
Prerequisite(s): D or better in MATH 1214; or satisfactory scores on placement test
In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. Credit cannot be earned for both MATH 1214 and MATH 1213. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1214 – COLLEGE ALGEBRA (4-3-1-0)
Prerequisite(s): C or better in MATH 1104 or MATH 1103 or satisfactory score on placement test
In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. Credit in MATH 1214 is equivalent to MATH 1213. Credit cannot be earned for both MATH 1214 and MATH 1213. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1223 – TRIGONOMETRY (3-3-0-0)
Prerequisite(s): C or better in MATH 1214 or 1213 or satisfactory score on placement test
Trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. (Louisiana Common Course Number: CMAT 1223). (270101)

MATH 1235 – PRECALCULUS (5-5-0-0)
Prerequisite(s): 74 or higher on Compass Algebra Score; 99-120 on the College Level Math Accuplacer Placement Test; 23-26 on the ACT; Departmental approval.
Serves a replacement for MATH 1213/1223 as preparation for calculus. A combined course on function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations, triangles with applications; polar coordinate system. (Louisiana Common Course Number: CMAT 1235). (270101)

MATH 1413 – MATHEMATICS FOR ELEMENTARY TEACHERS (3-3-0-0)
Pre-requisite(s): Eligibility for MATH 1214 or MATH 1213
Topics include numeral systems, theory of arithmetic, whole numbers, integers, rational numbers, decimal representations, real numbers, probability, and statistics with an emphasis on problem solving. (Louisiana Common Course Number: CMAT 1413) (270101)

MATH 1423 – GEOMETRY FOR ELEMENTARY TEACHERS (3-3-0-0)
Pre-requisite(s): Grade of "C" or better in MATH 1413
A study of basic Euclidean geometry, measurement and probability and statistics, chosen to give the elementary school teacher the mathematical background necessary for the present elementary school curriculum. (Louisiana Common Course Number: CMAT 1423) (270101)

MATH 2010 – APPLIED CALCULUS (3-3-0-0)
Prerequisite(s): C or better in MATH 1214 or 1213 or satisfactory score on placement test
Introduction to differential and integral calculus with emphasis on applications, designed primarily for business, economics, and social sciences. Topics include limits, the first and second derivative, the first and second derivative tests for relative extrema; exponential and logarithmic functions; the definite and indefinite integral; the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications (This course is not equivalent to a Calculus I course and does not serve as a prerequisite for a Calculus II course.) (Louisiana Common Course Number: CMAT 2103). (270101)

MATH 2100 – INTRODUCTORY STATISTICS (3-3-0-0)
Prerequisite(s): C or better in MATH 1103, 1104, 1213, or 1214; or satisfactory score on placement test
Descriptive statistics; probability; discrete and continuous (including binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation. (Louisiana Common Course Number: CMAT 1303). (270101)

MATH 2115 CALCULUS I (5-5-0-0)
Pre-requisite(s): A grade of "C" or better in either MATH 1223 Trigonometry or MATH1235 PreCalculus; or a satisfactory placement test score (currently MATH ACT 27 or higher).
This is a five credit-hour introductory calculus course designed primarily for STEM majors. The student is assumed to be versed in the standard pre-calculus topics of functions, graphing, solving equations, and the exponential, logarithmic, and trigonometric functions. Lack of knowledge of these skills may preclude a student's success in this course. No prior exposure to calculus is assumed. This course includes but is not limited to limits and continuity of functions; introduction of the derivative; techniques of differentiation; chain rule; implicit differentiation of transcendental and inverse functions; applications of differentiation; concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas, applications of definite integrals; work and volume. (Louisiana Common Course Number: CMAT 2115) (270101)

MATH 2124 CALCULUS II (5-5-0-0)
Pre-requisite(s): A grade of "C" or better in MATH 2115 Calculus I.
This is a four credit-hour calculus course designed primarily for STEM majors. This course includes but is not limited to techniques of integration, applications of integrals, parametric equations, analytical geometry, polar coordinates, sequences and infinite series, vectors in low dimensions including dot and cross products, introduction to differential equations, and partial derivatives. (Louisiana Common Course Number: CMAT 2124) (270101)

MEDICAL LABORATORY TECHNICIAN

MLTS 1010 - LABORATORY PROCEDURES (6-3-2-6)
Prerequisites: Admittance into the MLT program
The scope of this course will include introduction to medical laboratory technology, laboratory organization and procedures, personnel, terminology, ethics, quality control, laboratory math, laboratory safety, care and use of basic laboratory equipment, laboratory settings, accreditation and certification.

MLTS 1020 – HEMATOLOGY (3-3-0-0)
Prerequisites: MLTS 1010 passed with a minimum grade of C
Co-registration in MLTS 1021, 1030, 1031 and 1200 is also required.
This course will introduce the MLT student to principles and practices of clinical hematology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1030- Clinical Microbiology/Mycology (3-3-0-0)
Prerequisites: MLTS 1010 must be passed with a minimum grade of C.
Co-registration with MLTS 1020, 1021, 1031, and 1200.
This course will introduce the MLT student to principles and practices of clinical microbiology and mycology as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1040-Clinical Chemistry (3-3-0-0)
Prerequisites: MLTS 1020, 1021, 1030, 1031 and 1200 must be passed with a minimum grade of C in each course.
Co-registration with MLTS 1041, 1050, 1051, and 1300.
This course will introduce the MLT student to theory of principles and practices of clinical chemistry as they relate to pre-analytical, analytical and post-analytical procedures in a clinical chemistry laboratory setting. (511004)

MLTS 1050-Immunohematology/Blood Bank
Prerequisites: MLTS 1020, 1021, 1030, 1031 and 1200 must be passed with a minimum grade of C in each course.
Co-requisites: MLTS 1040, 1041, 1051, and 1300.
Theory of contemporary blood banking, including collection, storage and processing of blood components, role of RBC antigens and antibodies in compatibility testing and transfusion practice, application of test results in conditions such as hemolytic disease of the newborn and transfusion reactions, and beginning problem solving. (511004)

MLTS 1021-Hemostasis (1-1-0-0)
Prerequisites: MLTS 1010 must be passed with a minimum grade of C.
Co-requisites: MLTS 1020, 1030, 1031 and 1200.
This course will introduce the MLT student to principles and practices of clinical hemostasis as they relate to pre-analytical, analytical and post-analytical procedures in a clinical laboratory setting. (511004)

MLTS 1031-Clinical Virology/Parasitology (1-1-0-0)
Prerequisites: MLTS 1010 must be passed with a minimum grade of C.
Co-requisites: MLTS 1020, 1021, 1030 and 1200.
This course will introduce the MLT student to clinically significant bacteria and fungi as they relate to pre-analytical, analytical and post-analytical procedures in a clinical microbiology setting.(511004)

MLTS 1041-Urinalysis and Body Fluids (1-1-0-0)
Prerequisites: MLTS 1020, 1021, 1030, 1031 and 1200 must be passed with a minimum grade of C in each course.
Co-requisites: MLTS 1040, 1050, 1051, and 1300.
Theories in Body fluid analysis (urine, cerebrospinal fluid, and semen), and their correlation with patient health.(511004)

MLTS 1051-Immunology (2-2-0-0)
Prerequisites: MLTS 1020, 1021, 1030, 1031 and 1200 must be passed with a minimum grade of C in each course.
Co-requisites: MLTS 1040, 1041, 1050, and 1300.
An introduction to the immune system with emphasis on development and function of the immune cells, antibodies and their interactions and antigens, immune disorders, immunization, and the immunological basis for tissue transplants.(51004)

MLTS 1200-MLT Clinical experience 2 (8-0-0-24)
Prerequisites: MLTS 1010 must be passed with a minimum grade of C.
Co-registration in MLTS 1020, 1021, 1030 and 1031 is also required.
180 hours in a clinical setting for application of theories and techniques in immunohematology, clinical immunology, clinical chemistry, clinical microbiology, hematology, coagulation, and/or body fluid analysis with an emphasis on correlation of test results and problem solving skills. (511004)

MLTS 1300-MLT Clinical experience 3 (8-0-0-24)
Prerequisites: MLTS 1020, 1021, 1030, 1031and 1200 must be passed with a minimum grade of C in each course.
Co-registration in MLTS 1040, 1041, 1050, and 1051 is also required.
180 hours in a clinical setting for application of theories and techniques in immunohematology, clinical immunology, clinical chemistry, clinical microbiology, hematology, coagulation, and/or body fluid analysis with an emphasis on correlation of test results and problem solving skills. (511004)

MUSIC

MUSC 1010 – MUSIC APPRECIATION (3-3-0-0)
Prerequisite(s): None
Basic elements and vocabulary of music; appreciation and understanding of diverse styles of music past and present; developing listening skills. Includes opportunities for experiencing music (recorded and/or live). (Louisiana Common Course Number: CMUS 1013). (500902)

MUSC 1070 - MUSIC AND CULTURAL DIVERSITY (3-3-0-0)
Prerequisite(s): None
This course explores the roots, traditions, and celebrations of life through music in diverse cultures and societies. The course may cover but is not limited to Native American, African American, Cajun French, Latin American, and Folk music of the South as well as music of war time and hardship. (500902)

MUSC 2010 – INTRODUCTION TO ROCK MUSIC (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1214
This is a survey course that traces the roots of rock 'n roll from its origins in blues and rock 'a billy to present day styles. The course will also look at the cultural, economic, and social influences that shaped this American musical genre. Students will have music listening assignments and an individual music project. (500902)

MUSC 2020 – JAZZ APPRECIATION (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1214
Basic elements and vocabulary of jazz; appreciation and understanding of diverse styles of jazz, past and present. Includes opportunities for experiencing jazz (recorded and/or live). (500902)

PARALEGAL STUDIES

PALG 1010 – INTRODUCTION TO PARALEGAL STUDIES (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010 and MATH 1214
Terminology and duties of a Legal Assistant to include ethics and human relations. (220302)

PALG 2010 – COMPUTERS IN THE LAW OFFICE (3-3-0-0)
Provides an overview of computer technology and its applications within the law office. Students will explore the methods for effective and ethical use of law office technology, including word processing, spreadsheets, and databases; legal research databases; electronic public records; electronic filing and discovery systems; litigation support, case management systems; timekeeping/billing; and other legal support technology. (220302)

PALG 2150 – LEGAL RESEARCH (3-3-0-0)
Prerequisite(s): C or better in PALG 1010
Sources and reference publications in the entire legal field: statutes, codes, administrative rulings, court decisions, digests, annotations, survey and review articles, comments and collations keyed to locating where the law is to be found. (220302)

PALG 2250 – CIVIL LITIGATION (3-3-0-0)
Prerequisite(s): C or better in PALG 1010
Introduces the litigation process in state and federal courts. Examines jurisdiction and venue; commencement of the lawsuit, including initial client contact and investigative techniques; pleadings and motions; discovery, evidence, and the role of deposition; summary judgments; other court processes; and drafting legal documents as related to course concepts. (220302)

PALG 2300 – LEGAL ANALYSIS AND WRITING (3-3-0-0)
Prerequisite(s): C or better in PALG 1010; C or better in BUSN 1050; and eligible for ENGL 1020
The proper use of legal expression and the legal reasoning process in the production of letters, opinions, memoranda and briefs. Fall only. (220302)

PHILOSOPHY

PHIL 2030 – INTRODUCTION TO PHILOSOPHY (3-3-0-0)
Prerequisite(s): None
An introduction to the major issues and ideas developed throughout the history of philosophy. (Louisiana Common Course Number: CPHL 1013). (380101)

PHLEBOTOMY

HPHL 1010 – PHLEBOTOMY PRINCIPLES (2-2-0-0)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech programs
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipunctures, capillary sticks, infection control procedures, and lab tests which may be performed by the phlebotomist. (511009)

HPHL 1020 – PHLEBOTOMY TECHNIQUES (7-3-4-6)
Prerequisite(s): Successful completion of HIHC 1110, HMDT 1170, HPHL 1010, NBAP 1120
A study of advanced phlebotomy skills and procedures which include laboratory administrative procedures, tube identification, and laboratory equipment usage. Student performance of introductory, fundamental and advanced phlebotomy skills for instructor evaluation in preparation for clinical experiences is included. Students spend at least 100 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain necessary course requirements. Students must successfully perform 10 skin punctures and 100 unaided venipunctures to complete the program. (511009)

PHYSICAL SCIENCE

PHSC 1000 – PHYSICAL SCIENCE I (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214
Survey of concepts in physics and physical sciences. Not intended for science majors. (Louisiana Common Course Number: CPHY 1023). (400101)

PHSC 1100 – PHYSICAL SCIENCE I LAB (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHSC 1000
Provides the means to gain an empirical understanding of the topics covered in PHSC 1000. Not intended for science majors. (400101)

PHSC 1200 – PHYSICAL SCIENCE II (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214
Additional concepts in physical science, which may include physics, chemistry, geology, astronomy, oceanography, etc. Not intended for science majors. (Louisiana Common Course Number: CPHY 1033). (400101)

PHSC 1300 – PHYSICAL SCIENCE II LAB (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHSC 1200
Provides the means to gain an empirical understanding of the topics covered in PHSC 1200. Not intended for science majors. (400101)

PHSC 1400 – INTRODUCTION TO PHYSICAL SCIENCE III (3-3-0-0)
Prerequisite(s): Eligibility for MATH 1214
Concepts of the laws and principles of earth and space science applied to matter and energy. (400101)

PHSC 1500 – PHYSICAL SCIENCE III LAB (1-0-3-0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHSC 1400
Provides the means to gain an empirical understanding of the topics covered in PHSC 1400. Not intended for science majors. (400101)

PHYSICS

PHYS 2111 - General Physics I Laboratory (Algebra/Trigonometry Based) (0–1–3–0)
Prerequisite(s): Prior completion of or concurrent enrollment in PHYS 2113
Co-requisite(s): PHYS 2113
Algebra/Trig-based physics: experiments in mechanics (Not intended for engineering majors.)

PHYS 2113 - General Physics I (Algebra/Trigonometry Based) (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1010 and "C" or higher in MATH 1223.
Co-requisite(s): PHYS 2113
Algebra/Trig-based physics: vectors, kinematics, Newton's Laws, momentum, work & energy, rotations, oscillations, elasticity & equilibrium; thermodynamics. (Not intended for engineering majors.)

POLITICAL SCIENCE

POLI 1100 – INTRODUCTION TO AMERICAN GOVERNMENT (3-3-0-0)
Prerequisite(s): None
The principles, institutions, processes, and functions of the government of the United States, and American political behavior. (Louisiana Common Course Number: CPOL 2013). (451002)

POLI 2500 –INTRODUCTION TO COMPARATIVE GOVERNMENT (3-3-0-0)
Prerequisite(s): None
A survey of the theory, organizational methods and structure of the basic types of governments operating in the world today. (451001)

POLI 2520 – INTRODUCTION TO STATE AND LOCAL GOVERNMENT (3-3-0-0)
Prerequisite(s): None
Principles, organization, and administration of state and local government, including the politics of Louisiana. (Louisiana Common Course Number: CPOL 2113). (451002)

PSYCHOLOGY

PSYC 2010 – INTRODUCTION TO PSYCHOLOGY (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
Overview of the scientific study of behavior and mental processes. (Louisiana Common Course Number: CPSY 2013) (420101)

PSYC 2040 – PSYCHOLOGY OF PERSONALITY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
Major contemporary theories; emphasis on the development and structure of personality. (422705)

PSYC 2060 – CHILD PSYCHOLOGY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
Survey of the development processes of the child. (Louisiana Common Course Number: CPSY 2313) (422703)

PSYC 2110 – SOCIAL PSYCHOLOGY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
Survey of the scientific study of individuals as they influence and are influenced by others. (Louisiana Common Course Number: CPSY 2413) (422707)

PSYC 2120 DEVELOPMENTAL PSYCHOLOGY (3-3-0-0)
Prerequisite(s): Eligibility ENGL 1020; or C or better in PSYC 2010
Survey of developmental processes from conception to death. (Louisiana Common Course Number: CPSY 2113) (420101)

PSYC 2200 – ABNORMAL PSYCHOLOGY (3-3-0-0)
Prerequisite(s): C or better in PSYC 2010
A study of the more common psychopathologies with emphasis on their etiology, diagnosis, and treatment. An emphasis on understanding these disorders in terms of general psychological principles, and biological and social influences. (429999)

PSYC 2230 – PSYCHOLOGY IN THE MEDIA (3-3-0-0)
Prerequisite: C or better in PSYC 2010
The study of historical and cultural influences of psychology via the media. (ex. – film, literature, pop culture)

PSYC 2610 – EDUCATIONAL PSYCHOLOGY (3-3-0-0)
Prerequisite: C or better in PSYC 2060 or PSYC 2120
The application of psychology to teaching and learning. Emphasis is on practical application in the school setting. Ten hours of field experience required. Designed primarily for education majors. Others admitted at the discretion of the instructor.

SOCIOLOGY

SOCI 2010 – INTRODUCTION TO SOCIOLOGY (3-3-0-0)
Prerequisite(s): None
A survey of major subject areas and principles of sociology. (Louisiana Common Course Number: CSOC 2013). (451101)

SOCI 2020 –SOCIAL PROBLEMS (3-3-0-0)
Prerequisite(s): None
Analysis of major social problems in contemporary society; focus on both the institutional and personal causes and consequences. (Louisiana Common Course Number: CSOC 2113). (451101)

SOCI 2413 – Race, Class, and Ethnicity (3-3-0-0)
Prerequisite(s): None
Enhancement in the understanding of what's meant by cultural "diversity" from a sociological perspective. Students will undertake an intense synopsis of cultures around the U. S. in addition to the requirement of engaging in opportunities in which to dive into the subject on a practical level.

SPANISH

SPAN 1010 – ELEMENTARY SPANISH I (3-3-0-0)
Prerequisite(s): None
Basic lexicon and structure of Spanish; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the Spanish-speaking world. Beginning course: no previous knowledge of Spanish expected or required. (Louisiana Common Course Numbers: CSPN 1013). (160905)

SPAN 1020 – ELEMENTARY SPANISH II (3-3-0-0)
Prerequisite(s): C or better in SPAN 1010
Continuation of the study of Spanish on the elementary level. (Louisiana Common Course Number: CSPN 1023). (160905)

SPAN 2010 – INTERMEDIATE SPANISH I (3-3-0-0)
Prerequisite(s): C or better in SPAN 1020
Intermediate level study of structures and lexicon of Spanish; additional emphasis on the four basic skills and culture. (Louisiana Common Course Number: CSPN 2013). (160905)

SPAN 2020 – INTERMEDIATE SPANISH II (3-3-0-0)
Prerequisite(s): C or better in SPAN 2010
Continuation of the study of Spanish on the intermediate level. (Louisiana Common Course Number: CSPN 2023) (160905)

SPEECH

SPCH 1200 – PUBLIC SPEAKING (3-3-0-0)
Prerequisite(s): Eligibility for ENGL 1000
Study and application of basic principles of effective extemporaneous speaking, including audience analysis and adaption, topic selection, research, organization, and presentation skills. Students deliver, listen to, and critique a variety of speeches. (Louisiana Common Course Number: CCOM 2013). (231001)

SPECIAL PROJECTS AND TOPICS

XXXX 2991 – SPECIAL PROJECTS I (1-0-1-0)
Prerequisite(s): Consent of instructor
A one-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2992 – SPECIAL TOPICS I (1-1-0-0)
Prerequisite(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2993 – SPECIAL PROJECTS II (2-2-0-0)
Prerequisite(s): Consent of instructor
A two-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2994 – SPECIAL TOPICS II (2-2-0-0)
Prerequisite(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2995 – SPECIAL PROJECTS III (3-0-3-0)
Prerequisite(s): Consent of instructor
A three-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2996 – SPECIAL TOPICS III (3-3-0-0)
Prerequisite(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2997 – PRACTICUM (3-0-3-0)
Prerequisite(s): Consent of instructor
Supervised on-the-job work experience related to the student's education objectives. Participating students do not receive compensation for the work.

XXXX 2999 – COOPERATIVE EDUCATION (3-0-3-0)
Prerequisite(s): Consent of instructor
Supervised on-the-job work experience related to the student's educational objective. Participating students receive compensation for the work.

SURGICAL TECHNOLOGY

HESC 1010 INTRODUCTION TO SURGICAL TECHNOLOGY (2-2-0-0)
Prerequisite(s): None
This course is an initial orientation to the field of Surgical Technology. It introduces the learner to the role of the surgical technologist, as well as other roles present in the operating room, and ancillary departments. The course focuses on proper communication, teamwork, legal and ethical responsibilities, state and federal laws, environmental hazards, an introduction to patient care, and the operating room environment. Students will also obtain their CPR BLS certification. This course is a prerequisite course for students applying to the Surgical Technology Program.

SURG 1100 FUNDAMENTALS OF SURGICAL TECHNOLOGY I (3-3-0-0)
Prerequisites(s): Acceptance into the Surgical Technology Program
Co-requisites(s): SURG 1101 SURG 1102
This course focuses on the applied principles and practice of surgical asepsis in the operating room as well as the process of decontamination and sterilization in the sterile processing department. Emphasis is on basic skills of the surgical technologist preparing and maintaining the sterile field including identification, care, and handling of instruments, equipment, and supplies.

SURG 1101 FUNDAMENTALS OF SURGICAL TECHNOLOGY I LAB (2-0-4-0)
Prerequisite(s): Acceptance into the Surgical Technology Program
Co-requisite(s): SURG 1100, SURG 1102
This course focuses on the application of the applied principles and practice of surgical asepsis in the operating room as well as the process of decontamination and sterilization in the sterile processing department. Students learn to prepare and maintain the sterile field including identification, care, and handling of instruments, equipment, supplies, and medications.

SURG 1102 INTRODUCTION TO CLINICAL FOR SURGICAL Technology (1-0-0-3)
Prerequisite(s): Acceptance into the Surgical Technology Program
Co-requisite(s): SURG 1100, SURG 1101
This is an introductory clinical course that allows the student opportunity to observe and begin participating in the clinical setting in the role of a surgical technologist. Students will observe the roles of each member of the operating room team as well as the sterile processing department to better understand the process of the surgical setting as well as understand the professionalism involved in the field. Students will actively participate once necessary skills are learned in related co-requisite courses. These cases will not count toward the required case load necessary to graduate.

SURG 2100 FUNDAMENTALS OF SURGICAL TECHNOLOGY II (3-3-0-0)
Prerequisites: SURG 1100, SURG 1101, SURG 1102
Co-requisite(s): SURG 2101, SURG 2200
This course is a continuation of previously learned objectives related to the principles and practice of surgical asepsis in the operating room. Learners will continue to discuss and distinguish the role of the surgical technologist in the preoperative case management phase and will extend their knowledge to include as assistive circulator role duties, intraoperative case management, and postoperative case management.

SURG 2101 Fundamentals of Surgical Technology II LAB (3-0-6-0)
PREREQUISITE(S): SURG 1100, SURG 1101, SURG 1102
Co-requisite(s): SURG 2100, SURG 2200
This course is a continuation of previous learning on the focus and application of the applied principles and practice of surgical asepsis. Learners will continue to engage and apply practices previously demonstrated related to preoperative case management duties as well as apply additional skill sets to include assistive circulator role duties, intraoperative case management, and postoperative case management.

SURG 2200 SURGICAL PROCEDURES I (7-5-4-0)
Prerequisite(s): SURG 1100, SURG 1101, SURG 1102
Co-requisite(s): SURG 2100, SURG 2101
This course covers the surgical specialties of General, OB/GYN, ENT, Ophthalmology (eyes), Oral-Maxillofacial, and Plastic & Reconstructive surgery. In each specialty, relate procedures and principles are taught which include review of anatomy and surgical pathophysiology, care of supplies and equipment, principles of patient safety, diagnostic procedures that lead to these surgeries, pharmacology, skin preparation, and patient positioning and draping of the operative sites.

SURG 2300 SURGICAL PROCEDURES II (4-3-2-0)
Prerequisite(s): SURG 2200
Co-requisite(s): SURG 2310 (registered in same semester but must pass SURG 2300 to proceed to 2310)
This course covers the surgical specialties of Orthopedics, Cardiothoracic, Peripheral Vascular, and Neurosurgery. In each specialty, related procedures and principles are taught which include review of anatomy and surgical pathophysiology, care of supplies and equipment, principles of patient safety, diagnostic procedures that lead to these surgeries, pharmacology, skin preparation, and patient positioning and draping of the operative sites.

SURG 2310 CLINICAL I (8-0-0-24)
Prerequisite(s): SURG 2100, SURG 2101, SURG 2200
Co-requisite(s): SURG 2300 (scheduled in same semester but must pass SURG 2300 in order to proceed to SURG 2310)
Students participate as members of the surgical team in the role of first or second scrub, as well as additional ancillary roles in the perioperative setting, while under the supervision of a qualified facility preceptor and/or program instructor. Students will begin logging cases towards their 120 required clinical cases for graduation. This course is a 24-clock hour per week course. Students will be required to attend facilities M-Th approximately 6 hours per day.

SURG 2410 CLINICAL II (4-0-0-32)
Prerequisite(s): SURG 2310
Co-requisite(s): SURG 2402
Students participate as members of the surgical team in the role of first or second scrub, as well as additional ancillary roles in the perioperative setting, while under the supervision of a qualified facility preceptor. Students will continue and complete logging cases towards their 120 required clinical cases for graduation. This course is 32 clock hours per week. M-Th approximately 8 hours per day.

SURG 2402 - SURGICAL CASE REVIEW (2-2-0-0)
This course is 30 lecture clock hours
Prerequisite: SURG 2310
Co-requisite(s): SURG 2410
This course allows the student to receive detailed explanation and information on cases performed while in the clinical setting. It provides the student with explanations for variations in surgical procedures experienced in the previous days, how the surgeon determined the course of action for the variations and allows students to learn from one another's experiences. This course also provides time for students to participate in specialty areas not previously covered and/or time to complete the required number of cases. It also provides time for the student to review and prepare for the Certification exam

THEATRE

THEA 1010 – INTRODUCTION TO THEATER APPRECIATION (3-3-0-0)
Prerequisite(s): None
Basic aspects, theatre arts, and vocabulary of theatre and dramatic arts, past and present; appreciation and understanding of diverse traditions. Includes opportunities for experiencing live or recorded theatrical performance. (Louisiana Common Course Number: CTHE 1013). (500501)

WELDING

WELD 1110 – OCCUPATIONAL ORIENTATION AND SAFETY (2-1-1-0)
Prerequisite(s): None
Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding. This course is required of all students. (480508)

WELD 1111 – SHOP ORIENTATION AND SAFETY (1-1-0-0)
Prerequisite(s): Prior welding experience
Introduces the student to rules, regulations, and standard welding safety procedures associated with this college. (480508)

WELD 1210 – OXYFUEL SYSTEMS (2-1-1-0)
Prerequisite(s): Permission of program instructor
An introduction to and practice of safety, setup, and handling of oxyfuel cylinders and cutting equipment including practice cutting mild steel. This course is required of all students. (480508)

WELD 1310 – CUTTING PROCESSES – CAC/PAC (1-0-1-0)
Prerequisite(s): Permission of program instructor
An introduction to the principals of safely operating carbon arc cutting (CAC) and plasma arc cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals. (480508)

WELD 1410 – SMAW – BASIC BEADS (2-1-1-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. (480508)

WELD 1411 – SMAW – FILLET WELD (3-1-2-0)
Prerequisite(s): C or better in WELD 1410 or permission of program instructor
Maintaining safety and practice of fillet welds using the shielded metal arc welding process. (480508)

WELD 1412 – SMAW – V – GROOVE BU/GOUGE (3-1-2-0)
Prerequisite(s): C or better in WELD 1411 or permission of program instructor
Maintaining safety and practice of V-Groove welds with a backing or back gouging using the shielded metal arc welding process. (480508)

WELD 1511 – SMAW – PIPE 5G (3-1-2-0)
Prerequisite(s): C or better in WELD 1412 or permission of program instructor
Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding process. (480508)

WELD 1512 – PIPE 6G (3-1-2-0)
Prerequisite(s): C or better in WELD 1511 or permission of program instructor
Maintaining safety and practice of a 6G-pipe weld using the shielded metal arc welding process. (480508)

WELD 2110– FCAW – BASIC FILLET WELDS (2-0-2-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. (480508)

WELD 2111 – FCAW GROOVE WELDS (4-1-3-0)
Prerequisite(s): C or better in WELD 2110 or permission of program instructor
Maintaining safety and practice of groove welds using the flux-cored arc welding process. (480508)

WELD 2114 – FCAW 6GR PIPE (5-2-3-0)
Prerequisite(s): C or better in WELD 2111 or permission of program instructor
Maintaining safety and practice of a 6 GR-pipe weld using the flux-cored arc welding process. (480508)

WELD 2210 – GTAW – BASIC MULTI-JOINT (4-1-3-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. (480508)

WELD 2220 – GTAW – PIPE 5G (3-1-2-0)
Prerequisite(s): C or better in WELD 2210 or permission of program instructor
An introduction to the fundamentals of gas tungsten arc welding of pipe including safety and practice of a 5G-pipe weld. (480508)

WELD 2222 – GTAW – PIPE 6G (3-1-2-0)
Prerequisite(s): C or better in WELD 2220 or permission of program instructor
Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. (480508)

WELD 2230 – GTAW – ALUMINUM MULTI-JOINT (3-1-2-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of gas tungsten arc welding including safety and practice of fillet welds. (480508)

WELD 2310 – GMAW – BASIC FILLET WELD (3-1-2-0)
Prerequisite(s): Permission of program instructor
An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. (480508)

WELD 2311 – GMAW – GROOVE WELD (3-0-3-0)
Prerequisite(s): C or better in WELD 2310 or permission of program instructor
Maintaining safety and practice of groove welds using the gas metal arc welding process. (480508)

WELD 2322 – GMAW PIPE 6G (3-1-2-0)
Prerequisite(s): C or better in WELD 2311 or permission of program instructor
Maintaining safety and practice of a 6G-pipe weld using the gas metal arc welding process. (480508)

PERSONNEL

All staff members and instructors are carefully selected. Instructors have both educational background and occupational experience in the area in which they teach. The school adheres to all state and federal regulations pertaining to employment. The faculty members listed in this catalog are the regular, full-time faculty of this campus. Other faculty may be appointed, depending upon the instructional needs of the campus.

FINANCE AND ADMINISTRATION

Kristine Strickland, Ph. D., Chancellor; B.S., M.Ed., Ohio University; Ph.D., Capella University
Karla Babin, Maintenance Repairer 2
Martha Bardwell, Property & Compliance Coordinator
Andrew E. Boyne II, Director of Accounting; B.S., Nicholls State University
Daniel Carrier, Maintenance Repairer 2
Mark Davis, Manager of College Operations and Public Safety; B.S., Nicholls State University
Greg Gaspard, System Administrator Server B.S., Nicholls State University
Crystal Gienger, Executive Assistant B.A., Chapman University
William Gold, Maintenance Repairer 1
Frannie Guillot, Human Resources Manager B.S., Nicholls State University
Cassie Lirette, General Accountant; B.S., Grantham University
Gina Marcel, Human Resources Director; A.S., Nicholls State University
Britnie Massey, HR Generalist; MBA, LSU Shreveport, B.S., University of Phoenix
Mark McLean, Ph.D., Vice Chancellor of Finance and Administration; B.S., University of Pittsburgh, MBA, Loyola University, Ph.D., University of Southern Mississippi
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Ray Pitre, Administrative Assistant 4
Ronald Robinson, Maintenance Repairer Master
Jill Sevier, Purchasing & Travel Manager; B.A., University of Southwestern Louisiana
Gabrielle Walker, Custodian 1
Chera Woods, Accounting Specialist 2; A.A.T., Louisiana Technical College – Lafourche

ACADEMIC AFFAIRS

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Jan Brenan, LaSTEM Region 3 Director; B.S., Louisiana Tech University
Nancy Clement, Executive Dean of Technical Education & Instructional Sites; MBA, B.S., Nicholls State University
Clint Coleman, Ph. D, Dean of STEM; Ph.D., Tulane University, M.S., B.S., Wright State University,
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Josie Clark, Early Technical College & Technical Programs Coordinator; B.S., Nicholls State University
Dr. Danielle Vauclin, DNP, RN, Dean of Nursing & Allied Health; B.S.N., Nicholls State University, M.S.N., Loyola University, Doctor of Nursing, Northwestern State University

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Cory Bourg, Instructor, Marine Diesel Mechanics

Mary Briscoe, Assistant Professor, Chemistry, B.S, University of New Orleans; M.S., Southern University A&M College

Erica Burns, Biology Professor; B.S. University of Massachusetts; M.S., Southeastern Louisiana University

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Tony Callais, C.W.I., Master Instructor of Welding; Diploma, Louisiana Technical College – Young Memorial Campus; A.G.S., Nicholls State University

Tracy Carmichael, Program Coordinator, Accounting Instructor, B.S., M.S., Louisiana State University

Ginny Chaisson, English Lecturer; B.A., Nicholls State University

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Greg Doiron, Commercial Vehicle Operations Instructor, Department Head

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Charles Fontana, History Instructor; B.A., University of New Orleans

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APPENDICES

APPENDIX A – Placement Recommendations

English			
ACT Score	**Classic ACCUPLACER Sentence Skills**	**Next Generation ACCUPLACER Writing**	**Placement**
0-14	20-59	200-224	Academic Enrichment - WorkReadyU
15-17	60-85	225-249	ENGL/ELAB 1000
18-27	86-117	250+	ENGL 1010
28-31	118-120	N/A	(Advanced Placement) ENGL 1020
32+	N/A	N/A	(Advanced Placement) ENGL 2XXX

Mathematics					
ACT Score	**Classic ACCUPLACER Elementary Algebra**	**Classic ACCUPLACER College-Level Math**	**Next Generation ACCUPLACER QRAS**	**Next Generation ACCUPLACER AAF**	**Placement**
0-14	20-45	N/A	230-241	N/A	Take Fletcher Math Placement Test
15-17	46-64	N/A	242-249	N/A	MATH/MLAB 1104 APMA 1010 or 1030
18-19	65-79	20-44	250-262	200-249	MATH/MLAB 1214 or MATH 1103
20-22	80+	45 - 98	263+	250-275	MATH 1213
23-26	N/A	99-120	N/A	276-300	(Advanced Placement) MATH 1223, 1235, 2010, or 2100
27+	N/A	N/A	N/A	N/A	(Advanced Placement) MATH 2115

Notes:

- All ACT, ACCUPLACER, and COMPASS scores are valid for **three years** from the test date.
- Use all ACT and ACCUPLACER sub-scores that yield the highest placement.
- Students can elect to take any course lower than their highest placement.
- APMA courses do not meet prerequisite requirements for transferrable math courses.
- The Advanced Placement Credit policy only applies to MATH and ENGL courses.
- MATH 1103 or 1104 is not a substitute for MATH 1213 or MATH 1214 unless the program allows.
- Fletcher Math Placement Test
  - Basic Mathematics Placement Exam:
    - If a student scores less than 60%, then they will go to WorkReadyU for academic enrichment
    - If a student scores between 60% and 74%, then they will be eligible to take MATH 1104
    - If a student scores more than 75%, then they will take the Algebra Foundation Exam.
  - Algebra Foundation Placement Exam:
    - If a student scores less than 70% on this portion of the exam, the student is eligible to take MATH 1116
    - If a student scores between 70% and 80%, the student is eligible to take MATH 1103 or MATH 1214
    - If a student scores more than 80%, the student is eligible to take MATH 1213.

Renumbering of MATH courses for Spring 2020:

MATH/MLAB 1160 will be MATH 1104
MATH 1103 will be MATH 1103
MATH/MLAB 1000 will be MATH 1214
MATH 1100 will be MATH 1213
MATH 1110 will be MATH 1223

APPENDIX B - ADVANCED PLACEMENT (AP) EXAM SCORE REQUIREMENTS

AP/CEEB TITLE	MINIMUM SCORE	FLETCHER EQUIVALENT	NO. OF CREDIT HRS. GRANTED
Art History	3	ART 2800, 2810	6
Biology	3	BIOL 1010, 1020	6
Calculus AB	3	MATH Elective	6
Calculus BC	3	MATH Elective	6
Chemistry	3	CHEM 1010 & CHEM Elective	6
Computer Science A	3	CPTR Elective	3
Comparative Government & Politics	3	POLI 2500	3
English Language	3	ENGL 1010, 1020	6
English Literature	3	ENGL 2010, 2020	6
Environmental Science	3	Science Elective	3
European History	3	HIST 1010, 1020	6
French Language	3	FREN 1010 & FREN Elective	6
Human Geography	3	GEOG 2010	3
Macroeconomics	3	ECON 2010	3
Microeconomics	3	ECON 2020	3
Music Theory	3	MUSC Elective	3
Physics B	3	Science Elective	3
Physics C: Electricity & Magnetism	3	Science Elective	3
Physics C: Mechanics	3	Science Elective	3
Psychology	3	PSYC 2010	3
Spanish Language	3	SPAN 1010, 1020	6
Spanish Literature	3	SPAN Elective	3
Statistics	3	MATH 2100	3
Studio Art Drawing	3	ARTS 2010	3
U. S. Government & Politics	3	POLI 1100	3
U. S. History	3	HIST 2010, 2020	6
World History	3	HIST 1500, 1510	6
2D Design	3	ARTS 2510	3

APPENDIX C - COLLEGE-LEVEL EXAMINATION PROGRAM SCORE REQUIREMENTS

CLEP TITLE	MINIMUM SCORE	FLETCHER EQUIVALENT	NO. OF CREDIT HRS. GRANTED
American Government	50	POLI 1100	3
American History I	50	HIST 2010	3
American History II	50	HIST 2020	3
Calculus w/ Elementary Functions	50	MATH 1213, 1110, 2010	9
College Algebra	50	MATH 1213	3
College Algebra-Trigonometry	50	MATH 1213, 1110	6
College Composition	50	ENGL 1010, 1020	6
College French	50	FREN 1010	3
College Spanish	50	SPAN 1010	3
College Mathematics	50	MATH 1103	3
General Biology	50	BIOL 1010, 1020	6
General Chemistry	50	CHEM 1010	3
Human Growth & Development	50	PSYC 2120	3
Information Systems & Computer Applications	50	CPTR 1100	3
Introductory Business Law	50	BUSI 100	3
Introductory Psychology	50	PSYC 2010	3
Introductory Sociology	50	SOCI 2010	3
Principles of Macroeconomics	50	ECON 2010	3
Principles of Microeconomics	50	ECON 2020	3
Trigonometry	50	MATH 1223	3
Western Civilization I	50	HIST 1010	3
Western Civilization II	50	HIST 1020	3

APPENDIX D - ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

	AAS ACCOUNTING	AAS BUSINESS ADMINISTRATION	AS CARDIOPULMONARY CARE SCIENCE	AS CRIMINAL JUSTICE	AAS DRAFTING	AGS GENERAL STUDIES	AAS INTEGRATED PRODUCTION TECHNOLOGIES	AA LOUISIANA TRANSFER	AS LOUISIANA TRANSFER	AAS MEDICAL LABORATORY TECHNICIAN	AS NURSING	AAS OFFICE SYSTEMS	AAS SURGICAL TECHNOLOGY	AAS TECHNICAL STUDIES
English Composition	3	3	6	6	3	6	3	6	6	3	6	3	3	3
Fine Arts	0	0	3	3	0	3	0	3	3	0	3	0	0	0
Humanities	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Math	3	3	6	6	3	3	3	3	3	3	6	3	3	3
Natural Science	3	3	6	6	3	6	3	6	6	3	11	3	3	3
Social Science	3	3	3	3	3	6	3	6	3	3	3	3	3	3
TOTALS	**15**	**15**	**27**	**27**	**15**	**27**	**15**	**27**	**27**	**15**	**32**	**15**	**15**	**15**

APPENDIX E - GENERAL EDUCATION COURSE CATEGORIES

ENGLISH COMPOSITION
ENGL 1000/1010 English Composition I
ENGL 1020 English Composition II

FINE ARTS
ARTS 1200 Introduction to Fine Arts
ARTS 2XXX Any 2000-level ARTS Class
MUSC 1010 Music Appreciation
MUSC 2010 Introduction to Rock Music
MUSC 2020 Jazz History
THEA 1010 Introduction to Theater Appreciation

HUMANITIES
ENGL 2010 English Literature I
ENGL 2020 English Literature II
ENGL 2110 Introduction to Fiction
ENGL 2120 Children's Literature
ENGL 2150 Poetry and Drama
ENGL 2200 Major British Writers
ENGL 2210 Major American Writers
ENGL 2510 Creative Writing
ENGL 2996 Special Topics in Literature
HIST 1010 Western Civilization I
HIST 1020 Western Civilization II
HIST 1500 World History I
HIST 1510 World History II
HIST 2010 American History I
HIST 2010 American History II
PHIL 2030 Introduction to Philosophy
*FREN 1010 Elementary French I
*SPAN 1010 Elementary Spanish I
*SPAN 1020 Elementary Spanish II
*SPAN 2010 Intermediate Spanish I
*SPAN 2020 Intermediate Spanish II
*SPCH 1200 Public Speaking
* Course can only be used as a secondary humanities course.

MATHEMATICS
MATH 1214/1213 College Algebra
MATH 1104/1103 Contemporary Mathematics
MATH 1223 Trigonometry
MATH 2010 Applied Calculus
MATH 2100 Introductory Statistics

NATURAL SCIENCES
BIOL 1010 General Biology I
BIOL 1020 General Biology II
BIOL 1140 Human Anatomy & Physiology I
BIOL 1160 Human Anatomy & Physiology II
BIOL 2030 Microbiology
CHEM 1010 Fundamentals of Chemistry
GEOL 1010 Physical Geology
GEOL 1020 Historical Geology
PHSC 1000/1010 Introduction to Physical Science I
PHSC 1200 Introduction to Physical Science II
PHSC 1400 Intro to Physical Science III

SOCIAL SCIENCES
CRJU 1010 Introduction to Criminal Justice
CRJU 2030 Criminal Related Law
CRJU 2040 Police Administration
CRJU 2630 Introduction to Corrections
ECON 2010 Macroeconomics
ECON 2020 Microeconomics
GEOG 2010 World Regional Geography
GEOG 2020 Physical Geography
POLI 1100 American National Government
POLI 2500 Political Ideologies
POLI 2520 State and Local Government
PSYC 2010 Introduction to Psychology
PSYC 2040 Psychology of Personality
PSYC 2060 Child Psychology
PSYC 2110 Social Psychology
PSYC 2120 Developmental Psychology
PSYC 2200 Abnormal Psychology
PSYC 2230 Psychology in the Media
PSYC 2610 Educational Psychology
SOCL 2010 Introduction to Sociology
SOCL 2020 Contemporary Social Problems

*Courses in oral communication and introductory foreign language are skill courses and not pure humanities courses. None of these may be the one course to fulfill the humanities general education requirement (Reference to SACSCOC Core Requirement 9.3 *General education requirements).* These courses may be used only as secondary humanities electives and may not serve as the sole or primary humanities elective.

APPENDIX F – BUSINESS ELECTIVE COURSES

BUSINESS ELECTIVES
ACCT 2250 Payroll Accounting
ACCT 2500 Computerized Accounting
BUSN 1000 Business Law
BUSN 1100 Introduction to Business
BUSN 1010 Service Communications
BUSN 2010 Human Relations
BUSN 2140 Introduction to Entrepreneurship
BUSN 2240 Entrepreneurial Finance
CINS 1250 Word Processing
CINS 1350 Spreadsheet Applications
CINS 1650 Desktop Publishing
CINS 1750 Database Applications
MATH 2010 Applied Calculus
MCSI 1300 Medical Terminology
OSYS 2530 Office Procedures
PALG 1010 Introduction to Paralegal Studies

Note: Some courses listed above may be required in certain programs and cannot be used as an elective. Please check your Program of Study for a listing of the required courses.

APPENDIX G - CAMPUS CRIME STATISTICS

FOR CALENDAR YEAR JANUARY 1 – DECEMBER 31

	2011	2012	2013	2014	2015	2016	2017	2018	2019
Aggravated Assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	1	1
Drug Law Violations	0	0	0	0	0	0	0	0	0
Hate-Based Crimes	0	0	0	0	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. Statistics noted above represent actual reporting to the United States Department of Education, Office of Postsecondary Education. These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose, and is frequently used by students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.