
L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE STUDENT CATALOG

Fall 2012 - Summer 2013

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.

REVISED 1-10-13

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 the 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

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 is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training.

Inquiries regarding compliance with these federal policies may be directed to the College Chancellor or to the Director of Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

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.

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ACADEMIC CALENDAR

FALL AUGUST

August 22 First day of fall semester classes
August 27 Drop and add, 75% refund for dropped classes
August 28 Last day to add a class for the fall semester
August 28 Last day to drop a class without a W grade
August 28 Last day for 75% refund for dropped classes
August 27-30 75% resignation refund
August 31 Last day to resign or withdraw from classes without a W grade for LCTCOnline classes

SEPTEMBER

September 3 Labor Day holiday/College closed
September 11 Last day for 50% resignation refund

OCTOBER

October 12 Mid Semester
October 12 Application deadline for fall classes for open admissions programs—
AC, Auto, Marine Diesel Machine Tool Technology, Welding
October 18-19 Fall break/Student holiday

NOVEMBER

November 2 Last day to drop a class with a W grade
November 2 Last day to resign from school with W grades
November 2 Last day to remove an incomplete “I” from the summer semester
November 16 Last day to resign/withdraw from fall classes with a W grade for LCTCOnline classes
November 19-21 College closed
November 22-23 Thanksgiving holiday/College closed
November 30 Last day of fall semester for LCTCOnline classes

DECEMBER

December 11-14 Final exams
December 14 Last day of fall semester
December 15 General admissions priority application deadline for spring enrollment
December 15-31 Semester break for students
December 24-31 College closed

ACADEMIC CALENDAR

SPRING JANUARY

January 1	College closed
January 11	General admissions final application deadline for spring enrollment
January 21	Martin Luther King Jr. holiday/College closed
January 22	Last day for 100% refund for dropped courses
January 23	First day of spring semester
January 25	Last day to add a class for the spring semester
January 25	Last day to drop a class without a W grade
January 25	Last day for 75% refund for dropped classes
January 31	Last day for 75% resignation refund

FEBRUARY

February 11	Holiday/College closed
February 12	Mardi Gras holiday/College closed
February 13	Student holiday
February 14	Last day for 50% resignation refund

MARCH

March 20	Mid Semester
March 20	Application deadline for spring classes for open admissions programs— AC, Auto, Marine Diesel Machine Tool Technology, Welding
March 29	College closed

APRIL

April 1	College closed
April 2	Spring break/Student holiday
April 3	Spring break/Student holiday
April 4	Spring break/Student holiday
April 5	Spring break/Student holiday
April 15	Last day to withdraw from a class with a W grade
April 15	Last day to resign from school with W grades
April 15	Last day to remove an incomplete “I” grade from the fall semester

MAY

May 15-20	Final exams
May 20	Last day of spring semester
May 27	College closed

ACADEMIC CALENDAR

SUMMER JUNE

June 2.....	Last day for 100% refund for dropped classes
June 3.....	First day of summer semester
June 4.....	Last day to add a class for the summer semester
June 4.....	Last day to drop a class without a W grade
June 4.....	Last day for 75% refund for dropped classes
June 5.....	Last day for 75% resignation refund
June 11.....	Last day for 50% resignation refund
June 28.....	Mid Semester
June 28.....	Final application deadline for summer classes for open admissions programs— AC, Auto, Marine Diesel Machine Tool, Welding

JULY

July 4.....	Holiday/College closed
July 9.....	Last day to withdraw from a class with a W grade
July 9.....	Last day to resign from school with W grades
July 9.....	Last day to remove an incomplete “I” grade from the spring semester
July 25-26.....	Final exams
July 26.....	Last day of summer semester

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 your educational needs.

Our goal is simply your educational success. Whether it is to achieve a degree to enter the workforce or to transfer to a four year university, we endeavor to meet your needs and the communities we serve. By forging partnerships with businesses, we ensure that our programs are relevant to the economic needs of the community. We tailor our programs to industry specifications thus providing you the skills set that will advantageously allow you to enter the workforce.

Fletcher Technical Community College is regionally and nationally accredited, which facilitates the transferability of our academic course credits to other colleges and universities

We are continually improving and expanding our program offerings to fit the needs of our students and the community. Whether you are pursuing an associate degree, diploma, certificate, or plan to transfer to a university, you can be assured that our academic courses and technical programs will provide the education you'll need to have a successful career.

F. Travis Lavigne, Jr.
Chancellor

MISSION

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering quality technical and academic programs to the citizens of south Louisiana for the purpose of preparing individuals for employment, career advancement, and lifelong learning.

VISION

Fletcher assures that its programs are responsive to the needs of the citizens, business and industry, and other educational institutions of Louisiana.

CORE VALUES

- Student Centered / Learning Centered
- Responsiveness
- Flexibility
- Collaboration with internal and external stakeholders
- Quality
- Diversity
- Innovation

HISTORY OF FLETCHER TECHNICAL COMMUNITY COLLEGE

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

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

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

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

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003, granted approval for the request from the Board of Supervisors of the Louisiana Community & Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a “Technical Community College” within the LCTCS. This action, effective July 1, 2003, required L. E. Fletcher to transition from its association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community

College. F. Travis Lavigne, Jr., was named to serve as the Chancellor of this new independent technical community college within the Louisiana Community and Technical College System. In 2007 through Senate Bill 337 (Act 391), Fletcher received the approval of \$21.3 million for the development of a new campus on Highway 311. In 2009, L.E. Fletcher Technical Community College received Southern Association of Colleges and Schools Commission on Colleges Accreditation. On August 6, 2012, L.E. Fletcher Technical Community College opened the new campus on Highway 311 in Schriever, Louisiana.

ACCREDITATIONS

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 404-679-4501 for questions about the status of L. E. Fletcher Technical Community College.

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:

- American Design Drafting Association (ADDA) - Drafting & Design
- The Commission on Accreditation for Respiratory Care (COARC) - Cardiopulmonary Care Science
- HVAC Excellence - Residential Air Conditioning
- National Accrediting Agency for Clinical Laboratory Sciences - Phlebotomy
- Association of Technology Management, and Applied Engineering (ATMAE) - Drafting & Design - Integrated Production Technologies
- National Automotive Technicians Education Foundation (NATEF) - Automotive Technology
- National League of Nursing Accreditation Commission, Inc. (NLNAC) - Practical Nursing
- Louisiana State Board of Practical Nurse Examiners (LSBPNE) - Practical Nursing
- United States Coast Guard (USCG) - Marine Operation Courses
- Council on Occupational Education (COE) - Technical Programs
- Louisiana State Board of Nursing (LSBN) - Nursing (Full Approval)
- Louisiana Department of Health & Hospitals (DHH) Bureau of EMS - EMT
- Louisiana Department of Health & Hospitals (DHH) Health Standards Section - Nursing Assistant

FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS

SCHRIEVER CAMPUS

1407 Highway 311
Schriever, LA 70395
Student Services Phone: (985) 448-7917
Administration Phone: (985) 448-7900
Student Services Fax: (985) 448-7998
Administration Fax: (985) 448-7997
Website: fletcher.edu

HOUMA FACILITY

310 St. Charles Street
Houma, LA 70360
Phone: (985) 448-7900

LOUISIANA MARINE AND PETROLEUM INSTITUTE (LAMPI)

Marine Operations and Petroleum Services
331 Dickson Road
Houma, LA 70363
Phone: (985) 857-3658
Fax: (985) 857-3677

ALLIED HEALTH FACILITY

Nursing and Allied Health
5396 Highway 311
Houma, LA 70360
Phone: (985) 876-8900
Fax: (985) 876-8961

THEODORE LOUIS DUHÉ BUILDING

235 Civic Center Blvd.
Houma, LA 70360
Phone: (985) 876-8855
Fax: (985) 876-8856

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).

SYSTEM PRESIDENT

Dr. Joe May
265 South Foster Drive
Baton Rouge, LA 70806

BOARD OFFICERS

Michael Murphy, Chair
Norwood “Woody” Oge, First Vice Chair
Timothy W. Hardy, Second Vice Chair

STUDENT BOARD MEMBERS

Jimmy Douglas
Adrianna Garcia

BOARD MEMBERS

Edwards Barham
Robert Brown
Helen Bridges Carter
Keith Gamble
Denise Grissette
Brett Mellington
Paul Price Jr.
Stephen C. Smith
F. “Mike” Stone
Allen Scott Terrill
Stephen Toups



ADMISSIONS AND TESTING

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 into programs that do not require a high school diploma or general equivalency diploma. 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.

A high school diploma or general education development (GED) is required for admission into Practical Nursing, Emergency Medical Technician – Basic (EMT), Phlebotomy, and any associate degree program. Specific program areas may have additional entrance requirements.

APPLICATION FOR ADMISSION

Applications for admission may be completed online at www.fletcher.edu/admissions. Applicants must pay a \$10 application fee. Incomplete application packets and/or applications received without payment of the application fee will not be processed.

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

1. A completed application form. The application must be submitted prior to the published deadline. Incomplete or false information may jeopardize admission to Fletcher.
2. All official transcripts of previous schooling regardless of whether credit was earned. These official transcripts must be submitted to the Student Services Office. Failure to do so may delay admission to Fletcher.
3. Proof of immunization. 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 (first-time freshmen only), 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.
4. Proof of Louisiana residency. In order for a student to qualify for in-state tuition and fee rates, documentation showing residency in the State of Louisiana for the 365 days prior to anticipated enrollment is required. Non-residents must complete the Acknowledgement of Non-Resident Tuition Charges form available on Fletcher's website at www.fletcher.edu.
5. 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.
6. Other documents as requested

* Unless the applicant is a high school dual-enrollment student.

ENTRANCE/PLACEMENT EXAM SCORES

Fletcher's entrance/placement exam, the COMPASS 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.

The COMPASS exam is a computerized placement test created by ACT. COMPASS placement testing is offered at various times throughout the year. Anyone wanting to ensure a COMPASS placement test date may pre-register for a specific test date by going to Student Services. 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 Student Services upon receipt of admissions materials. For a full test, which includes reading, mathematics and English, the fee is \$20. Testing fees are non-refundable. If a student cannot make the originally scheduled date for testing and contacts Student Services 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 Student 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 COMPASS test a total of 3 times at Fletcher. COMPASS test scores are valid for two 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 Student Services. 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 COMPASS exam for all programs except Practical Nursing. The transcript must contain sufficient information for placement. The transcript may be mailed to Student 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.

IMMUNIZATION POLICY

Student 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, depending on the program, may be required to have one or more of the following:

- MMR (or acceptable titer)
- Tetanus/Diphtheria
- Meningitis
- 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 Student Services Office. A Louisiana driver's license, vehicle registration, voter's registration, state income tax forms, license for

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

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 Student Services and/or program instructor to acquaint students with the staff, buildings, grounds, and rules and regulations of the campus. Effective Fall 2012, all first-time freshman are required to attend orientation.

ADMISSION STATUS

Students are classified as one of the following upon applying for admission: First-Time Freshman, Transfer Student, Returning Student, High School Dual Enrollment, High School Concurrent, Summer Only Student, or Cross Enrolled.

FIRST-TIME FRESHMEN STUDENTS

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

A state approved high school diploma or high school equivalency diploma (GED) is required for admission into the associate degree programs, the Phlebotomy, Emergency Medical Technician – Basic (EMT), and the Practical Nursing programs.

First-time freshman students planning to enroll should request that their ACT scores be sent to the Admissions Office at Fletcher. ACT scores must be no older than five years. Fletcher's ACT Code is 5033. In instances where a student has not completed the ACT or scores are older than 5 years old out of date, COMPASS scores may also be used to fulfill the admission requirement and 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 COMPASS exam is offered on the Fletcher campus. Additional information regarding the COMPASS placement exam is provided earlier in this section. 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.

HOME-SCHOOLED STUDENTS

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 high school or GED diploma, 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 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 STUDENTS

A transfer student is one who has attended another regionally accredited college or university prior to Fletcher. This student can be degree- or certificate-seeking, non-degree seeking, or on suspension from another institution. Applicants must have a complete and official transcript from each college attended sent to Student Services prior to the start of the planned semester of attendance, whether or not credit was earned. Transfer students may enroll at Fletcher if they are eligible for readmission at the last school attended.

Applicants transferring from out-of-state institutions must submit course descriptions for each course listed on the out-of-state transcript. Transfer students who have received transfer credit for college-level English and/or mathematics 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, a placement exam will be required. Information regarding the awarding of transfer credit is included in Academic Policies.

Transfer students who have been suspended from their previous institution are permitted to enroll, however it should be noted that credits taken while on suspension at Fletcher may not transfer back to the previous institution.

RETURNING STUDENTS

A returning student is someone who has previously attended Fletcher, but who has not attended during the most recent fall or spring semester. Returning students 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 college or university while not in attendance at Fletcher, he or she must submit transcripts, course descriptions of any work completed, and any other necessary documentation concerning his/her attendance at the other institution. This is required for Student Services to evaluate transcripts. Returning students are subject to any curriculum, program, and/or catalog changes.

Returning students must:

- re-submit all documentation required for a completed application.
- pay the \$10 application fee if the student has not attended the most recent semester (excluding

summers).

- meet the admission requirements for the program of application.
- register during new student registration the first semester upon returning.

HIGH SCHOOL DUAL ENROLLMENT

High school dual enrollment is when a high school student attends Fletcher during his/her junior or senior years of high school and takes courses for which he/she earns both college credit and Carnegie units 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 courses
- enrichment/developmental courses
- work skills courses.

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.

DUAL ENROLLMENT PROGRAM

The Louisiana Board of Regents has established the Early Start Program as a dual enrollment program available to high school students. This program is a Criteria for the dual enrollment program: is for students who wish to receive funding for one college course and who meet the following criteria:

1. Student must be at 15 years of age and currently enrolled in 11th or 12th grade at a public or private high school.
2. Student must have either the PLAN or ACT (or SAT) scores are on file at the high school.
3. Student must be in good standing as defined by the high school and meet the college/university enrollment criteria.
4. Student must have permission from the high school and his/her parent/guardian to participate.
5. Students 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.
6. Students may enroll in a maximum of 3 credit hours per semester/term, up to 6 credit hours per academic year, with early start funding. A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college or university.
7. To continue enrollment in subsequent semesters/terms (e.g., spring) through this funding opportunity, 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 Early Start funding. Limited, documented exceptions for continuation after withdrawal may be granted by the college/university.
8. Continued state funding is not guaranteed. These criteria may be changed for the subsequent semester.

Additional information and program requirements, the Early Start Program and criteria for the program are subject to change and are posted on the Fletcher website at www.fletcher.edu.

HIGH SCHOOL CONCURRENT

High school concurrent enrollment is when a high school student attends Fletcher during his/her junior or senior years of high school or during the summer between these years and the student does not wish to earn Carnegie units for high school. High school concurrent students must be 16 years of age or older to attend Fletcher. High school students taking courses at Fletcher earn college credit for courses taken. High school concurrent students should follow the admission procedures set forth under First Time Freshmen Admission.

SUMMER-ONLY STUDENT

A summer-only student, sometimes referred to as a visiting student, is one whose intention is to take classes at Fletcher for the summer session only and then return to his/her regular institution. A summer-only student is required to follow the admission procedures for transfer students as outlined above.

CROSS ENROLLMENT

A cross-enrollment student is one 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.

NICHOLLS STATE UNIVERSITY

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. The student must enroll in and pay any applicable fees at the secondary (host) 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 will be eligible to take one academic (non-technical) course at the host institution for each academic (non-technical) course taken at the home institution with a maximum of two courses (six credit hours) taken at the host institution per semester. 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 independent study classes, internships, co-op work experiences, special projects, technical (non-academic), and other courses requiring individualized instruction.

A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the home institution and space is available at the host institution. Exceptions to this policy will require the permission of the host institution.

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.

SOUTH CENTRAL TECHNICAL COLLEGE (LTC REGION 3)

A student enrolling at Fletcher under a cross-enrollment agreement with South Central Louisiana Technical College must enroll in and pay tuition and fees at the student's primary (home) institution. The student must enroll in and pay any applicable fees at the secondary (host) 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 will be eligible to take one course at the host institution for each course taken at the home institution with a maximum of two courses (six credit hours) taken at the host institution per semester. Verification that all pre-requisites have been met is the responsibility of the home institution. 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. A student may not enroll at the host institution for any course that will not transfer back to the home institution. The student may not enroll in more credit hours at the host institution than at the home institution. Enrollment in certain courses is excluded from this agreement. These include independent study classes, internships, co-op work experiences, special projects, and other courses requiring individualized instruction.

A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the home institution and space is available at the host institution. Exceptions to this policy will require the permission of the host institution.

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.

OPEN ENROLLMENT FOR TECHNICAL & MARINE AREAS OF STUDY

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 Student Services to declare their intent to enroll. When openings are available for the program, Student Services will contact the student.

Marine Operations courses are offered throughout the semester. Students interested in any Marine Operations courses should contact the Marine Operations department located at the Louisiana Marine and Petroleum Institute facility at 985-857-3658.

TYPES OF ENROLLMENT

Full-time: Full-time enrollment is when a student enrolls in 12 or more credit hours for a semester (6 credit hours for a summer). For enrollment verification purposes only, students in their final semester of study may be considered full-time with fewer than 12 credit hours. In order to qualify the academic advisor or department head must certify that the student will graduate in the current semester and that they are currently enrolled in all the remaining course requirements.

Three-fourths time: Three-fourths time enrollment is when a student enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

Half-time: Half-time enrollment is when a student enrolls in 6-8 credit hours for a semester (3 credit

hours for a summer session).

Less than half-time: Less than half-time enrollment is when a student enrolls in 5 or less credit hours for a semester (2 credit hours or less for a summer session).

Non-Degree-Seeking: Non-degree-seeking enrollment is when a student attends Fletcher to earn college course credit without enrolling in a particular program. These students are not eligible for federal student aid. If a non-degree-seeking student decides to complete a particular program, he/she must apply to that program.

Degree - and Diploma -Seeking: Degree-and diploma-seeking enrollment is when a student enrolls in a diploma or degree program. These students are eligible for federal student aid.

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. During the admissions process a copy of the visa and I-9 card (where applicable) should be made, and the information should be given to the Director of Admissions to review. Student Services personnel should get contact information for the prospective student so that the Director of Admissions may contact the prospective student regarding his/her admissions status after review of the application and resident card information. The prospective student should be told that the process may take 1-2 weeks, depending on the information he/she provides. In addition, these students should 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 a official third party company that specializes in translation of official documentation). Unofficial copies of international transcripts are acceptable for admission until the student can obtain official documents from the country/institution of attendance.



RECORDS AND REGISTRATION

RECORDS

All records submitted become the property of the College and cannot be returned to the student. All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students participating in any financial aid program must inform Student Services of any changes in circumstances that may alter their eligibility for such financial aid. All student records must be true and correct to the best of the student's knowledge. Falsification of student records may result in dismissal from the College. Any falsification of these records will result in the student being penalized at the discretion of the Chancellor and/or respective State Boards. All student records must be true and correct to the best of the student's knowledge.

CONFIDENTIALITY OF RECORDS

Permanent records, which include courses a student has completed, grades, placement, and follow-up information, are housed in Student Services 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. 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. Transcripts may be issued upon request to institutions to which a student transfers provided the student concurs in the request. Transcript request forms are available through LoLA, in Student Services, or on Fletcher's website and may be mailed or faxed in. Students with LoLA accounts should make requests through LoLA. Students or former students who do not have LoLA accounts should use the form available in Student Services or on Fletcher's website. Transcripts will not be issued if a student has any form of hold on his/her account. Transcript services are offered at no charge to students.

CHANGE OF NAME, ADDRESS, OR PHONE

Students must notify Student Services immediately when a name/phone/address change occurs. For name changes, official documentation must be submitted with a completed name change form that can be obtained in the Student Services Office. Name changes become effective at the beginning of the next semester. Name changes cannot be requested through LoLA. Students with LoLA accounts may change their address through LoLA. Communications will be e-mailed/mailed to students at the e-mail address/mailling address currently on file.

CONTACT WITH STUDENTS THROUGH E-MAIL

Electronic mail (e-mail) is an official method of communication between the College and students, including, but not limited to, admissions, registration, financial aid, and academic affairs. Fletcher e-mail accounts will be issued after initial registration. All electronic communications with students will be sent to the students' Fletcher e-mail account which can be accessed from the Fletcher website www.fletcher.edu under the Falconnet link or from Google's partner page <http://www.google.com/calendar/hosted/my.fletcher.edu>. Students should check e-mail at least once a week. The College provides computer access for all students by way of open computer labs, the Academic Learning Resource Center (ALRC), and library facilities.

ACADEMIC PROBATION AND SUSPENSION

Once a student has attempted 15 credit hours of courses (including those attempted at other institutions), a student's academic performance is evaluated at the end of each semester. Students who do not maintain a minimum 2.0 grade point average for any semester will be placed on academic probation. The student will be allowed to register for the next semester. If a student on academic probation receives a grade point average below 2.0 for any semester the student will be suspended for the following semester. Upon returning to College, the student will remain on academic probation until the semester or cumulative grade point average (as needed) is 2.0 or above.

AUDITING A COURSE

Prospective students interested in auditing a course should follow the regular admissions process by submitting a completed application to Student Services and meet any prerequisite and/or co-requisite course requirements. Test scores and/or official transcripts for any prior college credit can be waived from the admissions process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements.

The auditing student will be required to follow the regular admission/registration process. In addition, the student must complete a Course Audit Request Form and submit it to the registrar before the end of the drop/add period as designated by the official College calendar.

Once this form is submitted to the Registrar, the student cannot request a change back to a credit course. Tuition and fees for audited courses are the same as for credit courses. The student does not receive credit for an audited course; the final grade for an audit course is "AU." Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. 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 change of program form through LoLA unless he/she wishes to switch to a selective admissions program. Once approved, the student will be assigned an advisor for the new program, and the program change will become effective upon processing by the Registrar's Office.

If a student wishes to switch to a selective admissions program, such as Practical Nursing or the Associate of Science in Nursing, he/she must contact Student Services to determine if he/she meets admission requirements for the desired program. If eligible for admission to a selective admissions program, the student should complete an application for admission to the selected program.

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 a certificate of general studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for certificates of technical studies and certificates of general studies must meet the following requirements:

- 6 of the last 12 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 diploma programs must meet the following requirements:

- 15 of the last 30 credit hours must be completed at Fletcher
- 12 credits in the major must be completed at Fletcher
- 25 percent of the program's total credit hours must be completed at Fletcher
- 2.0 or higher overall grade point average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program

Candidates for associate degree programs must meet the following requirements:

- 15 of the last 30 credit hours must be completed at Fletcher (does not apply to degrees completed in a consortium agreement)
- 12 credit hours in the major must be completed at Fletcher with the exception of the Associate of General Studies, the Associate of Technical Studies, the Associate of Arts for Louisiana Transfer, and the Associate of Science for Louisiana Transfer
- 25 percent of the program's total credit hours must be completed at Fletcher
- 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 average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program

Candidates who are completing the highest graduation level available in the program from which they are enrolled must complete any required exit assessments to be eligible for graduation. Graduating students must be free of debt to the college. Graduating students must be approved by the division of the program they are enrolled in and the Registrar.

GRADUATION APPLICATION PROCEDURE

A graduating student must complete a graduation application, pay the application fee, and submit the application to Student Services. The application must be submitted by the deadline designated on the application during the semester in which he/she is completing his/her program requirements, even if the student does not plan to participate in the graduation ceremony. Students wishing to receive awards in more than one program, must complete a graduation application for each program area and will be charged the application fee per program area.

GRADUATION CEREMONY

A graduation ceremony is held once a year in May. Students who participate in the graduation ceremony will incur additional expenses for caps and gowns. Announcements, cap and gowns, and class rings may be purchased by the student from Balfour. Students who have completed a graduation application will receive graduation information, including commencement activities, by e-mail/mail. It is the student's responsibility to ensure that Student Services has a correct e-mail and mailing address.

GRADUATION HONORS

Two categories of honors are recognized at graduation: Chancellor's Honor Graduates and Dean's Honor Graduates. Graduates with a cumulative grade point average of 3.8 to 4.0 on all work completed at all colleges will receive recognition as a Chancellor's Honor Graduate. Graduates with a cumulative grade point average of 3.5 to 3.79 on all work completed at all colleges will receive recognition as a Dean's Honor Graduate. All honor graduates will wear an honor cord at graduation. Students who have been granted academic amnesty are not eligible to receive honors at graduation.

MAXIMUM COURSE LOAD PER SEMESTER

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 Student Services, on Fletcher's website, and through the student's faculty advisor.

REGISTRATION

Dates and times of registration are advertised in each semester's registration bulletin and on the Fletcher website. Effective with the Fall 2012 semester, 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. If desired, a student may 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.

RESIGNATION FROM COLLEGE

A student wishing to resign must complete a drop/add/resignation form which is available through LoLA or in Student Services. Equipment and/or books belonging to the College must be returned. Failure to properly resign may jeopardize a student's ability to re-enter Fletcher or to receive financial aid. Any student with financial indebtedness to the College and/or to a financial aid program will not be permitted to resign until such debt is paid in full.

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 withdraw date as designated on the academic calendar, the student will receive a grade of "W" in remaining courses. If a student resigns from College after the final withdraw date as designated on the academic calendar, the student will receive a grade of "F" in each course that was scheduled for that semester. Students who do not officially withdraw or resign by the designated final withdrawal date or who discontinue attendance will receive an "F" in the scheduled course(s).

SCHEDULE CHANGES

Changes to a student's schedule are made through LoLA during the designated drop and add periods 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.

CHANCELLOR'S LIST

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

NON-TRADITIONAL CREDIT

The total amount of credit earned by any non-traditional method that can be applied toward completion of a technical competency area certificate, certificate of technical or general studies, 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, credit by examination, credit for military experience, credit for licenses, credit for certifications, and credit by correspondence.

MILITARY TRAINING

A student's military training can be considered for college credit. 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. Military service credit in the occupational/technical areas may require approval by the appropriate program coordinator prior to award. In order to receive credit for military training, the student must request a military transcript which includes the ACE recommended credit, to the Registrar for evaluation.

CREDIT FOR CERTIFICATIONS/LICENSES

A student's professional license or certification can be considered for college credit. Fletcher follows the American Council on Education's (ACE) - Guide to Educational Credit by Examination to determine eligibility. Only credit applicable to a Fletcher program can be awarded. In addition students may receive credit for United States Coast Guard certifications.

CREDIT BY EXAMINATION

Credit examinations are administered to students who profess special competence gained through practical experience, extensive training, completion of noncredit courses, or completion of courses in non-accredited institutions. 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 Student Services. 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 Student Services.

The course for which credit is sought must be included in the current catalog/handbook. 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. The credit will be recorded as a grade of P for pass.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS TO FLETCHER

Credits from regionally accredited institutions of higher education are recorded on the student's official transcript. Fletcher 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. Generally, only courses with a grade of "C" or higher will be considered for transfer credit. If a course

appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will be treated as though it were completed at Fletcher.

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. Technical credit earned from the 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 the 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 Registrar. Courses taken on a non-credit basis will not transfer. Students with non-credit training may receive credit by credit by examination.

Transfer students must provide Fletcher with an official transcript from the university from which they are coming. If a student has attended more than one institution prior to attendance at Fletcher, an official transcript from each institution must be provided. Transfer credit shall be limited to 75 percent of the total credit hours applied to a degree/certificate. Twelve credits in the student's major must be completed in residence at Fletcher. 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.

ADVANCED PLACEMENT ACT EXAMINATION

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 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

COMPASS EXAMINATION

A student with an exceptionally high score on the COMPASS examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 99 or higher in English will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 61 or higher in algebra will be placed in MATH 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

ADVANCED PLACEMENT CREDIT

To receive advanced placement credit, the student must complete a Petition for Advanced Placement Credit upon successful completion of the advanced-level course and submit the completed form to the Registrar's Office.

Credit will not be granted for academic sequence course work taken previously and for which grades have been earned. Credit by petition is applicable to courses taken at Fletcher only, not to transfer courses. If the advanced level course work is completed with a grade of C or better the student may receive credit for the lower level course work. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency.

COLLEGE-LEVEL EXAMINATION PROGRAM

Students enrolled at Fletcher Technical Community College may receive credit for prior learning through 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. Students 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 Student Services. Passing scores for subjects credited through CLEP are recorded by an “S,” by the equivalent Fletcher course number and title, and by the appropriate credit hours. CLEP exams are administered at Nicholls State University’s Testing Center. The following examinations are approved for Fletcher credit:

CLEP Title	Min. Score	FTCC Equivalent	Hours Credit
American Government	50	POLI 1100	3
American History I	50	HIST 2010	3
American History II	50	HIST 2020	3
Calculus with Elem Functions	50	MATH 101, 102, 165	11
College Algebra	50	MATH 1100	3
College Algebra-Trig	50	MATH 1100, 1110	6
CollegeComposition	50	ENGL 101, 102	6
College French	50	FREN 1010	3
College Spanish	50	SPAN 1010	3
General Biology	50	BIOL 105, 106	6
General Chemistry	50	CHEM 101, 102	6
Human Growth & Development	50	PSYC 2120	3
Info Sys & Computer Appl	50	CPTR 1100	3
Introductory Business Law	50	BUSI 1000	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 1110	3
Western Civilization I	50	HIST 1010	3
Western Civilization II	50	HIST 1020	3

GENERAL EDUCATION REQUIREMENTS

General education is an integral part of all degree programs at Fletcher. All degree programs require a core of 15 semester credit hours of general education and that the graduate demonstrates computer literacy skills. Additional general education courses are required by the Board of Regents (BOR) for the Associate of Science and the Associate of General Studies. The list of general education courses available at Fletcher are listed in Appendix C.

Fletcher has developed its general education requirements with the understanding that upon completion, each student regardless of degree completed will be prepared to:

1. Globalize
 - a) Seek and present information on a broader view of the world

- b) Demonstrate an understanding of societal issues that foster a cultural sensitivity
- c) Demonstrate knowledge of diversity in the world community
- 2. Investigate
 - a) Identify, analyze, and interpret real-world situations
 - b) Use critical thinking to make logical decisions
 - c) Demonstrate problem-solving skills
- 3. Communicate
 - a) Demonstrate interpersonal skills
 - b) Express ideas clearly, creatively, logically, and appropriately in standard written English
 - c) Express ideas clearly, creatively, logically, and appropriately in standard spoken English
 - d) Select and use appropriate technological tools
 - e) Demonstrate proficiency in the use of appropriate technological tools
 - f) Demonstrate computer literacy

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

- I. English Composition3
- II. Mathematics3
- III. Social Science3
- IV. Natural Science3
- V. Humanities3

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

- I. English Composition6
- II. Mathematics6
- III. Social Science3
- IV. Natural Science6
- V. Humanities3
- VI. Fine Arts3

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

- I. English Composition6
- II. Mathematics6
- III. Social Science6
- IV. Natural Science6
- V. Humanities3
- VI. Fine Arts3

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

- I. English Composition6
- II. Mathematics6
- III. Social Science9
- IV. Natural Science9
- V. Humanities3
- VI. Fine Arts3

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

I. English Composition.....	6
II. Mathematics.....	6
III. Social Science.....	6
IV. Natural Science.....	9
V. Humanities.....	9
VI. 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.
- FN: Failure, never attended: Earns no credit; carries a value of 0 quality points for each credit hour.
- P: Pass: Given for courses for which a credit examination has been completed or 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.
- I: Incomplete: Indicates some work is incomplete.
- 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.
- RS: Resign: Indicates the student officially resigned from College after the designated drop and add period but on or before the final withdraw date as indicated on the academic calendar.

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.

TRANSFER FROM A DIPLOMA TO AN ASSOCIATE DEGREE PROGRAM

A student who enters Fletcher in a diploma program and later wishes to switch to an associate degree program must meet all of the program and course entry requirements for the associate degree. In some circumstances, a student may have previously met the requirements of a diploma program without having to take developmental studies; however, requesting a change to an associate degree program may require a student to register for additional courses. These requirements include but are not limited to the following:

- having a high school diploma or GED
- meeting the required entrance exam scores for the program
- meeting the required entrance exam scores for any additional courses.

Student 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.



TUITIONS AND FEES

CREDIT COURSEWORK

Tuition, academic excellence fee, operational fee, technology fee, student services 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. All tuition and fees are due by the payment deadlines established in the Registration Bulletin for each semester. Schedules will be purged from the system for any student not paying by the specified deadlines. Any payment accepted after the payment deadline date will incur a \$100 late payment fee.

The Marine Program has a separate tuition schedule. An updated copy of the tuition schedule for Marine Operations can be found on the Fletcher website at www.fletcher.edu.

NON-CREDIT COURSEWORK

Non-credit courses are charged by the clock hour. These include courses in GED, night welding, Commercial Drivers License (CDL), machine tool, and some marine coursework. All non-credit coursework tuition and fees is non-refundable.

Non-Credit Marine Operations has a separate tuition schedule. In addition, Nautical Science courses may be subject to additional fees. Students should visit the Fletcher website for a current tuition and fee schedule at www.fletcher.edu.

TUITION AND FEES FOR CREDITED COURSES-RESIDENT *

Credit Hours	Resident Tuition	Academic Excellence	Operational Fee	Tech Fee	Student Services Fee	SGA	ERP	Tuition & Fees
1	98.80	7.00	3.00	4.00	2.00	5.00	3.00	122.80
2	197.60	14.00	6.00	8.00	4.00	5.00	6.00	240.60
3	296.40	21.00	9.00	12.00	6.00	5.00	9.00	358.40
4	395.20	28.00	12.00	16.00	8.00	5.00	12.00	476.20
5	494.00	35.00	15.00	20.00	10.00	5.00	15.00	594.00
6	592.80	42.00	18.00	24.00	12.00	5.00	18.00	711.80
7	691.60	49.00	21.00	28.00	14.00	5.00	21.00	829.60
8	790.40	56.00	24.00	32.00	16.00	5.00	24.00	947.40
9	889.20	63.00	27.00	36.00	18.00	5.00	27.00	1065.20
10	988.00	70.00	30.00	40.00	20.00	5.00	30.00	1183.00
11	1086.80	77.00	33.00	44.00	22.00	5.00	33.00	1300.80
12	1185.60	84.00	36.00	45.00	24.00	5.00	36.00	1415.60

TUITION AND FEES FOR CREDITED COURSES-NON RESIDENT*

NON-RESIDENT STUDENTS OR STUDENTS WHO ARE UNABLE TO PROVE LOUISIANA RESIDENCY.

Credit Hours	Non-Resident Tuition	Academic Excellence	Operational Fee	Tech Fee	Student Services Fee	SGA	ERP	Tuition & Fees
1	207.50	7.00	3.00	4.00	2.00	5.00	3.00	231.50
2	415.00	14.00	6.00	8.00	4.00	5.00	6.00	458.00
3	622.50	21.00	9.00	12.00	6.00	5.00	9.00	684.50
4	830.00	28.00	12.00	16.00	8.00	5.00	12.00	911.00
5	1037.50	35.00	15.00	20.00	10.00	5.00	15.00	1137.50
6	1245.00	42.00	18.00	24.00	12.00	5.00	18.00	1364.00
7	1452.50	49.00	21.00	28.00	14.00	5.00	21.00	1590.50
8	1660.00	56.00	24.00	32.00	16.00	5.00	24.00	1817.00
9	1867.50	63.00	27.00	36.00	18.00	5.00	27.00	2043.50
10	2075.00	70.00	30.00	40.00	20.00	5.00	30.00	2270.00
11	2282.50	77.00	33.00	44.00	22.00	5.00	33.00	2496.50
12	2490.00	84.00	36.00	45.00	24.00	5.00	36.00	2720.00

OTHER FEES:

Late Registration.....	\$100
Late Payment.....	\$100
Replacement Parking	\$10
Replacement ID.....	\$10
Course Labs.....	\$25 to \$100
Graduation Fee.....	\$25
EMT Clinical Course	\$25
Parking Fee.....	\$5
LCTCS debit card replacement	(inactive) \$10/(active)\$20

CROSS ENROLLMENT FEES:

Student Services.....	\$2/credit hour
Academic Excellence.....	\$7/credit hour
Operational	\$3/credit hour
Technology	\$4/credit hour
ERP	\$3/credit hour
SGA.....	\$5

ONLINE (LCTCS AND FLETCHER) TUITION AND FEES:

Tuition \$119 per credit hour

ERP fee (Enterprise Research Planning) \$3 per credit hour

\$40 Registration Fee

*Tuition and fees are subject to change without notice.

All fees except Academic Excellence are NON-REFUNDABLE after the 1st day of the semester.

PAYMENT OPTIONS

Fee bills will not be mailed. It is the student's responsibility to check his/her Banner Account through LoLA for account balance information. To secure classes, all tuition and fees must be paid in full, financial aid must be verified, or enrollment in the payment plan through CASHNet must be completed by the dates established in the semester bulletin.

Payment options are as follows:

1. **On-line payment options through CASHNet** (see directions just below)
 - a. **Credit Card**—MasterCard, Discover or American Express card is accepted. A 2.75% convenience fee will be charged for payments with credit cards.
 - b. **Electronic Check**—Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. **A \$25 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 make sure entered information is correct.**
 - c. **Payment plan**—3 installments plan. Enrollment fee for participation in this plan is set by CASHNet and is currently \$30. Upon activation of a payment plan 1/3 of the total amount due is processed immediately plus the \$30 enrollment fee. Payments can be set up through MasterCard, Discover, or American Express with a 2.75% convenience fee or through a checking or savings account. The remaining 2 monthly installments will be automatically withdrawn from the method of payment chosen. It is the student's responsibility to ensure funds are available at the time of the withdrawal.

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 balances owed. Students will receive financial aid awards after all payment obligations have been met and, if applicable, the plan will be terminated. Students cannot default on payment plans because they are expecting a PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in payment plans in future semesters.

To view student fee bills and to pay online follow the directions below:

Go to www.fletcher.edu

Click the FALCONNET tab at the top of the screen

Click LoLA

Enter user ID and PIN

Under the self service tab click on Fletcher Technical Community College

Click Student Account

Click Account Summary

Select Payment Options at the bottom of the screen—this will take you to CASHNet where you proceed with your payment.

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 8:00am until 4:00pm.
3. **Mail in payments**—Money orders ONLY can be mailed and must be received in the business office prior to deadline in order to avoid late payment charges. The student's name and ID# should be included on the money order. Mail payments to:

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

FINANCIAL RESPONSIBILITY

Any debt owed to the college as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by Fletcher Technical Community College General Catalog will result in a violation of the terms and conditions. Students with an outstanding balance will not be allowed to register for future semesters or receive academic transcripts 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 percent) of the unpaid debt, and all court costs.

RETURNED CHECK (NSF)

The charge for each returned check is \$25. The student's provisional registration shall be cancelled after the return of a check issued to the College 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 students 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, the student is not allowed to continue attending classes.

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 a transcript, award, or other documentation as well as enrolling for future semesters/sessions.

PAYMENT PLAN DEFAULT

Students may not default on payment plan because they are expecting a PELL or other financial aid award. Students who default on payment plans will have their plan terminated and will not be allowed to participate in payment plans in future semesters.

REFUND POLICY

All refunds/credits due to a student shall be applied to any outstanding balances due to Fletcher; any remaining refund balance will be paid to the student through their Higher One LCTCS debit card. It is recommended that students activate their LCTCS debit card when they receive the card in the mail. It is important for students to make sure Fletcher has their correct mailing address and phone number.

Refunds for tuition and refundable fees including academic excellence and lab fees (only if the class was not attended) 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 session.

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 until his/her account is cleared.

1. ADJUSTMENT REFUNDS

Students who reduce credit hours prior to the first class day will receive 100% refund of tuition and fees paid to reflect the current fee bill. Students who have a reduction in hours during add/drop (the first three semester days) will receive 75% refund/credit for tuition and academic excellence fee for the hours dropped. No refunds will be issued for a reduction in credit hours after the add/drop period. The add/drop period is defined in the semester's Academic Calendar located in the semester bulletin on Fletcher's website, www.fletcher.edu. Students who have an increase in hours scheduled during add/drop will be required to pay the additional per credit hour tuition and fees at the time of the schedule adjustment.

2. RESIGNATION REFUND

Students dropping ALL classes, prior to the first day of class will receive a refund/credit of 100%. Resignations within the first seven days of the fall or spring semester or within the first three days of the summer semester receive a 75% refund for tuition and academic excellence paid. Resignations after the seventh day and through the fourteenth class day for fall and spring or after the third day and through the seventh day of the summer session receive 50% refund of tuition and academic excellence fee paid. Refunds are not given after the fourteenth day of the fall and spring semesters or after the seventh day of the summer semester.

The first day of the semester is defined on the academic calendar for the semester or the LCTCS Online academic calendar.

If a class is cancelled for any reason, students enrolled in the class will receive a full refund of tuition and fees paid for the canceled class. ALL refunds are first applied to any balance owed to Fletcher by the student.

3. LCTCS ONLINE REFUNDS

100% refund of tuition and fees paid for hours dropped before the first day of class. 75% refund of tuition is granted for courses dropped day 1, day 2, and day 3 of the semester. The first day of the semester is defined on the LCTCS online Academic Calendar in the semester bulletin or on Fletcher's website. Resignation refunds will follow the above resignation refund policy using the first day of class as defined on the LCTCS online Academic Calendar. All refunds are first applied to any balance owed to Fletcher by the student.

REFUNDS/FINANCIAL AID DISBURSEMENT

All refunds and financial aid are disbursed electronically through a third party company, Higher One financial services. Each first time student receives a LCTCS debit card from Higher One via mail about 14 days after the semester begins. Upon activation at LCTCSDebitCard.com, the student will be given the option to have financial aid and tuition refunds disbursed via the LCTCS Debit Card, or an electronic transfer (ACH) to an existing bank account (checking or savings.)

The first card and sign up is free. Non-activated replacement cards are \$10 and activated replacement cards are \$20. To order a replacement card that is activated, log on to your account at www.lctcsdebitcard.com or call Higher One customer service at 1-866-755-4887. To order a replacement card that is not activated, go to Fletcher's business office.



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, 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. Credit hour designations are as follows:

FALL/SPRING SEMESTERS

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

SUMMER SEMESTERS

6+ credit hours.....	Full-time student
4-5 credit hours.....	Three-fourths time student
3 credit hours	Half-time student
2 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 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.

GRANTS - 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

- complete the Free Application for Federal Student Aid (FAFSA).
- have a high school diploma from a state-approved high school or GED.
- 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, dispensation, possession, or use of a controlled substance during the period covered by financial aid.

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- 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. 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.
 - maintain Satisfactory Academic Progress (SAP).

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 towards 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, 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 the spring semester. At the conclusion of each spring 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). Note: 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 spring 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.

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 accepted by Fletcher that count towards the student's degree.

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 spring 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 that are accepted by Fletcher 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 (if recognized as credit towards student's current degree) 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 may be adversely affected.

EVALUATION OF SAP

The minimum progress standards will be checked at the conclusion of each spring semester. At the conclusion of each spring 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 sent a letter regarding their SAP status at the conclusion of each spring semester. Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

- **'Passing'** is a status assigned to a student who is eligible for financial aid and is meeting the minimum standards.
- **'Suspension'** is a status assigned to a student who fails to make SAP. Note: Students in 'Suspension' status are NOT eligible for financial aid. To be removed from 'Suspension' status, a student must reestablish eligibility or an appeal for reinstatement must be approved.
- **'Probation'** is a status assigned to a student who failed to make SAP but submitted an appeal that was approved.
- **'Near Maximum Timeframe'** is a status assigned to a student who has attempted more than 125% of his/her degree requirements. Students in this status are still eligible for aid but may want to plan their coursework to complete their specific degree program within the maximum timeframe.
- **'Exceeded Maximum Timeframe'** is a status assigned to a student who has exceeded the 150% maximum timeframe of his/her degree requirements. Students in this status are NOT eligible for financial aid and will be required to personally pay for any additional semesters necessary. Students who have exceeded the maximum timeframe may request for a brief extension of their financial aid by completing a financial aid appeal.
- **'Denied'** is a status assigned to a student whose appeal is denied. Students in this status are NOT eligible to receive financial aid for their next semester of enrollment and are responsible for making arrangements to pay for tuition and fees. Students may submit a new appeal and Academic Plan after their next semester of enrollment for a reevaluation of future aid eligibility.

APPEALS

If extenuating circumstances prevented a student from meeting the requirements, a SAP Appeal may be filed. The appeal must be submitted with accompanying documentation (if available) by the deadline date given. All supporting documents will be retained in the student's financial aid file. Fletcher's Satisfactory 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:

1. what the problem was;
2. when did the problem occur;
3. how long did the problem last;
4. how did this affect his/her ability to complete coursework; and
5. 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 approved prior to the beginning of the next semester. To ensure that an appeal is reviewed, students must submit their appeal by the deadline stated on the letter that is sent. 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.

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.

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 is based on the following:

FALL/SPRING SEMESTERS

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

SUMMER SEMESTERS

6+ credit hours.....	Full-time student
4-5 credit hours.....	Three-fourths time student
3 credit hours	Half-time student
2 or less credit hours.....	Less than half-time student

Your enrollment status is NOT official until after the Census Day, which is the 14th class day in the Fall/Spring semesters and 7th class day for Summer semester. 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, grant disbursements are made 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 financial assistance.

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 the FAO before aid can be awarded. Once a financial aid packet is complete, the student will receive an award letter. Grant disbursements are made on approximately the 20th class day of a semester and thereafter.

LEAP/SLEAP (TITLE IV)

Leveraging Educational Assistance Program/Special Leveraging Educational Assistance Partnership (LEAP/SLEAP) awards are offered when funds are available. Recipients must be Pell Grant eligible and maintain SAP. Providing there are available funds, the FAO distributes LEAP awards. LEAP/SLEAP funds are made possible through both federal and state funding.

GRANTS - STATE

GO GRANT

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

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 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.

BP INTEGRATED PRODUCTION TECHNOLOGIES (IPT) SCHOLARSHIP

BP Foundation and BP Gulf of Mexico have established scholarships to assist students who are enrolled at least half time for students Fletcher's Integrated Production Technologies (IPT) program. The recipient is eligible for this scholarship for 2 years provided he or she meets all the above criteria and maintains a 3.0 overall grade point average. Eligibility is per semester and requests to renew the scholarship must be made through the Office of Financial Aid at the end of the semester.

SOUTH CENTRAL INDUSTRIAL ASSOCIATION (SCIA) VOCATIONAL TECHNICAL SCHOLARSHIP

The purpose of this scholarship is to provide financial assistance to a student enrolled in a technical program. This scholarship is awarded annually. Applications are available online at www.ftcc.edu/scholarships.

SOUTH LOUISIANA BANK BUSINESS AND SERVICES SCHOLARSHIP

The purpose of this scholarship is to provide financial assistance to a full-time Terrebonne Parish student majoring in the Office Systems Technology or Accounting Technology associate degree programs. Student recipient must enroll or be enrolled in classes and must make consistent progress toward his/her degree program. Applications are available online at www.ftcc.edu/scholarships.

THE JERRY LEDET SCHOLARSHIP

The purpose of this scholarship is to award educational grants/scholarships to worthy students in their pursuit of a college education. To qualify, applicants must be a high school graduate aspiring toward an advanced degree, be a full-time student, and maintain a 2.0 "C" average each semester. Students interested in the Jerry Ledet Scholarship must apply in writing to the FAO every semester. Official transcripts, if applicable, must be included with the application letter. The application and official transcript should be submitted to the FAO by August 20 if applying for a fall semester and December 20 applying for a spring semester.

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 online at www.ftcc.edu. Completed applications must be submitted to the Office of Student Affairs.

ADDITIONAL AID

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. Call the local One Stop Center in Houma at (985) 876-8990 for information on eligibility.

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) 857-3659 for more information.

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, call (985) 858-2977.

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)

Fletcher does not participate in the Guaranteed Student Loan program. To apply for a deferment on a prior Guaranteed Student Loan (Stafford Loan), obtain a deferment form from your lender and bring it to the Office of Student Affairs. Student loan deferment verification letters and/or forms require a minimum of two to three processing days.

POLICIES GOVERNING FINANCIAL AID

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.
- application process that must be followed to be considered for aid.
- criteria used to select recipients and calculate need.
- Fletcher refund and repayment policy.
- 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 any change in 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. This includes the following:

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.

APPEALING FINANCIAL AID DECISIONS

A student may appeal decisions other than the SAP policy made by the FAO. A written appeal must be submitted to the Dean of Student Affairs within 14 days of notification. All documentation relating to an appeal must accompany the written appeal. The Dean of Student Affairs may or may not consult the Chancellor. A decision will be rendered within 14 days. The decision of the Dean of Student Affairs is final.



ACADEMIC POLICIES AND SERVICES

ACADEMIC POLICIES

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.

- A. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning.

Examples:

- Copying from another student's paper.
- Allowing another student to copy from a paper.
- Using the course textbook or other material, such as a notebook, without authorization.

- B. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation or deliberation.

Examples:

- Collaborating with another person by giving or receiving information without authority.
- Using specially prepared materials without authority to do so, e.g., notes, formula lists, etc.

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:

- Undocumented use of any author's main idea.
- Undocumented paraphrase of an author's actual words.
- Undocumented, verbatim use of an author's actual words.

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.

Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

ACADEMIC AMNESTY

Academic amnesty allows students to restore their academic standing at the College by eliminating the previous academic credit from the current grade point average (GPA). The following conditions apply to academic amnesty:

- At least three years must have elapsed between the end of the semester in which the student was last enrolled for credit at any college or university before being enrolled at Fletcher.
- Persons previously granted academic amnesty/renewal by another institution may not be granted academic amnesty by Fletcher.
- Fletcher may grant academic amnesty to a student only once.
- The student must submit a typed letter to the Dean of Student Affairs requesting academic amnesty. The letter must include documentation that conditions have changed and that there is a reasonable expectation of satisfactory performance. (Requesting academic amnesty does not guarantee approval.)
- Student must request academic amnesty by the end of their first semester at Fletcher.
- Students will not be granted academic amnesty if any prior coursework is being used as prerequisites or as part of the current program of study or if the student has previously received an award from Fletcher Technical Community College.
- Academic amnesty cannot be granted for only a portion of the student's academic record.
- If granted, a notation will be made on the student's transcript that academic amnesty was granted. Courses and grades from previous institutions will be entered on the transcript; however, credits will not be used in the grade point average calculation.

CHANGE OF GRADE/GRADE APPEAL POLICY

Only final grades may be appealed or challenged. Grades are available to the student through LoLA at the end of each semester. Upon receiving grades, 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 then 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.

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 dean of the college for 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 granted, the appeal form must be signed by the dean and submitted to the Registrar. If the grade appeal is not granted, the student may then request a meeting with the Vice Chancellor of Instruction. The decision of the Vice Chancellor of Instruction is final.

COURSE WITHDRAWAL POLICY

If a student withdraws from a class during 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.

INCOMPLETE WORK

A student may receive a grade of “I” in a course when extenuating circumstances cause the student to be unable to complete the required work. The student must be passing the course in order to be given an incomplete. The student is responsible for making up all unfinished work by the withdrawal date of the following semester. The student will not be reenrolled in the course. The student will not be allowed to register for a follow-up course for which the incomplete course is a prerequisite. If all work is not completed satisfactorily by the withdrawal date, the “I” will be changed to an “F”

MEDICAL RESIGNATION POLICY

It is the policy of Fletcher Technical Community College to allow students to request a medical resignation for a given semester. In order to be eligible for a medical resignation a student must submit documentation for such a resignation from a licensed physician, psychologist, or psychiatrist. Students who are approved for a medical resignation must complete the resignation form and have it signed by the appropriate department head or dean of the division. Students taking a medical resignation must resign from all courses registered for the given semester. Students who have previously been granted a grade of incomplete are not eligible for a medical resignation. In any instance where a student is registered for an online course and wishes to remain in the online course, a decision will be rendered by the department head or dean on the status of enrollment.

DEVELOPMENTAL POLICY

Students who are placed in developmental courses upon enrollment at Fletcher must complete all subsequent levels of the developmental course(s) in the discipline. Students are not allowed to re-test for the purpose of eliminating levels.

ACADEMIC SERVICES

ACADEMIC LEARNING RESOURCE CENTER

The Academic Learning Resource Center (ALRC) offers tutoring services free-of-charge to assist Fletcher students in learning their course materials. Help is available for all classes through one-on-one or group tutoring and computer programs. The ALRC is located at the main facility in Schriever. Hours of operation are posted each semester outside the front door of the center. Instructors are available at various times to help students with their course materials. Hours for these instructors are posted in the center.

ACADEMIC ACCOMMODATIONS

Students must self-identify and register with Student Services (Director of Counseling and Advising) at the beginning of each semester.

1. All documentation must be current and provided by a licensed professional qualified in the area of disability for which he/she is recommending accommodations.
2. Documentation must be on letterhead from the said professional's practice.
3. Documentation must have been completed no more than 3 years prior to the date that the student submits a request for accommodations.
4. Documentation should address the nature, as well as, the recommended accommodations, and should describe how the specific disability impacts functioning in an academic setting.

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5. Documentation should address the specific diagnosis, tests used in making the diagnosis, and when appropriate, test scores.
 6. All students must meet with the Director of Counseling and Advising before being eligible for receiving educational accommodations.
 7. At this meeting student must provide proper and current documentation related to his/her disability.
 8. All policies and procedures will be explained to the student and an agreement must be signed by the student.
 9. Letters will be provided for instructors explaining what accommodations the student is entitled to and options for providing said accommodations.
 10. Students wishing to take exams in the Testing Center must turn in an Accommodated Testing Form
 11. Students must take all exams at the same time that his/her classmates are testing unless there is a class schedule conflict. If there is a conflict, students must take the test by the end of assigned test date.
 12. All tests must be scheduled and confirmed at least 48 hours in advance of test date with Student Services.
 13. Students are responsible for obtaining all information needed during testing from their instructors. Test monitors will not provide tutoring or guidance during testing.
 14. Tests must be turned in to test monitor at the end of the allocated testing time.

ADULT LITERACY

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 general educational development (GED) test in order to obtain an equivalency diploma. Once a student reaches satisfactory scores on the official GED practice test, he/she will then be recommended for the GED examination.

The Adult Literacy Program is offered during the fall and spring semesters only. Applicants to the Adult Literacy program must be 18 years of age or older. Interested persons should contact Bayou Cane Adult Education Center at (985) 876-3180. Bayou Cane will test and refer qualified students to Fletcher. Students enrolled at Fletcher are eligible to take adult literacy classes without referral.

LIBRARY SERVICES

The Fletcher Technical Community College Library is named the Coastal Commerce Bank Library (CCB Library). The CCB Library exists to support the mission and goals of the college. The CCB Library provides the Fletcher community with materials, resources, and instructional services necessary for teaching and learning.

OVERVIEW

The Coastal Commerce Bank Library is located at the main campus in Schriever. Library hours are posted on the Fletcher website and outside the library entrance. The library has a satellite location on the second floor of the Houma Facility.

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. Students may retrieve information twenty-four hours

a day, seven days a week using library electronic resources on Fletcher's Library website. Fletcher's Library resources include print titles, audiovisual items, netLibrary titles, active print periodical subscriptions, active print newspaper subscriptions, and full-text and citation databases. The library provides computer workstations and space for individual study and leisure reading. Assistive technology is available for students with disabilities.

Fletcher's membership in LOUIS provides students and faculty with effective on-campus and remote access to Fletcher's Library holdings. Access to information about collections and holdings of other libraries throughout the state is another service of the library's LOUIS consortium. LOUIS catalogs, with over six million bibliographic records, are available twenty-four hours a day to all users with Internet access.

CIRCULATION POLICIES AND LOAN PERIODS

Students must have a valid Fletcher Student ID to use library resources. Loan periods for materials are as follows: books, 21 days; circulating DVDs, two days; audio/visual, in-house only; reserve items, two hours.

The library charges fines for materials that are overdue, damaged, or lost. Fines for overdue books are 35¢ per day per item, and 10¢ per minute for reserve items. Materials must be returned to the library during normal operating hours. Periodicals, reference materials, and audiovisual materials normally do not circulate.

LIBRARY CODE OF CONDUCT

- Cell phone usage is prohibited in the library. Before entering the library, cell phones and pagers must be switched to silent mode. Library users needing to answer or place a call must exit the library.
- Persons who are disruptive will be asked to leave the library.
- No smoking, eating, drinking, or sleeping is permitted in the library.
- Animals are not permitted, with the exception of animals trained to assist the disabled.
- The library is not responsible for personal belongings left in library materials or on library property.
- Library staff is not responsible for the safety or well being of children left on library property. Children may not be left unattended.

INSTRUCTIONAL OPPORTUNITIES

COURSE-INTEGRATED INSTRUCTION

Instructors may request librarians to provide course-integrated library instruction either in the library, in the classroom, 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 which the library owns, and how to effectively utilize them for course assignments and research papers.

POINT OF USE INSTRUCTION

Librarians are available to assist students and faculty with information resources available through the library. Fletcher users are encouraged to contact the librarians for their research needs.

ADDITIONAL SERVICES FOR STUDENTS

Students may borrow materials from other libraries through Fletcher's Library membership in LALINC, which provides Fletcher students and faculty direct and convenient access to academic library collections and resources across the state. Students and faculty may obtain LALINC borrowing cards from the CCB Library.

The Louisiana State Library, a member of LOUIS and an affiliate member of LALINC, offers LANTER, a statewide book courier service for ILL. Participation in the state public library card system ensures walk-in access to information for Fletcher's students. Materials for Course Reserves are located at the Circulation Desk.

Copy services are available for student use in the library. The coin-operated copier is provided by Fletcher's Student Government Association. Copies are 10¢ per page. 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.

PROGRAM SUPPLY LISTS

Several programs require occupation specific equipment, tools, supplies, and uniforms. Student Services Student Affairs maintains a program supply listing for each occupational program. Lists are updated annually and are subject to change. Students may obtain a program supply listing from Student Services.



PROGRAMS OF STUDY

The following section is a description of all programs of study offered at Fletcher Technical Community College. The curricula area are 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.

Exit level designations for these programs are as follows:

- TCA = Technical Competency Area Certificate: An applied course, or series of courses (1-16 credit hours) which provides a student with a specific technical competency.
- CTS = Certificate of Technical Studies: an applied technical program (16-33 credit hours) usually formed by combining multiple TCAs.
- CGS = Certificate of General Studies: An academic program (30 credit hours) of general education courses designed to prepare students for entry into an associate or baccalaureate program.
- TD = Technical Diploma: An applied technical degree program (45-60 credit hours) formed by combining multiple CTSs and/or TCAs.
- 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/academic 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) that allows students to select a concentration to prepare them for career entry but which may also transfer to a baccalaureate program.

Degrees, technical diplomas, and certificates earned are recorded on the transcript upon verification of award requirements. Printed awards are issued only when an applicant applies for graduation and pays the required graduation fee. Associate degrees have general education requirements (GERs). Refer to Appendix C 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 Student Services to determine when the program is to be offered.

SUMMARY OF PROGRAMS

PROGRAM	EXIT POINT OFFERED	PAGE
Accounting Technology	Certificate/Degree	58
Automotive Technology	Certificate/Diploma	62
Cardiopulmonary Care Science	Degree	64
Criminal Justice	Degree	66
Drafting and Design Technology	Certificate/Diploma/Degree	68
Electrician	Certificate/Diploma	72
Emergency Medical Technician – Basic	Technical Competency Certificate	74
General Studies	Certificate/Degree	76
Integrated Production Technology	Certificate//Degree	80
Louisiana Transfer	Degree	84
Machine Tool Technology	Certificate/Diploma	88
Marine Diesel Engine Technician	Certificate/Diploma	90
Marine Operations	Certificate	92
Nautical Science	Certificate/Technical Diploma	94
Nursing Assistant	Technical Competency Certificate	96
Office Systems Technology	Certificate/Degree	102
Phlebotomy	Certificate of Technical Studies	106
Practical Nursing	Diploma	108
Nursing	Degree	110
Residential Air Conditioning	Certificate/Diploma	112
Technical Studies	Degree	114
Welding	Certificate/Diploma	116

ACCOUNTING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Accounting Technology Program 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, record keeping systems, and accounting software operation.

PROGRAM COORDINATOR: Michelle Votaw

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Brenda Babin

SPECIAL COMMENTS: All business courses in the accounting 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.

Note: 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 an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Accounting Technology Associate Degree Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, post transactions, and complete payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques and resume writing skills, locate employment resources, and determine the expectations of employers.
5. use professional accounting software.
6. apply basic mathematical functions used to solve business-related problems.
7. demonstrate administrative procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic typing concepts.

CURRICULUM

Course No.	Course Name	Lecture	Lab	Total Credit Hours
Semester I				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Intro to Computers	3	0	3
APMA 1030	Business Math	3	0	3
KYBD 1100	Keyboarding I (3/0/3 or 1/2/3)	1	2	3
				15
Semester II				
ACCT 2110	Managerial Accounting	3	0	3
CINS 1300	Introduction to Spreadsheets	3	0	3
BUSI 1050	Business Correspondence	3	0	3
CINS 1450	Basic Word Processing	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
				15
Semester III				
ACCT 1300	Intermediate Accounting	3	0	3
CINS 1310	Introduction to Database Management	3	0	3
ACCT 1250 or ACCT 1700	Payroll Accounting or Federal Taxation-Individual	3	0	3
OSYS 2530	Office Procedures	3	0	3
	Approved Natural Science (GER)	3	0	3
				15
Semester IV				
ACCT 1400	Advanced Accounting	3	0	3
ACCT 1500 or ACCT 2150	Computerized Accounting or Federal Taxation-Corporate and Partnership	3	0	3
BUSI 2451	Integrated Career Skills	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
	AAS Accounting Technology (60)			15

CIP Code: 520302
Total Clock Hrs.: 975

ACCOUNTING TECHNOLOGY CERTIFICATE OPTIONS

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Accounting Technology Program 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, record keeping systems, and accounting software operation.

PROGRAM COORDINATOR: Michelle Votaw

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Brenda Babin

SPECIAL COMMENTS: All business courses in the accounting 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.

Note: 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.

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

1. apply accounting terminology, prepare and analyze financial documents, post transactions, and complete payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques and resume writing skills, locate employment resources, and determine the expectations of employers.
5. use professional accounting software.
6. apply basic mathematical functions used to solve business-related problems.
7. demonstrate administrative procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic typing concepts.

CURRICULUM

Course No.	Course Name	Lecture	Lab	Total Credit Hours
Semester I				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I	3	0	3
CPTR 1100	Intro to Computers	3	0	3
KYBD 1100	Keyboarding I	1	2	3
TCA General Clerk (12)				12
Semester II				
ACCT 2110	Managerial Accounting	3	0	3
CINS 1300	Introduction to Spreadsheets	3	0	3
CINS 1450	Basic Word Processing	3	0	3
APMA 1030	Business Math	3	0	3
CTS Account Clerk (24)				12
Semester III				
ACCT 1300	Intermediate Accounting	3	0	3
CINS 1310	Introduction to Database Management	3	0	3
ACCT 1250 or ACCT 1700	Payroll Accounting or Federal Taxation-Individual	3	0	3
BUSI 1050	Business Correspondence	3	0	3
CTS Payroll Clerk (36)				12

CIP Code: 520302
Total Clock Hrs.: 570

AUTOMOTIVE TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

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

PROGRAM COORDINATOR: Craig Rodrigue, NATEF master certified

PROGRAM ACCREDITATION: NATEF

SPECIAL COMMENTS: All automotive courses 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.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Automotive Technology Diploma 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.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
AUTO 1000	Introduction to Automotive Technology	2	0	2
AUTO 1001	Introduction to Automotive Technology Lab	0	1	1
TCA Helper (3)				3
AUTO 1600	Electrical/Electronic I	2	0	2
AUTO 1601	Electrical/Electronic I Lab	0	3	3
AUTO 1610	Electrical/Electronic II	2	0	2
AUTO 1611	Electrical/Electronic Lab II	0	3	3
TCA Electrical Technician (10)				10
AUTO 1800	Engine Performance I	2	0	2
AUTO 1801	Engine Performance I Lab	0	3	3
AUTO 1810	Engine Performance II	2	0	2
AUTO 1811	Engine Performance Lab II	0	3	3
AUTO 1820	Engine Performance III	2	0	2
AUTO 1821	Engine Performance Lab III	0	3	3
TCA Engine Performance Technician (15)				15
AUTO 1100	Engine Repair	2	0	2
AUTO 1101	Engine Repair Lab	0	3	3
TCA Engine Repair Technician (5)				5
AUTO 1300	Manual Drive Trains	2	0	2
AUTO 1301	Manual Drive Trains Lab	0	3	3
TCA Manual Drive Train Technician (5)				5
AUTO 1400	Steering and Suspension	2	0	2
AUTO 1401	Steering and Suspension Lab	0	3	3
TCA Steering and Suspension Technician (5)				5
AUTO 1200	Automatic Transmission and Transaxle	2	0	2
AUTO 1201	Automatic Transmission and Transaxle Lab	0	3	3
TCA Automatic Transmission and Transaxle Technician (5)				5
AUTO 1500	Brakes	2	0	2
AUTO 1501	Brakes Lab	0	2	2
TCA Brake Technician (4)				4
AUTO 1700	Heating and Air Conditioning	2	0	2
AUTO 1701	Heating and Air Conditioning Lab	0	3	3
TCA Heating and Air Conditioning Technician (5)				5
CLCR 2000	Career Preparation	2	0	2
	Approved Computer Literacy	0	1	1
TD Automotive Technology (60)				3

CIP Code: 470604

Total Clock Hrs.: 1,410

CARDIOPULMONARY CARE SCIENCE ASSOCIATE OF SCIENCE DEGREE

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: The Associate of Science in Cardiopulmonary Care Science prepares students to function as entry-level respiratory therapists who provide respiratory care, cardiopulmonary testing and patient monitoring. Cardiopulmonary care professionals are instrumental as health care providers with patients ranging from premature infants to the elderly. The program, which consists of a pre-professional and professional phase, can be completed in two years, which includes two summer sessions. Students grow in their experience and knowledge through the curriculum's combination of lecture, laboratory and clinical courses.

PROGRAM COORDINATOR: Errol Champagne

PROGRAM ACCREDITATION: The Commission on Accreditation for Respiratory Care *(CoARC)

PROGRAM INSTRUCTOR(S): Errol Champagne, Jennifer Meleen

SPECIAL COMMENTS: All courses in the Cardiopulmonary Care Science program must be completed with a 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 Associate Degree 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 communication patients' 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; and
10. perform pulmonary rehabilitation and home care.

CURRICULUM

PRE-PROFESSIONAL PHASE

Course No.	Course Title	Lecture	Lab	Total Cr Hrs
Semester I				
BIOL 1140	Human Anatomy & Physiology I	3	0	3
BIOL 1150	Human Anatomy & Physiology I Lab	0	1	1
CHEM 1010	Fundamentals of Chemistry I (GER)	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
PSYC 2010	Introduction to Psychology (GER)	3	0	3
	Humanities Elective (GER)	3		
				19
Semester II				
BIOL 1160	Human Anatomy & Physiology II	3	0	3
BIOL 1170	Human Anatomy & Physiology II Lab	0	1	1
ENGL 1020	English Composition II (GER)	3	0	3
MATH 1110 or 2100	Mathematics Elective (GER)	3	0	3
PHSC 1000	Introduction to Physical Science I (GER)	3	0	3
PHSC 1100	Introduction to Physical Science I Lab	0	1	1
CPCS 1010	Orientation to Cardiopulmonary Profession	1	1	2
	Arts Elective (GER)	3		
				19
Semester III (Summer)				
BIOL 2030	Microbiology for Nursing & Allied Health (GER)	3	0	3
	Approved Computer Literacy	3	0	3
CPCS 1500	General Patient Care and Therapies	2	0	2
				8

PROFESSIONAL PHASE

Course Number	Course Title	Lecture	Lab	Total Cr Hrs
Semester IV (Fall)				
CPCS 2000	Clinical applications and Procedures I	0	10	2
CPCS 2020	Fundamentals of Respiratory Care Laboratory	1	3	4
CPCS 2040	Cardiopulmonary Pathophysiology	2	1	3
CPCS 2140	Life Support and Airway Mechanics	2	1	3
				12
Semester V (Spring)				
CPCS 2220	Cardiopulmonary Pharmacology	3	0	3
CPCS 2240	Cardiovascular Diagnostics and Monitoring	3	0	3
CPCS 2260	Pulmonary Diagnostics	3	0	3
CPCS 2280	Perinatology & Pediatrics Diagnostics	2	1	3
CPCS 2500	Clinical Applications and Procedures II	0	10	2
				14
Semester VI (Summer)				
CPCS 2700	Comprehensive Cardiopulmonary Therapeutics	2	1	3
CPCS 2800	Clinical Applications and Procedures III	0	10	2
AS Cardiopulmonary Care Science (77)				8

CIP CODE: 510908

CRIMINAL JUSTICE ASSOCIATE OF SCIENCE DEGREE

DEPARTMENT: Arts and Sciences

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

PROGRAM COORDINATOR: William Lopez

PROGRAM INSTRUCTOR(S): William Lopez

SPECIAL COMMENTS: Criminal justice courses taken for the program requirements 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 Associate Degree 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 Title	Lecture	Lab	Total Cr Hrs
Semester I				
CRJU 1010	Introduction to Criminal Justice	3	0	3
CRJU 2010	Applied Criminology	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
	Computer Applications	3	0	3
				15
Semester II				
CRJU 2030	Criminal Related Law	3	0	3
CRJU #####	Criminal Justice Elective	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH #####	Mathematics Elective (GER)	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
Semester III				
CRJU 2020	Public and Community Relations	3	0	3
CRJU 2040	Police Administration	3	0	3
CRJU #####	Criminal Justice Elective	3	0	3
POLI 1100	American National Government (GER)	3	0	3
	Or POLI 2520 State and Local Government			
	Natural Science Elective (GER)	3	0	3
				15
Semester IV				
CRJU 2610	Criminal Justice Ethics	3	0	3
CRJU #####	Criminal Justice Elective	3	0	3
	Arts Elective (GER)	3	0	3
	Natural Science Elective (GER)	3	0	3
	Humanities Elective (GER)	3	0	3
				15
AS Criminal Justice (60)				15

CIP Code: 430107

DRAFTING AND DESIGN TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The Drafting and Design Program prepares individuals 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 manual drafting skills as well as training in several drafting disciplines using CADD.

PROGRAM COORDINATOR: Dean Pitre

CURRICULUM CERTIFICATION: American Design Drafting Association (ADDA)

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

PROGRAM INSTRUCTOR(S): Jeff Diehl, Dean Pitre

SPECIAL COMMENTS: All drafting and CADD courses 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 an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Drafting and Design Technology Associate Degree 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
10. locate employment resources and determine the expectations of employers in drafting fields.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
Semester 1				
CPTR 1100	Introduction to Computer Applications	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
DRFT 1100	Basic Board Drafting	3	6	9
ENGL 1010	English Composition I (GER)	3	0	3
				18
Semester 2				
MATH 1110	Trigonometry	3	0	3
PHSC 1000	Introduction to Physical Science I	3	0	3
DRFT 1200	Advanced Board Drafting	3	4	7
CADD 1200	Introduction to CADD	1	2	3
				16
Semester 3				
CADD 2300	Advanced CADD	1	2	3
DRFT 2300	Introduction to Drafting Disciplines	3	4	7
	Approved Physical Science (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
				16
Semester 4				
CLCR 2000	Career Development	2	0	2
SPCH 1200	Introduction to Public Speaking	3	0	3
DRFT 2400	Advanced Disciplines	3	6	9
	Approved Social Science (GER)	3	0	3
AAS Drafting and Design Technology (67)				17

CIP Code: 151301
Total Clock Hrs.: 1,365

DRAFTING AND DESIGN TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The Drafting and Design Program prepares individuals 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 manual drafting skills as well as training in several drafting disciplines using CADD.

PROGRAM COORDINATOR: Dean Pitre

PROGRAM INSTRUCTOR(S): Jeff Diehl, Dean Pitre

CURRICULUM CERTIFICATION: American Design Drafting Association (ADDA)

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

SPECIAL COMMENTS: All drafting and CADD courses 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 a diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Drafting and Design Technology Diploma 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 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.
10. locate employment resources and determine the expectations of employers in drafting fields.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
Semester I				
CPTR 1100	Introduction to Computer Applications	3	0	3
APMA 1040	Applied Algebra	3	0	3
DRFT 1100	Basic Board Drafting	3	6	9
TCA Engineering Aide I (15)				15
Semester II				
APMA 1050	Applied Trigonometry	3	0	3
DRFT 1200	Advanced Board Drafting	3	4	7
CADD 1200	Introduction to CADD	1	2	3
CTS Engineering Aide II (28)				13
Semester III				
CLCR 2000	Career Development	2	0	2
APEN 1160	Technical Writing	3	0	3
CADD 2300	Advanced CADD	1	2	3
DRFT 2300	Introduction to Drafting Disciplines	3	4	7
CTS Entry Level Drafter (43)				15
Semester IV				
DRFT 2400	Advanced Disciplines	3	6	9
	Approved Elective	3	0	3
TD Drafting and Design Technician (55)				12

CIP Code: 151301
Total Clock Hrs.:1,185

APPROVED ELECTIVES:

CINS 1300 Intro to Spreadsheets
PHSC 1000 Intro to Physical Science I
PHSC 1200 Intro to Physical Science II

ELECTRICIAN DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

PROGRAM DESCRIPTION: The Electrician Program provides basic to advanced specialized instruction and practical shop experience to prepare students for employment within the various electrical trades. The 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 all 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 COORDINATOR: Chris Prestenback

SPECIAL COMMENTS: All electrician courses 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 technical competency area certificate, certificate of technical studies, or diploma. Students should check with the department head for specific general education course grade requirements.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Electrician Diploma 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 professionally in the field of electrical design, installation, maintenance, and repair.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
ELEC 1010	Introductory Craft Skills I	3	0	3
ELEC 1020	Introductory Craft Skills II	2	1	3
ELEC 1101	Basic Electrical Skills I	2	1	3
ELEC 1102	Basic Electrical Skills II	2	1	3
CPTR 1100	Intro to Computer Applications	3	0	3
TCA Apprentice Electrician (15)				15
ELEC 1201	Residential Electrician I	3	1	4
ELEC 1202	Residential Electrician II	2	2	4
ELEC 1203	Electrical Raceways and Fittings	2	1	3
ELEC 1204	Conduit Bending	1	2	3
CLCR 2000	Career Preparation	2	0	2
CTS Residential Electrician (31)				16
ELEC 2301	Industrial/Commercial Electrician I	3	0	3
ELEC 2302	Industrial/Commercial Electrician II	2	1	3
ELEC 2303	Electrical Calculations	3	0	3
ELEC 2304	Motors and Transformers	3	1	4
ELEC 2305	Control Systems	1	2	3
ELEC 1030	Approved Mathematics	3	0	3
TD Industrial/Commercial Electrician (50)				19

CIP Code: 460302
Total Clock Hrs.: 945

EMERGENCY MEDICAL TECHNICIAN – BASIC TECHNICAL COMPETENCY AREA CERTIFICATE

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: The EMT-Basic Program prepares students to give pre-hospital/emergency care to victims of accidents or medical emergencies in pre-hospital environments. All instruction meets the 1994 DOT curriculum standards for pre-hospital care, and totals 165 hours. Students are provided with 24 hours of clinical experience with a State Bureau of Emergency Medical Services (BEMS) approved ambulance service. After completion of the program, students are eligible to take the written and practical registry examinations for Louisiana and national certification.

PROGRAM COORDINATOR: Todd Albert

CLINICAL SITES: Acadian, Lafourche Parish, and St. Charles Parish ambulance services and Chateau Nursing Home

SPECIAL COMMENTS: All courses in the EMT – Basic 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 technical competency area certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the EMT-Basic Program will be able to:

1. Perform a thorough patient assessment for signs and symptoms of injury/trauma.
2. Perform a thorough patient assessment for signs and symptoms of illness/medical condition.
3. Provide cardiac arrest management/automated external defibrillator (AED).
4. Perform spinal immobilization with a seated patient.
5. Bag-valve mask an apneic patient with a pulse.
6. Perform a long-bone fracture immobilization.
7. Perform a traction splinting.
8. Assess and provide bleeding control/shock management.
9. Perform upper airway adjuncts and suction.
10. Perform mouth-to-mask with supplemental oxygen.
11. Perform supplemental oxygen administration.
12. Perform a thorough patient assessment for normal and complicated deliveries, neonatal and gynecological emergencies.
13. Provide management of medical and trauma situations involving infants/children.

EMT ADMISSION REQUIREMENTS: To be considered for the EMT-Basic Program, an applicant must:

1. submit a completed application with the \$10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
 - a. Achieve ACT scores of: Reading 17 and Math 14 OR
 - b. Achieve COMPASS scores of: Reading 77 and Algebra 22 or Pre-Algebra 26 or
 - c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of DVRE 0910 and DVMA 0910).
4. be at least 18 years of age at the time of taking registry exam.
5. be a high school graduate, or GED equivalent, with documentation.
6. be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
HEMS 1110	Introduction to Basic EMT	1	0	1
HEMS 1120	Patient Assessment and Airway Management	3	0	3
HEMS 1140	Medical/Behavioral Emergencies and Trauma Management	3	0	3
HEMS 1160	Maternal Pediatric Management	1	0	1
HEMS 1170	EMT – Basic Clinical and Ambulance Operation	0	1	1
	TCA EMT Basic (9)			9

CIP Code: 510904
Total Clock Hrs.: 165

GENERAL STUDIES

ASSOCIATE OF GENERAL STUDIES DEGREE

DIVISION: Arts & Sciences

PROGRAM DESCRIPTION: The Associate Degree in General Studies 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 COORDINATOR(S): Craig Courville

PROGRAM INSTRUCTORS: 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 an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Associate of General Studies 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.

SPECIAL DEGREE REQUIREMENTS: Students wishing to earn an Associate of General Studies Degree must:

- complete the 30 hour General Education requirement
- complete twelve hours of specific Enrichment Electives
- complete a Concentration Area* (18 hours)
- earn a GPA of 2.5 for coursework taken in the area of concentration

*All courses in the AGS degree program are to be selected in consultation with an advisor.

CURRICULUM

GENERAL EDUCATION REQUIREMENTS

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
ENGL 1010	English Composition I (GER)	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH 1###	College Algebra (GER) or Contemporary Math	3	0	3
CPTR ####	Computer Literacy Elective			3
	Humanities (GER)			3
	Fine Arts (GER)			3
	Natural Sciences (GER)			6
	Social Sciences (GER)			6
				<hr/>
				30

CONCENTRATION AREA

(A coherent selection of courses designed to meet the career objectives of the student)

18

ENRICHMENT ELECTIVES

Mathematics	3
Humanities	6
Natural Sciences	3
<hr/>	
AGS General Studies (60)	12

Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the college of intended transfer to **assure** transferability of credits.

CIP Code: 240102

GENERAL STUDIES

CERTIFICATE OF GENERAL STUDIES

DIVISION: Arts & Sciences

PROGRAM DESCRIPTION: The Certificate of General Studies (CGS) curriculum provides students with a broad foundation of fundamental academic skills. This program offers students who are undecided about career goals or who are unsure of preparation of collegiate studies, the opportunity to increase readiness for collegiate study, explore career opportunities, and improve individual capacity for learning, personal growth, and interpersonal communication skills. The CGS is designed to provide the foundation needed to pursue additional studies at another college or university. The CGS allows students that intend to transfer the opportunity to tailor their certificate courses to meet admission and/or prerequisite requirements of the student's intended program.

PROGRAM COORDINATOR(S): Craig Courville

PROGRAM INSTRUCTORS: 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.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Certificate of General Studies 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.

CURRICULUM

GENERAL EDUCATION REQUIREMENTS

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
ENGL 1010	English Composition I (GER)	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH 1###	College Algebra (GER) or Contemporary Math	3	0	3
	Fine Arts (GER)			3
	Humanities (GER)			3
	Natural Science (GER)			3
	Social Science (GER)			3
				<hr/>
				21

GENERAL EDUCATION ELECTIVE

Mathematics, Humanities, Natural Science, or Social Science

3

3

ELECTIVES

Electives *

6

6

CGS General Studies (30)

30

*Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the college of intended transfer to assure transferability of credits.

CIP Code: 240102

INTEGRATED PRODUCTION TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Petroleum Services

PROGRAM DESCRIPTION: The Integrated Production Technology (IPT) Program provides specialized academic and technical skills to prepare students for a career as a production technician in the oil and gas production industry. Students will learn to operate and monitor operations, production facilities, and pipeline systems. Production technicians are specialists in instrumentation, automation, electricity, mechanical equipment, process systems, safety and measurements. Production technicians need academic and technical skills in computer programs, mathematics, physical science, fluid mechanics, process diagrams, and process systems along with communication, teamwork and employability skills.

PROGRAM COORDINATOR: Alvin J. Justelien III, Ph.D.

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 Integrated Production Technology Associate of Applied Science Program will be able to

1. apply fundamental concepts of DC/AC electricity and electronics.
2. identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. demonstrate understanding of pneumatic, electronic, digital, and mechanical controls and systems.
4. understand the operation of integrated diesel, diesel electric, 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.
6. demonstrate understanding of offshore safety and compliance standards and regulations applicable to deep-water production and facilities.
7. demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas.
8. demonstrate and apply skills necessary to gain employment in the integrated production technology industry.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
Semester I				
IPTN 1030	Process Diagrams	3	0	3
IPTN 1050	Petroleum Computational Methods	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Intro to Computer Applications	3	0	3
	Approved Natural Science (GER)			3
				15
Semester II				
IPTN 1100	Applied Electricity & Electronics	2	1	3
IPTN 1310	IPT Equipment I	2	1	3
IPTN 1600	Oil & Gas Production I	2	1	3
MATH 1100	College Algebra (GER)	3	0	3
SPCH 1200	Intro to Public Speaking	3	0	3
	Approved Social Science (GER)			3
				18
Semester III				
IPTN 1210	Industrial Instrumentation I	2	1	3
IPTN 1320	IPT Equipment II	2	1	3
IPTN 1400	Fluid Mechanics	1	2	3
IPTN 1610	Oil & Gas Production II	2	1	3
IPTN 2500	Careers in the Petroleum Industry	2	0	2
	Approved Humanities (GER)			3
				18
Semester IV				
IPTN 1220	Industrial Instrumentation II	2	1	3
IPTN 1500	Offshore Safety and Compliance	2	1	3
IPTN 2000	Planning and Management	3	1	4
IPTN 2100	Deepwater Systems and Technology	2	1	3
IPTN 2200	Production Safety Systems	3	0	3
				15
AAS Integrated Production Technology (66)				15

CIP Code: 150903

INTEGRATED PRODUCTION TECHNOLOGY CERTIFICATE OPTIONS

DEPARTMENT: Petroleum Services

PROGRAM DESCRIPTION: The Integrated Production Technology (IPT) Program provides specialized academic and technical skills to prepare students for a career as a production technician in the oil and gas production industry. Students will learn to operate and monitor exploration operations, production facilities, and pipeline systems. Production technicians are specialists in instrumentation, automation, electricity, mechanical equipment, process systems, safety and measurements. Production technicians need academic and technical skills in computer programs, mathematics, physical science, fluid mechanics, process diagrams, and process systems along with communication, teamwork and employability skills.

PROGRAM COORDINATOR: Alvin J. Justelien III, Ph.D.

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 competency area certificate or certificate of technical studies.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Integrated Production Technology Associate of Applied Science will be able to

1. apply fundamental concepts of DC/AC electricity and electronics.
2. identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. demonstrate understanding of pneumatic, electronic, digital, and mechanical controls and systems.
4. understand the operation of integrated diesel, diesel electric, electric, pneumatic, and
5. hydraulic power and control systems used in production and pipeline operations.
6. 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.
7. demonstrate understanding of offshore safety and compliance standards and regulations applicable to deep-water production and facilities.
8. demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas.
9. demonstrate and apply skills necessary to gain employment in the integrated production technology industry.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
IPTN ####	Elective			3
IPTN ####	Elective			3
IPTN ####	Elective			3
TCA Intro to Production Technologies (9)				9
APMA 1040	Applied Algebra	3	0	3
IPTN 1030	Process Diagrams	2	1	3
IPTN 1050	Petroleum Computational Methods	3	0	3
IPTN 1100	Applied Electricity and Electronics	2	1	3
IPTN 1210	Industrial Instrumentation I	2	1	3
IPTN 1310	IPT Equipment I	2	1	3
IPTN 1600	Oil and Gas Production I	2	1	3
CTS Production Helper (21)				21

LOUISIANA TRANSFER ASSOCIATE OF ARTS DEGREE

DEPARTMENT: General Studies

PROGRAM DESCRIPTION: The Louisiana Transfer, Associate of Arts Degree is designed specifically for students who want to complete their freshman and sophomore years at Fletcher before transferring to a four-year college or university to finish a bachelor's degree. The program includes a core of general education courses that is required in all baccalaureate degree programs at Louisiana's public colleges. Students in the program complete basic requirements in English, mathematics, natural sciences, art, humanities, and social science.

PROGRAM INSTRUCTOR: Interdisciplinary

SPECIAL COMMENTS: The 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. Students following the Bachelors of Arts curriculum will receive the Associate of Arts degree.

COURSE GRADE REQUIREMENTS: All courses in the Louisiana Transfer Associate of Arts Degree program 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.

CURRICULUM

English Composition - 2 Courses (GER)	6
Mathematics/Analytical Reasoning - 2 Courses (GER)	6
Natural Sciences - 3 Courses (GER)	9
2 courses in a biological sequence or physical science sequence	
1 course in the other area	
Humanities - 3 Courses (GER)	9
1 course must be in Literature.	
Some colleges may specify guidelines for the additional 2 courses.	
Social Sciences - 2 Courses (GER)	6
1 course must be at/above the sophomore level.	
Fine Arts - 1 Course (GER)	3
AA Louisiana Transfer (60)	<hr/> 60

CIP Code: 240199

LOUISIANA TRANSFER ASSOCIATE OF SCIENCE DEGREE

DEPARTMENT: General Studies

PROGRAM DESCRIPTION: The Louisiana Transfer, Associate of Science Degree is designed specifically for students who want to complete their freshman and sophomore years at Fletcher before transferring to a four-year college or university to finish a bachelor's degree. The program includes a core of general education courses that is required in all baccalaureate degree programs at Louisiana's public colleges. Students in the program complete basic requirements in English, mathematics, natural sciences, art, humanities, and social science.

PROGRAM INSTRUCTOR: Interdisciplinary

SPECIAL COMMENTS: The 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. Students following the Bachelors of Science curriculum will receive the Associate of Science degree.

COURSE GRADE REQUIREMENTS: All courses in the Louisiana Transfer Associate of Science Degree program 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 Science 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.

CURRICULUM

English Composition - 2 Courses (GER)	6
Mathematics/Analytical Reasoning - 2 Courses (GER)	6
Natural Sciences - 3 Courses (GER)	9
2 courses in a biological sequence or physical science sequence	
1 course in the other area.	
Humanities - 3 Courses (GER)	9
1 course must be in Literature.	
Some colleges may specify guidelines for the additional 2 courses.	
Social Sciences - 2 Courses (GER)	6
1 course must be at/above the sophomore level.	
Fine Arts - 1 Course (GER)	3

AS Louisiana Transfer (60) **60**

CIP Code: 240199

MACHINE TOOL TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The Machine Tool Technology Program provides specialized classroom instruction and practical shop experience to prepare students for employment in the field of Machine Tool Technology or to provide supplemental training for persons previously or currently employed in the field of Machine Tool Technology. Students participating in the program operate industrial equipment and tools used by machinists including setup and operation of Computer Numerical Controlled (CNC) lathes and mills. The student 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 COORDINATOR: Chris Aysen

SPECIAL COMMENTS: All machine tool courses 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 technical competency area certificate, certificate of technical studies, or diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Machine Tool Technology Diploma/Certificate 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.
8. locate employment resources and determine the expectations of employers in the machine tool technology field.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
MTTC 1110	Orientation and Safety	1	0	1
MTTC 1130	Machine Trades Print Reading	3	0	3
MTTC 1210	Machine Shop Theory I	4	0	4
MTTC 1231	Benchwork/Drill Press	0	4	4
TCA Shop Hand (12)				12
MTTC 1310	Machine Shop Theory II	6	0	6
MTTC 1341	Basic Lathe	0	6	6
CTS Lathe Operator (24)				12
MTTC 1410	Machine Shop Theory III	6	0	6
MTTC 1441	Basic Mill	0	3	3
CTS Mill Operator (33)				9
MTTC 2531	Precision Grinding/Form Shaping	0	2	2
MTTC 2631	Advance Machining	0	6	6
MTTC 2710	CNC	3	0	3
MTTC 2711	CNC Lab	0	2	2
APMA 1010	General Mathematics	3	0	3
CLCR 20000	Career Preparation	2	0	2
	Approved Computer Literacy	3	0	3
TD Machine Tool Technology (54)				21

CIP Code: 480501
Total Clock Hrs.: 1,155

ELECTIVE COURSES:

MTTC 2991-SPECIAL PROJECTS I. An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

MTTC 2993-SPECIAL PROJECTS II. An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

MARINE DIESEL ENGINE TECHNICIAN DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

PROGRAM DESCRIPTION: The Marine Diesel Engine Technician Program provides specialized classroom instruction and practical shop experience to prepare individuals for employment as job entry-level marine diesel engine technicians. The program prepares the individual 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 COORDINATOR: Andrew Roy

SPECIAL COMMENTS: All diesel courses 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 the Marine Diesel Engine Technician Diploma/Certificate 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 Title	Lecture	Lab	Total Credit Hrs.
DESL 1120	Safety Skills and Intro to Diesel Engines	2	1	3
DESL 1130	Diesel Engine Identification and Operating Principles	2	2	4
DESL 1140	Engines	1	3	4
DESL 1150	Engine Diagnostics	1	2	3
TCA Diesel Engine Mechanic Apprentice (14)				14
DESL 1210	Basic Diesel Electrical Systems	2	1	3
DESL 1220	Advanced Diesel Electrical Systems	2	1	3
DESL 1231	Diesel Engine Control Systems	1	2	3
DESL 1240	Diesel Engine Fuel Systems	1	2	3
DESL 1500	Basic Hydraulics	2	1	3
CTS Diesel Engine Mechanic (29)				15
DESL 2500	Advanced Hydraulics	1	2	3
MDET 2210	Engine Mounting and Alignment	2	1	3
MDET 2310	Marine Air Intake and Exhaust Systems	0	1	1
MDET 2220	Drive Systems	2	1	3
MDET 2230	Gears and Engine Couplings	2	2	4
MDET 2320	Marine Cooling Systems	0	1	1
MDET 2700	Diesel Engines and the Vessel	4	0	4
MWLD 2230	Basic Welding for Mechanics	1	1	2
CLCR 2000	Career Preparation	2	0	2
TD Marine Diesel Engine Technician (52)				23

CIP Code: 470605
Total Clock Hrs.: 1,185

MARINE OPERATIONS

DEPARTMENT: Marine Operations

PROGRAM DESCRIPTION: The Marine Operations Program provides specialized classroom instruction and practical training to prepare students to obtain various documents, licenses, and endorsements issued by the U. S. Coast Guard (USCG) and the Federal Communications Commission (FCC). These credentials are required for a variety of jobs in the field of marine operations. The program prepares individuals to obtain credentials for employment on inland, near-coastal, and ocean-going vessels. It also assists individuals who wish to upgrade their credentials. The program provides instruction in subjects associated with marine safety, including seamanship, emergency procedures, communications, navigation, watch keeping, and maritime law. The program emphasizes safe and efficient work practices and basic occupational skills. Program content is organized into competency-based courses that the student must successfully complete. These occupational competencies are derived from industry and certification standards. They are essential to achieving success in the marine industry. The Marine Operations Program is comprised of individual programs related to a specific certification in the marine industry. For licensing and/or certification, students must meet certain requirements, which include proof of age and U. S. citizenship, character references, documentation of work experience on vessels, and physical standards including drug screens.

MARINE OPERATIONS NON-DEGREE ADMISSION REQUIREMENTS: To be considered for Marine Operation Course(s), an applicant must:

1. Submit a completed application to the LAMPI Facility.
2. Applicants are screened on a case-by-case basis for entry into marine courses by marine faculty. Placement in a course may be determined by one or more of the following: Sea time, sea experience, licensure(s), certification(s), and/or written correspondence regarding related work experience.

PROGRAM COORDINATOR: Gale Williamson

PROGRAM INSTRUCTORS: Kenneth Bruce, Timothy Torrance, Gale Williamson

STUDENT LEARNING OUTCOMES: Students who successfully complete the desired course(s) in the Marine Operations Program will be able to:

1. successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and USCG certification standards essential to achieving success in the marine industry.
2. meet requirements in individual programs related to a specific certification in the marine industry.

CURRICULUM

Course No.	Course Title	Course Length	Clock Hours	Coast Guard Approved Length
MRNE 1010	Master 100 tons	15 days	101	90.5 clock hrs
MRNE 1110	Upgrade Master 100 tons to Master 200 tons	10 days	70	39 clock hrs
MRNE 1120	Master/Mate 200 tons, Near Coastal or Inland	17 days	119	106.5 clock hrs
MRNE 1150	Master of Towing (Apprentice Mate)	15 days	106	102 clock hrs
MRNE 1160	OUPV – Operator of Uninspected Passenger Vessels	15 days	65	65 clock hrs
MRNE 1220	Celestial Navigation	15 days	90	84 clock hrs
MRNE 1230	Able-bodied Seaman (All Categories)	6 days	48	44 clock hrs
MRNE 1320	Proficiency in Survival Craft	4 days	30	30 clock hrs
MRNE 1340	Rules of the Road	3 days	19	19 clock hrs
MRNE 1370	Marine Radio Operator Permit/GMDSS	1 day	8	8 clock hrs
MRNE 1380	Visual Communications (Flashing Light)	2 days	15	12 clock hrs
MRNE 1390	Radar Observer Unlimited	5 days	40	40 clock hrs
MRNE 1391	Radar Observer Recertification (Unlimited)	1 day	8	8 clock hours
MRNE 1400	ARPA	5 days	40	32 clock hrs
MRNE 1510	STCW – Basic Safety Training	5 days	40	40 clock hrs
MRNE 1511	Personal Survival Techniques (STCW)	1.5 days	12	12 clock hrs
MRNE 1512	Personal Safety and Social Responsibility (STCW)	.5 days	4	4 clock hrs
MRNE 1513	First Aid and CPR (STCW)	1 day	8	8 clock hrs
MRNE 1514	Basic Firefighting (STCW)	2 days	16	16 clock hrs
MRNE 1515	Fishing Vessel Drill Instructor	1 day	8	8 clock hrs
MRNE 2010	500 GT Mate	Self-paced	100	N/A
MRNE 2020	500 GT Master	Self-paced	100	N/A
MRNE 2030	1600 GT Mate	Self-paced	100	N/A
MRNE 2040	1600 GT Master	Self-paced	100	N/A
MRNE 2100	3rd Mate Unlimited	Self-paced	100	N/A
MRNE 2200	2nd Mate Unlimited	Self-paced	100	N/A

CIP Code: 490309

NAUTICAL SCIENCE DIPLOMA/CERTIFICATE OPTIONS

DIVISION: Marine Operations

PROGRAM DESCRIPTION: The Nautical Science Program certificate option provides two exit points for the student. Upon completion of sixteen (16) credit hours Certificate of Technical Studies (Basic Seamanship), students are prepared to work as Licensed Able Bodied Seaman. Students may earn a Technical Diploma in Nautical Science (Intermediate Seamanship) upon completion of forty-five (45) credit hours. Credits from the diploma/certificate program can be used towards the associate degree program in Technical Studies.

PROGRAM COORDINATOR: Gale Williamson

PROGRAM INSTRUCTORS: Kenneth Bruce, Gary Smith, Timothy Torrance, Gale Williamson

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

STUDENT LEARNING OUTCOMES: Students who successfully complete the Nautical Science certificate option will be able to:

1. perform basic mathematical functions used to solve marine related problems.
2. communicate effectively using the written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to the marine industry.
3. meet the student learning outcomes associated with the general education core courses required in all Fletcher associate of applied science programs.
4. demonstrate seamanship, survival craft, safety, navigation training and sea-time experience as required in Component II of the curriculum.
5. meet the requirements in individual advanced nautical programs related to a specific USCG certification in the marine industry
6. successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and USCG certification standards essential to achieving success in the marine industry.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
NAUT 1200	Able Body Seaman	1.5	.5	2.0
NAUT 1220	Seamanship Service (AB)	0	6	6.0
NAUT 1300	Survival Craft	1	.5	1.5
NAUT 1400	Basic Safety Training	1	.5	1.5
	Electives			5.0
CTS Basic Seamanship (16)				16
NAUT 2300	Advanced Firefighting	1.0	.5	1.5
NAUT 2200	Bridge Resource Management	0.5	0.5	1.0
NAUT 2350	Medical Care Provider	1.0	0.5	1.5
NAUT 2100	ARPA	.5	.5	1.0
NAUT 1500	Radar Navigation	1.0	.5	1.5
NAUT 1720	Seamanship Service (Limited)	0	12	12.0
	Electives			10.5
TD Intermediate Seamanship (45)				29

CIP Code: 490309
Total Clock Hrs.: 569

NURSING ASSISTANT TECHNICAL COMPETENCY AREA CERTIFICATE

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: This program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and function, and infection control. Students participate in clinical activities under the supervision of the instructor. All OBRA Skill Standards are included in this competency-based curriculum. Upon completion of the program, the student is qualified for certification and employment in the areas of long-term, home health, and acute care.

PROGRAM COORDINATOR: Janie Cypret, LPN, AAT, ASPT Certified

CLINICAL SITES: The Oaks of Houma and Chateau Terrebonne

SPECIAL COMMENTS: All courses in the Nurse Assistant 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 technical competency area certificate.

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 clients' rights including but not limited to providing privacy and maintenance of confidentiality and allowing clients to make personal choices to accommodate individual needs when possible, and providing care which maintains the client free from abuse.

NURSE ASSISTANT ADMISSION REQUIREMENTS: To be considered for the Nurse Assistant Program, an applicant must:

1. submit completed application with the \$10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
 - a. Achieve ACT score of: Reading 13 OR
 - b. Achieve COMPASS score of: Reading 60 OR
 - c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of DVRE 0910).
4. be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
NRSA 1211	Nursing Fundamentals	3	1	4
NRSA 1212	Skills Application	1	0	1
	TCA Nurse Assistant (5)			<hr/> 5

CIP Code: 513902
Total Clock Hrs.: 155

NURSING ASSOCIATE OF SCIENCE

DEPARTMENT: Nursing

PROGRAM DESCRIPTION: The Associate of Science Degree in Nursing Program consists of 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: Sonia Fanguy Clarke, R.N., M.S.N

PROGRAM INSTRUCTORS: Allison Breaux, R.N., M.S.N.; Dorothy Landry, R.N., M.S.N.;
Kim Theriot, M.S.N., R.N.

CLINICAL SITES: Bayou Pediatrics, Terrebonne General Medical Center, Leonard J. Chabert, St. Anne Behavioral Unit, Thibodaux Regional Medical , Compass Psychiatric Specialties.

SPECIAL COMMENTS:

- All nursing clinical courses must be completed with a grade of C or higher on a 7-point grading scale.
- Students exiting the Nursing Program with credit for NURS 1300 will be awarded a TCA in Nursing Assistant.
- 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 they may be required to repeat any course content which they are deficient.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.75 or higher in order to receive a degree.

STUDENT LEARNING OUTCOMES: Students who complete the Associate of Science in Nursing Program will be able to:

1. Demonstrate principles of critical thinking and therapeutic communication, verbal, and non-verbal, written, and/or informational technology when interacting with the client and significant support person(s), to assist clients to cope with change, develop more satisfying interpersonal relationships and integrate new knowledge and skills and achieve positive client outcomes.
2. Perform on-going holistic assessments, including physical, developmental, emotional, psychosocial, cultural, spiritual and functional status to establish baselines for future comparisons thereby creating individualized plans of care.
3. Implement clinical decision-making skills to provide the foundation for an individualized plan of care that assures safe, accurate care that moves the client and support person(s) toward positive outcomes.
4. Utilize caring interventions based on knowledge and understanding of the natural and behavioral sciences, nursing theory, nursing research and past experiences.
5. Evaluate a plan of care with the client, support person(s) and other members of the health care team to promote and maintain health and reduce risk utilizing the teaching/learning process.
6. Collaborate with the client, significant support person(s), peers, other members of the health care team and community agencies in planning, decision-making, problem solving, goal setting and assumption of responsibilities to provide cost effective health care and positive client outcomes.
7. Practice within the regulatory framework of nursing practice governed by professional, legal and ethical standards.
8. Analyze effective management skills to enhance the process of planning, organizing, directing and controlling care for the client and support person(s).

PRE-NURSING ADMISSION REQUIREMENTS:

1. Submit completed application with the \$10 application fee.
2. Submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
 - a. ACT scores of: Reading 18, English 18, and Math 20 OR
 - b. COMPASS scores of: Reading 79, Writing 68, and Algebra 51
3. Be a high school graduate, or GED equivalent, with documentation.

ADMISSION CRITERIA FOR THE CLINICAL PHASE OF THE NURSING PROGRAM:

1. Follow the ASN Clinical Admission Guide for the year he/she is applying for clinical. A clinical class is expected to begin every year in the fall semester.
2. Be unconditionally admitted to Fletcher Technical Community College. Unconditional admission is granted once a student has submitted all materials requested for admission and the items have been positively evaluated.
3. Submit a paper application for Admissions to Nursing and Allied Health to the Nursing Department.
4. Be a high school graduate, or GED equivalent, with documentation.
5. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.

6. Have completed 27 credit hours of prerequisite coursework with a C or better (anatomy and physiology lecture and lab I*, college algebra, English composition I).
7. Have a minimum 2.75 GPA on all composite prerequisite coursework (including repeated courses).
8. Have taken the HESI A2 exam within 1 year of application to the nursing clinical component and scored a minimum composite of 80%.
9. Submit a typed essay with a minimum of 200 words explaining your interest and objectives for pursuing a degree and career in nursing.
10. Be drug free upon random testing.
11. If transferring from another nursing program, the applicant must follow the advanced standing procedure for the year he/she is applying for clinical. The advanced standing procedure can be found on the website at www.Fletcher.edu.

* Anatomy & physiology lecture and lab I & II, statistics, computer literacy, and microbiology must have been taken within 5 years from the anticipated date of enrollment into clinical.

SELECTION PROCESS FOR CLINICALS: Details regarding this process and formula are available in the ASN Clinical Admission Guide on Fletcher's website (www.fletcher.edu). Students are accepted into the clinical program each year in the fall. Additional information for the ASN clinical application and selection process is included in the ASN Admission Guide.

CURRICULUM

PRE-CLINICAL PHASE

(These are prerequisite courses that must be completed prior to entering NURS courses.)

Course No.	Course Title	Lecture	Lab	Total Cr. Hrs.
	Anatomy and Physiology I (GER)*	3	0	3
BIOL 1150	Human Anatomy and Physiology I Lab	0	1	1
BIOL 1160	Human Anatomy and Physiology II* (GER)	3	0	3
BIOL 1170	Human Anatomy and Physiology II Lab*	0	1	1
BIOL 2030	Microbiology*	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
MATH 2100	Elementary Statistics* (GER)	3	0	3
PSYC 2120	Life Span Developmental Psychology (GER)	3	0	3
	Approved Computer Literacy	1	0	1
				27

*Time limits apply to these credits.

CLINICAL PHASE

Course No.	Course Title	Lecture	Lab	Total Cr. Hrs.
Semester I (Fall)				
APMA 1160	Medical Math	2	0	2
NURS 1070	Fundamentals of Nursing Practice	2	1	3
NURS 1080	Health Assessment for Nurses	2	1	3
NURS 1090	Pharmacology	2	1	3
HSCI 1060	Applied Nutrition	2	0	2
				<hr/>
				13
Semester II (Spring)				
NURS 1300	Nursing Care of the Adult with Health Alternations I	4	2	6
PHIL 2715	Bioethics (GER)	3	0	3
	Fine Arts Elective (GER)	3	0	3
				<hr/>
				12
Semester III (Fall)				
NURS 2300	Nursing Care of the Adult with Health Alterations II	3	4	7
NURS 2740	Nursing Care of the Client with Alterations in Mental Health	3	1	4
NURS 2800	Issues in Nursing and Health Care	1	0	1
				<hr/>
				12
Semester IV (Spring)				
NURS 2760	Nursing Care of Women and Newborns	3	1	4
NURS 2780	Nursing Care of the Child	3	1	4
				<hr/>
AS Nursing (72)				8

CIP Code: 513801

Total Clock Hours: 1515

OFFICE SYSTEMS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Office Systems Technology 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 COORDINATOR: Michelle Votaw

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Brenda Babin

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.

Note: 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 an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Office Systems Technology Associate Degree Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, and demonstrate simple payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques, resume writing skills, locate employment resources and determine the expectations of employers.
5. transcribe mail able documents.
6. figure basic mathematical functions used to solve business-related problems.
7. demonstrate administrative office procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic to advanced keyboarding concepts.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
Semester I				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Introduction to Computers	3	0	3
APMA 1030	Business Math	3	0	3
KYBD 1100	Keyboarding I (3/0/3 or 1/2/3)	1	2	3
				15
Semester II				
ACCT 2110	Managerial Accounting	3	0	3
KYBD 1200	Keyboarding II	1	2	3
BUSI 1050	Business Correspondence	3	0	3
CINS 1450	Basic Word Processing	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
				15
Semester III				
CINS 1300	Introduction to Spreadsheets	3	0	3
CINS 1550	Advanced Word Processing	3	0	3
	Approved Business Elective	3	0	3
	Approved Social Science (GER)	3	0	3
	Approval Natural Science (GER)	3	0	3
				15
Semester IV				
CINS 1310	Introduction to Database Management	3	0	3
OSYS 2530	Office Procedures	3	0	3
CINS 1650	Desktop Publishing	3	0	3
BUSI 2451	Integrated Career Skills	3	0	3
	Approved Humanities (GER)	3	0	3
				15
AAS Office Systems Technology (60)				15

CIP Code: 520401
Total Clock Hrs.: 1,065

APPROVED BUSINESS ELECTIVES:

Any business course not required within the curriculum except KYBD1001
Any course approved by department head

OFFICE SYSTEMS TECHNOLOGY CERTIFICATE OPTIONS

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Office Systems Technology 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 COORDINATOR: Michelle Votaw

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Brenda Babin

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.

Note: 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.

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

STUDENT LEARNING OUTCOMES: Students who successfully complete the Office Systems Technology Certificate Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, and demonstrate simple payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques, resume writing skills, locate employment resources and determine the expectations of employers.
5. transcribe mail able documents.
6. figure basic mathematical functions used to solve business-related problems.
7. demonstrate administrative office procedures emphasizing safe, efficient working environments.
8. use computer keyboards including basic to advanced keyboarding concepts.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
Semester I				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I	3	0	3
CPTR 1100	Introduction to Computers	3	0	3
KYBD 1100	Keyboarding I (3/0/3 or 1/2/3)	1	2	3
TCA General Clerk (12)				12
Semester II				
ACCT 2110	Managerial Accounting	3	0	3
KYBD 1200	Keyboarding II	1	2	3
CINS 1450	Basic Word Processing	3	0	3
APMA 1030	Business Math	3	0	3
CTS Office Assistant (24)				12
Semester III				
CINS 1300	Introduction to Spreadsheets	3	0	3
CINS 1310	Introduction to Database Management	3	0	3
BUSI 1050	Business Correspondence	3	0	3
CINS 1550	Advanced Word Processing	3	0	3
CTS Word Processor Operator (36)				12

Eligible for Certification Core/Proficient MOUS

CIP Code: 520401
Total Clock Hrs.: 675

PHLEBOTOMY

CERTIFICATE OF TECHNICAL STUDIES

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: The Phlebotomy Program provides specialized classroom instruction and practical laboratory experience to prepare students for employment in the health care field. The program prepares students for employment in hospitals, long-term care facilities, and home health agencies where venipuncture is needed. Classroom instruction includes basic venipuncture skills, basic anatomy and physiology, and infection control. Students also participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

PROGRAM ACCREDITATION: The Phlebotomy Program achieved Approval Status in the Fall 2005 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Illinois, 60631, phone (773) 714-8880, website: <http://naacls.org>.

PROGRAM COORDINATOR: Janice Twiddy, R.N., B.S.N., ASPT Certified

CLINICAL SITES: Terrebonne General Medical Center, and Chabert Medical Center.

SPECIAL COMMENTS: All courses in the Phlebotomy Program must be completed with a grade of C or higher. This program is typically offered once a year during the fall semester.

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 competency area certificate.

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.

PHLEBOTOMY ADMISSION REQUIREMENTS: To be considered for the Phlebotomy Program, an applicant must:

1. submit completed application with the \$10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
 - a. Achieve ACT scores of: Reading 17, English 15, and Math 13 OR
 - b. Achieve COMPASS scores of: Reading 76, Writing 48, and Algebra 22
 - c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of DVEN 0920, DVRE 0910, and DVMA 0910).
4. be a high school graduate, or GED equivalent, with documentation.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
HIHC 1110	Introduction to Health Care	2	0	2
HPHL 1010	Phlebotomy Principles	2	1	3
HMDT 1170	Medical Terminology	1	0	1
HPHL 1020	Phlebotomy Techniques	3	3	6
HIHC 1160	Professionalism for Healthcare Providers	1	0	1
NBAP 1120	Body Structure and Function	2	0	2
HIHC 1500	Health Assessment Skills	0	1	1
	CTS Phlebotomy (15)			16

CIP Code: 511009
Total Clock Hrs.: 315

PRACTICAL NURSING DIPLOMA

DEPARTMENT: Nursing

PROGRAM DESCRIPTION: The Practical Nursing Program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Classroom instruction includes the integration of the following material: anatomy and physiology, microbiology, nutrition and diet therapy, documentation, communication, psychology, pharmacology, mental health, care of the adult and elderly, and maternal and child health. The program is approved by the Louisiana State Board of Practical Nurse Examiners. 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 licensed practical nurse (LPN).

PROGRAM COORDINATOR: Kim Theriot, M.S.N., R.N

PROGRAM INSTRUCTORS: Allison Breaux, R.N., M.S.N.; Sonia Fanguy Clarke, R.N., M.S.N.; Dorothy Landry, R.N., M.S.N.; Darla Patrick, R.N., M.S.N.; Janice Twiddy, R.N., M.S.N.

CLINICAL SITES: Bayou Pediatrics, Terrebonne General Medical Center, Leonard J. Chabert, Maison D'Ville Nursing Home, St. Anne Behavioral Unit, The Oaks of Houma, Heritage Manor of Houma, Chateau Terrebonne Health Care, Compass Psychiatric Specialties

SPECIAL COMMENTS:

- All courses in the Practical Nursing Program must be completed with a grade of C or higher.
- Students who make less than an 80 percent in a theory course are required to repeat the associated clinical course as well as the theory course even if a passing grade was made in the clinical course.
- The credentials of the PN instructors have been designed for articulation or transfer of PN courses to ASN programs.
- Students exiting the Practical Nursing Program with credit in HNUR 1211 and HNUR 2102 will be awarded a TCA in nursing assistant.

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.

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

1. collaborate with other health care team members to facilitate effective client care.
2. demonstrate an understanding of patient rights, confidentiality, continuity of care, informed consent, ethical practices, legal responsibilities, resource management, and team management.
3. demonstrate they can contribute to the protection of clients and health care personnel from health and environmental issues.
4. demonstrate the proper procedure to protect themselves and others from infectious or hazardous materials.
5. demonstrate the proper use of equipment.
6. demonstrate an understanding of safety plans, disaster plans, security plans, safety devices, error prevention, and reporting requirements.
7. demonstrate they can provide care that incorporates knowledge of expected stages of growth and development, and prevention and/or early detection of health problems.
8. demonstrate an understanding of the aging process, developmental stages, disease prevention, family planning, health screening programs, human sexuality, self-care, data collection techniques, postpartum and newborn care.
9. demonstrate they can provide care that assists with the promotion and support of the emotional, mental, and social well being of clients.
10. demonstrate an understanding of behavioral interventions, behavioral management, coping mechanisms, crisis interventions, grief and loss, mental health and illnesses, substance abuse, abuse and neglect, violence precautions, therapeutic communication, cultural and spiritual influence on health.
11. provide comfort and assistance to clients in their activities of daily living.
12. demonstrate an understanding of assistive devices, mobility issues, non-pharmacological comfort interventions, nutrition, oral hydration, elimination, personal hygiene, and comfort care.
13. demonstrate they can properly administer medications and monitor clients receiving parenteral therapies.
14. demonstrate an understanding of medication administration, expected versus adverse effects, pharmacological actions and agents, and side effects.
15. demonstrate they can provide care that reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions.
16. demonstrate an understanding of human anatomy, human physiology, diagnostic tests, laboratory values, potential for alternation in body systems, potential for complications of diagnostic tests/treatments/procedures/surgery, therapeutic procedures, vital signs.
17. demonstrate they can provide care for clients with acute, chronic or life-threatening physical health conditions.
18. demonstrate an understanding of alterations of body systems, basic pathophysiology, fluid and electrolyte imbalances, medical emergencies, radiation therapy, and unexpected responses to therapies.

PRACTICAL NURSING ADMISSION REQUIREMENTS: To be considered for the Practical Nursing Program, an applicant must:

1. submit completed application with the \$10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of two categories for admission before qualifying to submit an application. These admission categories include:
 - a. Achieve ACT scores of: Reading 19, English 18, and Math 19 OR
 - b. Achieve COMPASS scores of: Reading 82, Writing 68, and Algebra 30 OR Pre-Algebra 30
4. be at least 18 years of age.
5. be a high school graduate, or GED equivalent, with documentation.
6. must be physically and emotionally able to meet the requirements of the program as determined by a qualified physician and drug-free upon random testing.

Minimum required scores set by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) must be met in order to apply.

SELECTION PROCESS: Applicants for the PN Program are admitted based on weighted and ranked Psychological Services Bureau (PSB) test scores. Details regarding this process and formula are available in the PN Admission Guide on Fletcher's website www.fletcher.edu.

The Practical Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000.

CURRICULUM

Course No.	Course Title	Lecture	Lab/Clinical	Total Cr. Hrs.
Semester I				
HNUR 1211	Nursing Fundamentals I	1	1	2
HMDT 1170	Medical Terminology	1	0	1
HBIO 1200	Anatomy & Physiology for Practical Nursing	3	1	4
HNUR 1150	Nutrition	2	0	2
APMA 1160	Medical Math	2	0	2
HNUR 1411	Nursing Fundamentals II	1	2	3
				14
Semester II				
HNUR 1340	Practical Nurse Concepts	2	0	2
HNUR 1460	Pharmacology	2	1	3
HNUR 2101	Nursing Care Throughout the Lifespan	2	0	2
HNUR 2102	Nursing Care Throughout the Lifespan Clinical	0	1	1
HNUR 2111	Medical/Surgical Nursing I	4	0	4
HNUR 2112	Medical/Surgical Nursing I Clinical	0	2	2
				14
Semester III				
HNUR 2211	Medical/Surgical Nursing II	5	0	5
HNUR 2212	Medical/Surgical Nursing II Clinical	0	3	3
HNUR 2611	IV Therapy	.5	.5	1
				9
Semester IV				
HNUR 2301	Mental Health Nursing	3	0	3
HNUR 2302	Mental Health Nursing Clinical	0	1	1
HNUR 2311	Medical/Surgical Nursing III	5	0	5
HNUR 2312	Medical/Surgical Nursing III Clinical	0	4	4
				13
Semester V				
HNUR 2401	Pediatric Nursing	4	0	4
HNUR 2402	Pediatric Nursing Clinical	0	1	1
HNUR 2411	Maternal/Neonate Nursing	4	0	4
HNUR 2412	Maternal/Neonate Nursing Clinical	0	1	1
HNUR 2621	Professionalism for Practical Nursing	2	0	2
TD Practical Nursing (62)				12

CIP Code: 513901
Total Clock Hrs: 1,685

RESIDENTIAL AIR CONDITIONING DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

PROGRAM DESCRIPTION: The Residential Air Conditioning Program provides specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of residential heating, air conditioning, and refrigeration, or to provide supplemental training for persons previously or currently employed in heating, air conditioning, and refrigeration. The Residential Air Conditioning Technology Program prepares individuals to maintain the operating condition of residential heating, air conditioning, and refrigeration. This program is designed to provide flexibility to students to choose to work in the fields of heating, air conditioning, and refrigeration.

PROGRAM COORDINATOR: Charles Giroir

PROGRAM ACCREDITATION: HVAC Excellence

SPECIAL COMMENTS: All air conditioning courses 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 the Residential Air Conditioning Diploma Program will be able to:

1. apply mathematical equations to troubleshoot, to find parameters for, and for correct installation of HVAC equipment.
2. understand computer use and operation as necessary in the HVAC field.
3. apply 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 to meet industry standards.
6. design, troubleshoot, and correctly install residential air conditioning, gas heat, electric heat, heat pumps systems according to industry standards and practices.
7. acquire employment by being well versed in the field of HVAC and able to complete a job application including a résumé.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
HACR 1140	HVAC Computations	3	0	3
HACR 1150	HVAC Introduction	1	3	4
HACR 1160	Principles of Refrigeration I	1	3	4
HACR 1170	Principles of Refrigeration II	1	2	3
	Approved Computer Literacy	0	1	1
TCA Helper I (15)				15
HACR 1210	Electricity I	2	2	4
HACR 1220	Electricity II	1	3	4
HACR 1120	Customer Relations	2	0	2
CLCR 2000	Career Development	2	0	2
CTS Helper II - Basic Refrigeration Core (27)				12
HACR 1411	Room Air Conditioning	3	2	5
HACR 1420	Domestic Refrigeration	3	2	5
CTS Domestic Refrigeration/AC Repairer (37)				10
HACR 2510	Central Air Conditioning	3	2	5
HACR 2520	Residential Gas Heating	3	2	5
HACR 2530	Residential Electric Heating	2	1	3
HACR 2540	Residential Heat Pumps	1	1	2
HACR 2550	Residential System Design	1	2	3
TD Residential Air Conditioning (55)				18

CIP Code: 470201
 Total Clock Hrs.: 1,245

TECHNICAL STUDIES ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Interdepartmental

PROGRAM DESCRIPTION: The Technical Studies Program offers students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. The Technical Studies Program will allow a student to select one of two options. All students will complete eighteen credit hours of general education courses. The program is not designed for transfer: it is designed to prepare students for immediate employment. All courses are to be selected in consultation with an advisor.

PROGRAM COORDINATOR: Fathia Williams

PROGRAM INSTRUCTORS: 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 an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Technical Studies Associate Degree 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 skill such as: decision making, planning, quality control and effective communication.
5. use computers to access resources to access and manipulate information.
6. identify and interpret the data.
7. demonstrate competency in the chosen subject area concentration.

CURRICULUM

COMPONENT I – GENERAL EDUCATION COURSES

Course No.	Course Title	Lecture	Lab	Total Credit Hrs.
CPTR 1100	Intro to Computer Applications	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
				18

COMPONENT II – TECHNICAL AREA COURSEWORK

(Student chooses coursework from either option one or option two)

Option 1

Complete a Technical Diploma in a technical area that does not offer an AAS degree.

OR

Option 2

Complete a CTS in a technical area and additional hours (0-26) as needed in a technical area related to the CTS.

AAS Technical Studies (60)

42

CIP Code: 479999

Total Clock Hours:

WELDING

DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, 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 INSTRUCTOR: Tony Callais

SPECIAL COMMENTS: WELD 1110, 1111, and 1210 must be completed with a grade of 100%. All other welding courses 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 the Welding Diploma Program will be able to:

1. demonstrate fundamental proficiencies in the use of hand tools, 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 Title	Lecture	Lab	Total Credit Hrs.
WELD 1110	Occupational Orientation and Safety	1	1	2
WELD 1210	Oxyfuel Systems	1	1	2
	TCA Thermal Cutter (4)			4
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 1412	SMAW V-Groove BU/Gouge	1	2	3
	TCA 3G-4G SMAW Welder (4)			4
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 1512	SMAW - Pipe 6G	1	2	3
	TCA SMAW Pipe Welder (4)			4

WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2111	FCAW Groove Weld	1	3	4
TCA 3G – 4G FCAW Welder (5)				5

WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2114	FCAW – Pipe 6G (R)	2	3	5
TCA FCAW Pipe Welder (6)				6

WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2222	GTAW – Pipe 6G	1	2	3
TCA TIG Pipe Welder (4)				4

OR

WELD 1110	Occupational Orientation and Safety	1	1	2
WELD 1210	Oxyfuel Systems	1	1	2
WELD 1410	SMAW Basic Beads	1	1	2
WELD 1411	SMAW Fillet Weld	1	2	3
WELD 1412	SMAW V-Groove	1	2	3
WELD 2110	FCAW Basic Fillet Weld	0	2	2
WELD 2111	FCAW Groove Weld	1	3	4
	Welding Electives			3
CTS Intermediate Welder (21)				21

CLCR 2000	Career Development	2	0	2
WELD 2210	GTAW Multi-joint	1	3	4
WELD 2114	FCAW – Pipe 6G (R)	2	3	5
WELD 1310	Cutting Process CAC/PAC	0	1	1
WELD 2230	GTAW Aluminum Multi-Joint	1	2	3
WELD 2310	GMAW Basic Fillet Weld	1	2	3
WELD 2311	GMAW Groove Weld	0	3	3
	Welding Electives			3
TD Welding (45)				24

CIP Code: 480508
Total Clock Hrs. 1,125

APPROVED ELECTIVES:

- WELD 1511 SMAW Pipe 5g
- WELD 2993 Special Projects II
- WELD 1512 SMAW Pipe 6g
- WELD 2995 Special Projects III
- WELD 2220 GTAW Pipe 6g
- WELD 2222 GTAW Pipe 6g
- WELD 2322 GMAW Pipe 6g
- WELD 2991 Special Projects I

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:

- first number, lecture credit hours per course
- second number, laboratory credit hours per course
- third number, total semester credit hours

EXAMPLE:

CADD 2300 – Advanced CADD (1/2/3)

1 credit hour of lecture

2 credit hours of lab

3 credit hours

or

CPCS 1010 – Orientation to Cardiopulmonary Profession (2-1-3)

2 clock hours per week of lecture

1 clock hour per week of lab

3 credit hours

A credit hour is a measurement of course work completed satisfactorily. For lecture, one semester hour credit is given for one hour of class attendance per week for period of one semester. In laboratory courses, two or three clock hours of attendance per week are required to earn one semester hour. For internships, practicum, studio work, or other workbased activities, one credit hour is given for a minimum of three clock hours of attendance per week.

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 1250 – PAYROLL ACCOUNTING (3/0/3)

Prerequisite: ACCT 2100 and prior completion of or concurrent enrollment in CINS 1300. 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. (520302)

ACCT 1300 – INTERMEDIATE ACCOUNTING (3/0/3)

Prerequisite: ACCT 2100. Accounting principles relating to accounts payable and receivable, uncollectables, notes, and interest; merchandise inventory, property, plant and equipment, and accounting for partnerships. Principles relating to the corporate organization, including accounting for capital stock, retained earnings. Long-term debt, and intangible assets; also accounting principles and reporting standards. Fall only. (520302)

ACCT 1400 – ADVANCED ACCOUNTING (3/0/3)

Prerequisite: ACCT 1300. Principles relating to the corporate organization, including accounting for accounting principles reporting standards. Financial reporting and analysis including cash flow statements, measures of profitability, liquidity, and financial strength; and accounting for departmentalized profit and cost centers. Spring only. (520302)

ACCT 1500 – COMPUTERIZED ACCOUNTING (3/0/3)

Prerequisite: 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. Spring only. (520302)

ACCT 1700 – FEDERAL TAXATION – INDIVIDUAL (3/0/3)

Prerequisites: 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. (520302)

ACCT 2100 – FINANCIAL ACCOUNTING (3/0/3)

Prerequisites: Eligibility for DVMA 0920. Fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash and accrual basis for a service enterprise. (520302)

ACCT 2110 – MANAGERIAL ACCOUNTING (3/0/3)

Prerequisites: ACCT 2100. 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. (520302)

ACCT 2150 – FEDERAL TAXATION – CORPORATE AND PARTNERSHIP (3/0/3)

Prerequisites: 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)

ANTHROPOLOGY

ANTH 160M – CULTURAL ANTHROPOLOGY (3-0-3)

Studies living people, their beliefs, practices, values, ideas, technologies, and economies, includes peoples of the industrial and “post-industrial” societies. Course was previously numbered ANTH 160M. (450201)

ARTS

ARTS 1200 – INTRODUCTION TO FINE ARTS (3-0-3)

Lecture and discussion on the visual arts with emphasis on how and why work has been created in our own and earlier times. All major forms of drawing, painting, printmaking, sculpture, design and architecture explored in basic terms. ARTS 120M and ARTS 120 is equivalent to this course. (500703)

ARTS 2010 – BEGINNING DRAWING (0-6-3)

Traditional observational drawing of objects and still life compositions through exercises in line and/or value with media such as pen and ink, pencil, and charcoal. (500705)

ARTS 2020 – INTERMEDIATE DRAWING (0-6-3)

Prerequisites: 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 (0-6-3)

Prerequisites: C or better in ARTS 2010 and 2520. The objective of this course is to explore the relationship between drawing and anatomy and to understand the bone and muscle structures of anatomy. (500705)

ARTS 2300 – DIGITAL PHOTOGRAPHY I (0-6-3)

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 (0-6-3)

Prerequisite: 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 (0-6-3)

Prerequisite: 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 – BEGINNING DESIGN (0-6-3)

Design fundamentals. Systematic approaches to creative problem solving in areas of visual organization. (500701)

ARTS 2520 – COLOR DESIGN (0-6-3)

Prerequisite: C or better in ARTS 2510. Problems designed to explore theories and effects of color. (500701)

ARTS 2540 – GRAPHIC DESIGN I (0-6-3)

Prerequisite: C or better in ARTS 2510. Recommended: ARTS 2010 and 2300. Translating objects into various graphic styles, letterform design, and Introduction to computer graphics. (500701)

ARTS 2800 – ART HISTORY SURVEY I (3-0-3)

Survey of the visual arts and architecture of various world cultures from 15,000 B.C. – 1 A.D. Slide illustrated lectures, readings, assignments. (500703)

ART 2810 – ART HISTORY SURVEY II (3-0-3)

Survey of the visual arts and architecture of various world cultures from 1 A.D. – 1300 A.D. Slide illustrated lectures, readings, and assignments. (500703)

ART 2820 – ART HISTORY SURVEY III (3-0-3)

Survey of the visual arts and architecture of various world cultures from 1300 – 1900. Slide illustrated lectures, readings, and assignments. (500703)

AUTOMOTIVE TECHNOLOGY**AUTO 1000 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (2/0/2)**

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 1001 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY LAB (0/1/1)

Lab to accompany AUTO 1000. (470604)

AUTO 1100 – ENGINE REPAIR (2/0/2)

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 1101 – ENGINE REPAIR LAB (0/3/3)

Lab to accompany AUTO 1100. (470604)

AUTO 1200 – AUTOMATIC TRANSMISSION AND TRANSAXLE (2/0/2)

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 1201 – AUTOMATIC TRANSMISSION AND TRANSAXLE LAB (0/3/3)

Lab to accompany AUTO 1201. (470604)

AUTO 1300 – MANUAL DRIVE TRAINS (2/0/2)

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 1301 – MANUAL DRIVE TRAINS LAB (0/3/3)

Lab to accompany AUTO 1300. (470604)

AUTO 1400 – STEERING AND SUSPENSION (2/0/2)

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 1401 – STEERING AND SUSPENSION LAB (0/3/3)

Lab to accompany AUTO 1400. (470604)

AUTO 1500 – BRAKES (2/0/2)

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 1501 – BRAKES LAB (0/3/3)

Lab to accompany AUTO 1500. (470604)

AUTO 1600 – ELECTRICAL/ELECTRONIC I (2/0/2)

This course will teach the fundamentals of the electrical/electronic automotive systems. charging system, automotive lighting, and air conditioning; and using electrical trouble shooting manuals. (470604)

AUTO 1601 – ELECTRICAL/ELECTRONIC LAB I (0/3/3)

Lab to accompany AUTO 1600. (470604)

AUTO 1610 – ELECTRICAL/ELECTRONIC II (2/0/2)

This is the advanced level electrical/electronics 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 1611 – ELECTRICAL/ELECTRONIC LAB II (0/3/3)

Lab to accompany AUTO 1610. (470604)

AUTO 1700 – HEATING AND AIR CONDITIONING (2/0/2)

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 1701 – HEATING AND AIR CONDITIONING LAB (0/3/3)

Lab to accompany AUTO 1700. (470604)

AUTO 1800 – ENGINE PERFORMANCE I (2/0/2)

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 1801 – ENGINE PERFORMANCE LAB I (0/3/3)

Lab to accompany AUTO 1800. (470604)

AUTO 1810 – ENGINE PERFORMANCE II (2/0/2)

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)

AUTO 1811 – ENGINE PERFORMANCE LAB II (0/3/3)

Lab to accompany AUTO 1810. (470604)

AUTO 1820 – ENGINE PERFORMANCE III (2/0/2)

This course will cover the design, function, and operation of the emissions systems as well as EPA guidelines. Topics include the following: relationship of automobile and air pollution, drivability problems related to emission systems, components of vehicle emission system, analysis and service of emission system operation, government mandated emission testing, use of exhaust gas analysis to test emission, and OBDI and OBDII systems. (470604)

AUTO 1821 ENGINE PERFORMANCE LAB III (0/3/3)

Lab to accompany AUTO 1820. (470604)

BIOLOGY**BIOL 1010 – GENERAL BIOLOGY I – PRINCIPLES OF BIOLOGY (3-0-3)**

Co-requisite: Eligibility for ENGL 1010 and DVMA 0930. Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution. BIOL 101M and BIO 101 are equivalent to this course. (260101)

BIOL 101 – GENERAL BIOLOGY I LAB (0-3-1)

Prerequisite: Prior completion of or concurrent enrollment in BIOL 101. Laboratory designed to supplement General Biology I for non-science majors. The course was previously numbered BIOL 101L (260101)

BIOL 1020 – GENERAL BIOLOGY II – THE DIVERSITY OF LIFE (3-0-3)

Prerequisite: C or better in BIOL 1010. Broad biological principles for non-science majors: evolution and biological diversity. Topics may vary. BIOL 102M or BIO 102 are equivalent to this course. (260101)

BIOL 1140 – HUMAN ANATOMY AND PHYSIOLOGY I (3-0-3)

Prerequisite: Non-developmental placement. Cells, tissues, integumentary, skeletal, muscular, and nervous systems.. (260601)

BIOL 1150 – HUMAN ANATOMY AND PHYSIOLOGY I LAB (0-3-1)

Prerequisite: Prior completion of or concurrent enrollment in BIOL 1140. Laboratory designed to supplement Human Anatomy and Physiology I (260701)

BIOL 1160 – HUMAN ANATOMY AND PHYSIOLOGY II (3-0-3)

Prerequisite: C or better in BIOL 1140. Endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. (260706)

BIOL 1170 – HUMAN ANATOMY AND PHYSIOLOGY II LAB (0-3-1)

Prerequisite: C or better in BIOL 1150 and prior completion of or concurrent enrollment in BIOL 1160. Laboratory designed to supplement Human Anatomy and Physiology II. (260701)

BIOL 2030. MICROBIOLOGY FOR NURSING AND ALLIED HEALTH (3-0-3)

Prerequisites: Prior completion of or concurrent enrollment in BIOL 1160 or equivalent coursework. Principles of microbiology, with emphasis on health and disease. (260503)

BUSINESS AND OFFICE SYSTEMS

BUSI 1000 – BUSINESS LAW (3/0/3)

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. (520101)

BUSI 1050 – BUSINESS CORRESPONDENCE (3/0/3)

Prerequisites: Prior completion of or co-requisite KYBD 1100 and eligible ENGL 1010. 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 (3/0/3)

Prerequisites: None. 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. (520201)

BUSI 2010 – HUMAN RELATIONS (3/0/3)

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)

BUSI 2200 – LEGAL ENVIRONMENT OF BUSINESS (3/0/3)

The 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. (520101)

BUSI 2451 – INTERGRATED CAREER SKILLS (3/0/3)

Prerequisites: Prior completion of or concurrent enrollment in OSYS 2530. Course must be taken within two semesters of graduating. 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)

OSYS 1100 – RECORDS MANAGEMENT (1/1/2)

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 (3/0/3)

Prerequisite: CINS 1450. 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. (520401)

CARDIOPULMONARY CARE

CPCS 1010 – ORIENTATION TO CARDIOPULMONARY PROFESSION. (2-0-2)

Student must be enrolled by Program Director. 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 (2-0-2)

Student must be enrolled by Program Director. Prerequisites: C or better in CPCS 1010 and acceptance in the 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 (0-10-2)

Pre-requisites: 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 2020 – FUNDAMENTALS OF RESPIRATORY CARE LABORATORY (1-3-4)

Co-requisites: CPCS 2000, 2040, 2140. Introduction to various types of equipment employed in critical care units of hospitals and other health care institutions. Fall only. (510908)

CPCS 2040 – CARDIOPULMONARY PATHOPHYSIOLOGY (2-1-3)

Co-requisites: CPCS 2000, 2020, 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 (2-1-3)

Co-requisites: CPCS 2000, 2020, and 2040. Basic and advanced life support methods and critical care techniques of the newborn and adult patient. Fall only. (510908)

CPCS 2220 – CARDIOPULMONARY PHARMACOLOGY (3-0-3)

Pre-requisites C or better in 1500, 2000, 2020, 2040, 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. Spring only. (510908)

CPCS 2240 – CARDIOVASCULAR DIAGNOSTICS AND MONITORING (3-0-3)

Co-requisites: CPCS 2220, 2260, 2280, 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 2260 – PULMONARY DIAGNOSTICS (3-0-3)

Co-requisites: CPCS 2220, 2240, 2280, 2500. Introduction to basic and advanced pulmonary function testing, blood sampling and analysis, plethysmography testing, polysomnography testing, bronchoscopy testing, capnography, radiographic assessment of chest x ray, and pulmonary rehabilitation. Spring only. (510908)

CPCS 2280 – PERINATOLOGY AND PEDIATRICS DIAGNOSTICS (2-1-3)

Co-requisites: CPCS 2220, 2240, 2260, 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 (0-10-2)

Co-requisites: CPCS 2220, 2240, 2260, 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 (2-1-3)

Prerequisites: C or better in CPCS 2220, 2240, 2260, 2280, 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 (0-10-2)

Co-requisite: CPCS 2700. Clinical experience in an authorized hospital setting. Emphasis is placed on the clinical application of cardiovascular diagnostics. Summer only. (510908)

CHEMISTRY

CHEM 1010 – CHEMISTRY I (Non-Science Majors) (3-0-3)

Prerequisite: Eligibility for ENGL 1010 and DVMA 0930. An Introduction to nomenclature; atomic structure; chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Energy relationships, and solutions. (400501)

COLLEGE AND CAREERS

CLCR 1000 – FRESHMAN STUDIES (3-0-3)

This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses. (320107)

CLCR 2000 – CAREER PREPARATION (2/0/2)

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 1200 – INTRODUCTION TO CADD (1/2/3)

Prerequisite: Concurrent enrollment or prior completion of DRFT 1200. This course introduces the concepts and principles of CADD. Student will learn file management, drawing setups, application of graphic and geometric controls, and complete single and multi-view drawings. This course applies commands such as layer controls, editing and dimensioning commands, and plotting equipment. Student must demonstrate knowledge of orthographic, auxiliary, section, and pictorial intersection and development drawings. (151302)

CADD 2300 – ADVANCED CADD (1/2/3)

Prerequisite: CADD 1200. Student learns to create block libraries including dynamic blocks, customize AutoCAD toolbars and linetypes, and use external references, images, and layouts. 3D solid creation is also covered. (151302)

COMPUTER INFORMATION SYSTEMS

CINS 1300 – INTRODUCTION TO SPREADSHEETS (3/0/3)

Prerequisite: CPTR 1100. Focuses on the basic fundamentals of producing spreadsheets and graphs. (110601)

CINS 1310 – INTRODUCTION TO DATABASE MANAGEMENT – (3/0/3)

Prerequisite: CPTR 1100 and KYBD 1100 required and CINS 1300 and CINS 1450 recommended. Basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels. (110601)

CINS 1450 – BASIC WORD PROCESSING (3/0/3)

Prerequisites: CPTR 1100 and KYBD 1100. Hands-on experience of basic word-processing techniques and functions. Current version of popular word processing software is incorporated. (110602)

CINS 1550 – ADVANCED WORD PROCESSING (3/0/3)

Prerequisite: CINS 1450. Hands-on experience of advanced word processing techniques and functions. Current version of popular word processing software is incorporated. Spring only. (110602)

CINS 1650 – DESKTOP PUBLISHING (3/0/3)

Prerequisite: CINS 1550. Basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Fall only. (110602)

CINS 2640 – ADVANCED SPREADSHEET APPLICATIONS (3/0/3)

Prerequisite: CINS 1300. 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. (110601)

CINS 2650 – ADVANCED DATABASE APPLICATIONS (3/0/3)

Prerequisite: CINS 1310. A continuation of CINS 1310, with a focus on structured programming using database commands, manipulating multiple database files, database file design, screen design, and creating custom reports. (110601)

COMPUTER LITERACY

CPLT 1000 – COMPUTER LITERACY (3/0/3)

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)

CPLT 1010 – COMPUTER LITERACY (0/1/1) OR (1/0/1)

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 (3/0/3)

An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. (110101)

CPTR 1100 – INTRODUCTION TO COMPUTER APPLICATIONS (3/0/3)

An introductory study of computers, operating systems, and application software. Includes an overview of operating systems, word processing software, and spreadsheets software. CIS 105M and CIS 105 are equivalent to this course. (110101)

CRIMINAL JUSTICE

CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. Historical and philosophical background; organizations, agencies, and processes; the development of modern police practices and the police role in a democratic society. (430104)

CRJU 2010 – APPLIED CRIMINOLOGY (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 RELATED LAW (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. The structure, definitions, elements and interpretations of the most frequently used sections of the criminal codes and criminal statutes, State and Federal. (430104)

CRJU 2040 – POLICE ADMINISTRATION (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 2600 – INTRODUCTION TO FORENSIC SCIENCE (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. Overview of forensic sciences pertaining to criminal law. (430104)

CRJU 2610 – CRIMINAL JUSTICE ETHICS (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 2620 – INTERNATIONAL CRIME AND TERRORISM (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. The etiology and social dynamics of criminal activity and terrorism across the world. (430107)

CRJU 2630 – INTRODUCTION TO CORRECTIONS (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. Introduction to the historical and philosophical background of corrections. The function of corrections in the criminal justice system along with assessment of various correctional techniques. (430102)

CRJU 2640 – JUVENILE JUSTICE (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. 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 – CRIMINAL JUSTICE THEORY (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. Major criminology theories and their application in the study of crime. (430199)

CRJU 2660 – COMPARATIVE CRIMINAL JUSTICE SYSTEMS (3-0-3)

Prerequisites: DVMA 0910 and DVRE 0910, eligibility for ENGL 1010 and CRJU 1010. The study of foreign criminal and civil law, culture, and how data and other information are collected. The focus is on the issues of law, policing, courts, and corrections, using more than 30 countries to illustrate the various ways criminal justice systems are organized. (430104)

CRJU 2670 – VICTIMOLOGY (3-0-3)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. Contemporary concept and status of the victim of crime, with an emphasis on historical evolution in terms of compensation, retribution, and vengeance. (430104)

CRJU 2980 – CRIMINAL JUSTICE INTERNSHIP. (0-6-6)

Prerequisites: DVEN 0900, DVMA 0910, DVRE 0910 or satisfactory score on placement test. Supervised participation in activities of local, state or federal criminal justice agencies. Prerequisites: Criminal Justice majors and permission of the department head. (430104)

DRAFTING AND DESIGN

DRFT 1100 – BASIC BOARD DRAFTING (3/6/9)

Prerequisite: Successful completion of required developmental courses. This course covers the orientation to the drafting profession, sketching techniques, introduction to drafting instruments, use of scales, types of media, and reproduction, methods used in drafting vertical, slanted, miscellaneous lettering techniques, ANSI page layout, geometric terms, basic geometric shapes, and use combinations of geometric shapes associated with geometry in single view drawing. The course will also cover the alphabet of lines, line relationships and connections, and geometry of curved lines. The course content will identify the class of pictorial drawings (axonometric, oblique and perspective drawings), fundamentals of orthographic projection and the application of dimensioning practices in the preparation of formal multi-view drawings. (151301)

DRFT 1200 – ADVANCED BOARD DRAFTING (3/4/7)

Prerequisite: DRFT 1100. This course identifies section conventions and different types of sectional views. Students will prepare full, half, offset, broken out, revolved, aligned, and removed sectional drawings. It also covers identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space, determination of the true size of angles and distances of lines of intersections between two geometric shapes, and construction of flat developments of various geometric shapes. (151301)

DRFT 2300 – INTRODUCTION TO DRAFTING DISCIPLINES (3/4/7)

Prerequisite: Concurrent enrollment or prior completion of CADD 2300. This computer-aided design and drafting course introduces general background information, terms, and conventions and various types of working drawing used in manufacturing and architectural drafting. (151301)

DRFT 2400 – ADVANCED DRAFTING DISCIPLINES (3/6/9)

Prerequisite: Concurrent enrollment or prior completion of CADD 2300. This computer-aided design and drafting course introduces general background information, terms, and conventions and various types of working drawings used in civil/mapping, structural, and pipe drafting. (151301)

ECONOMICS

ECON 2010 – PRINCIPLES OF MACROECONOMICS (3-0-3)

Prerequisites: Eligibility for MATH 1100 and ENGL 1010. The theory of the economy as a system. Problems of inflation and unemployment and policies to deal with these problems. Topics include determination of national income, employment, and price levels; money and banking; economic stabilization policies; international trade and finance. ECON 201M and ECON 201 are equivalent to this course. (450601)

ECON 2020 – PRINCIPLES OF MICROECONOMICS (3-0-3)

Prerequisites: Eligibility for MATH 1100 and ENGL 1010. The theory of market exchanges and competition. Fundamental economic problems, methods of economic organization, and the price system. Topics include theory of demand and supply; international trade; markets in various competitive environments; income distribution and resource allocation; market failure, democratic processes and government failure. ECON 202M and ECON 202 are equivalent to this course. (450601)

ELECTRICIAN

ELEC 1010 – INTRODUCTORY CRAFT SKILLS I (3/0/3)

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 (2/1/3)

Introductory craft skills course covering hand tools, power tools, and basic rigging techniques. (460302)

ELEC 1030 – APPROVED MATHEMATICS (3/0/3)

This course covers the basic concepts of arithmetic, geometry, and algebra. Emphasis is placed on computations involving ratio and proportion, weights and measures, areas and volumes, and simple linear equations. (460302)

ELEC 1101 – BASIC ELECTRICAL SKILLS I (2/1/3)

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 (2/1/3)

Basic electrical skills course covering device boxes, conductors and cables, basic electrical construction drawings, and electrical test equipment. (460302)

ELEC 1201 – RESIDENTIAL ELECTRICIAN I (3/1/4)

Prerequisite: 'C' or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Electrical skills course covering residential electrical services, alternating current, and electric lighting. (460302)

ELEC 1202 – RESIDENTIAL ELECTRICIAN II (2/2/4)

Prerequisite: '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 (2/1/3)

Prerequisite: '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 (1/2/3)

Prerequisite: 'C' or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Electrical skills course covering conduit bending and installations. (460302)

ELEC 1210 – RESIDENTIAL WIRING (3/0/3)

This course includes the identification of the various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices. (460302)

ELEC 2301 – INDUSTRIAL/COMMERCIAL ELECTRICIAN I (3/0/3)

Prerequisite: '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 (2/1/3)

Prerequisite: '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 (3/0/3)

Prerequisite: '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 (3/1/4)

Prerequisite: 'C' or better in CPTR 1100 (or equivalent computer course), ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Advanced electrical skills course covering the theory and application of electric motors transformers. (460302)

ELEC 2305 – CONTROL SYSTEMS (1/2/3)

Prerequisite: 'C' or better in CPTR 1100 (or equivalent computer course), ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Advanced electrical skills course covering the fundamental concepts of control systems and motor controls. (460302)

EMERGENCY MEDICAL TECHNICIAN (EMT)

HEMS 1110 – INTRODUCTION TO BASIC EMT (1/0/1)

Role, responsibility, and well-being of the EMT-Basic. Discussion of medical/ legal / ethical and cultural issues, communication and documentations techniques, the human body and methods utilized in lifting and moving patients. (510904)

HEMS 1120 – PATIENT ASSESSMENT AND AIRWAY MANAGEMENT (3/0/3)

The study of airway anatomy and physiology, maintaining open airways, resuscitation and its special variations, use of suction equipment, and oxygen equipment and delivery. Scene size-up, initial assessment, focused history and physical exam for trauma and medical detailed physical exam, on-going assessment are discussed and demonstrated in this course. Integrated supervised labs are part of this course. (510904)

HEMS 1140 – MEDICAL/ BEHAVIORAL EMERGENCIES AND TRAUMA MANAGEMENT (3/0/3)

The study of general pharmacology; respiratory and cardiovascular emergencies; allergy related emergencies; poisoning/ overdose emergencies; and behavioral emergencies. (510904)

HEMS 1160 – MATERNAL PEDIATRIC MANAGEMENT (1/0/1)

Instruction in the management of normal and complicated deliveries, neonatal resuscitation, and gynecological emergencies. The study of developmental information and anatomical differences in infants and children. Discussion of common medical and trauma situations and infants/ children who are dependent on special technology. Integrated supervised labs are part of this course. (510904)

HEMS 1170 – EMT – BASIC CLINICAL AND AMBULANCE OPERATION (0/1/1)

Discussion of emergency vehicles operation; gaining access; roles and responsibilities at the crash scene; hazardous materials; incident management systems; mass casualty situations; and basic triage. Observation and the practical application of EMT – Basic skills in various clinical sites under the supervision of a preceptor and/ or faculty. (510904)

ENGLISH

APEN 1160 – TECHNICAL WRITING (3-0-3)

Prerequisite: Eligibility for DVEN 0920. A study of basic English grammar skills, correct word usage principles, proper punctuation, capitalization, and effective communication techniques. General procedures in organization of ideas and writing professional reports and/or proposals for industry. (231101)

DVEN 0900 – ENGLISH LITERACY (6-0-6)

This course is designed to provide instruction and review in the fundamentals of English, which includes the concepts of parts of speech, sentence types, nouns, subject /verb agreement, verb tense, pronouns, adjectives and adverbs, capitalization and punctuation. (320108)

DVEN 0910 – BASIC COMPOSITION (6-0-6)

Prerequisite: C or better in DVEN 0900 or satisfactory score on placement test. This course provides an in-depth study of sentence structure with a basic review of grammar and usage and the fundamentals of paragraph and essay writing. (320108)

DVEN 0920 – INTERMEDIATE COMPOSITION (3-0-3)

Prerequisite: C or better in DVEN 0910 or satisfactory score on placement test. This course provides a study of paragraph development and introductory essay writing with an intense review of grammar and usage. (320108)

ELAB 1010: SUPPLEMENTAL INSTRUCTION IN ENGLISH COMPOSITION I (3-0-3)

Co-requisite: Enrollment in a corresponding English Composition I (ENGL 1010) section is required. Supplemental instruction in English Composition I is required for students with an 18-20 on the enhanced ACT or 68-75 on the COMPASS. This course will be taught in conjunction with specially designated English Composition I sections. Course is graded S/U.

ENGL 1010 – ENGLISH COMPOSITION I (3-0-3)

Prerequisites: Successful completion of all required developmental reading courses, C or better in DVEN 0920 or satisfactory score 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. Certain sections of ENGL 1010 have an accompanying ELAB 1010 for students with English ACT scores of 18-20 or English COMPASS scores of 68-75. ACT score of 28 or above or COMPASS score of 99 places the student out of ENGL 1010. ENGL 101M and ENGL 101 are equivalent to this course. (230401)

ENGL 1020 – ENGLISH COMPOSITION II (3-0-3)

Prerequisites: C or better in ENGL 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. ENGL 102M and ENGL 102 equivalent to this course. (230401)

ENGL 2110 – INTRODUCTION TO FICTION (3-0-3)

Prerequisites: C or better in ENGL 1020 or satisfactory score on placement test. Introduction to fiction; includes critical analysis and writing about literature. (230801)

ENGL 2120 – CHILDREN’S LITERATURE (3-0-3)

Prerequisites: 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 – POETRY AND DRAMA (3-0-3)

Prerequisites C or better in ENGL 1020 or satisfactory score on placement on test. Introduction to poetry and/or drama; includes critical analysis and writing about poetry/drama. (230801)

ENGL 2200 – MAJOR BRITISH WRITERS (3-0-3)

Prerequisites: C or better in ENGL 1020 or satisfactory score on placement test.. A survey of significant British writers; Includes literary analysis and writing about literature. ENGL 201M and 201 and ENGL 202M and 202 are the equivalent to this course. (230801)

ENGL 2210 – MAJOR AMERICAN WRITERS (3-0-3)

Prerequisites: C or better in ENGL 1020 or satisfactory score on placement test. A survey of significant American writers; includes literary analysis and writing about literature. (230701)

ENGL 2600 – ACADEMIC WRITING (3-0-3)

Prerequisites: Eligibility C or better in ENGL 1020 or satisfactory score on placement test. The components of the process of writing documents and academic essays to prepare students for teaching first through fifth grade. Includes instruction and practice in analyzing model essays, thinking critically, and writing essays. (239999)

ENGL 2996 – SPECIAL TOPICS IN LITERATURE (3-0-3)

Prerequisites: C or better in ENGL 1020 or satisfactory score on placement test. Selected topics in literature. This course may be repeated for credit if course content differs. (239999)

FRENCH

FREN 1010 – ELEMENTARY FRENCH I (3-0-3)

Designed for students with no previous knowledge of French. Emphasizes vocabulary, sounds, and structure of the French language. (160901)

GEOGRAPHY

GEOG 2010 – WORLD REGIONAL GEOGRAPHY (3-0-3)

A study of the patterns of cultural characteristics and landscapes of the major world regions. (450701)

GEOG 2020 – PHYSICAL GEOGRAPHY (3-0-3)

Physical processes and world patterns of weather, climate, soil, vegetation, landform, and ocean phenomena. GEOG 205M and GEOG 205 are equivalent to this course. (450701)

GEOLOGY

GEOG 1010 – PHYSICAL GEOLOGY (3-0-3)

A study of the physical processes of Earth, including such topics as minerals, the rock cycle, volcanoes, earthquakes, weathering, plate tectonics, and rivers. GEOL 101M and GEOL 101 are equivalent to this course. (400601)

GEOG 1020 – HISTORICAL GEOLOGY (3-0-3)

Prerequisites: GEOL 1010. A study of the origin and history of the Earth and the development of life on Earth as revealed in the rocks and fossils. (400601)

HEALTH AND NURSING

HBIO 1200-HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING (3/1/4)

Prerequisites: 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 (2/0/2)

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)

HIHC 1160 – PROFESSIONALISM FOR HEALTH CARE PROVIDERS (1/0/1)

Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course. (513902)

HMDT 1170 – MEDICAL TERMINOLOGY (1/0/1)

Prerequisites: Instructor approval. 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 1150 – NUTRITION (2/0/2)

Prerequisites: Acceptance into the Practical Nursing program. The application of basic nutritional principles related to health promotion, wellness, and essential dietary requirements across the lifespan. Emphasis is placed on the education of the patient/client and families regarding appropriate nutritional choices and therapeutic dietary modifications for management of health alterations. Consideration is given to socioeconomic and cultural differences within the global society. (513901)

HNUR 1211 – NURSING FUNDAMENTALS I (1/1/2)

Prerequisites: 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 biopsychosociocultural 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. (513901)

HNUR 1340 – PRACTICAL NURSING CONCEPTS (2/0/2)

Prerequisites: Acceptance into the Practical Nursing program. Practical nursing roles, concepts, critical thinking, legal/ethical considerations, community health issues, and leadership 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. (513901)

HNUR 1411 – NURSING FUNDAMENTALS II (2/1/3)

Prerequisites: Concurrent enrollment or prior completion of HNUR 1211, HBIO 1200, APMA 1160. 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 assist in the management of patient/client with health alterations throughout the lifespan. (513901)

HNUR 1460 – PHARMACOLOGY (2/1/3)

Prerequisites: APMA 1160, HBIO 1200, HNUR 1411. Foundations and principles of pharmacology and applications in practice are discussed in this course. Drug types, classifications, actions and interactions, side effects and adverse effects are also presented. Safe, effective drug administration and the important nursing implications and developmental considerations related to each drug. (513901)

HNUR 2101– NURSING CARE THROUGHOUT THE LIFESPAN (2/0/2)

Prerequisites: APMA 1160, HNUR 1211, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2111, HNUR 2112. This is a holistic and preventive approach to nursing care and health promotion of the individual and family throughout all developmental stages of the lifespan with an emphasis on geriatric care. Considerations related to total health of patient/client throughout dimensions of development, from birth to death, as well as assessment of the physical, mental, emotional, soci-cultural, and spiritual needs and characteristics of the whole person including health promotion and interventions are discussed. (513901)

HNUR 2102 – NURSING CARE THROUGHOUT THE LIFESPAN CLINICAL (0/1/1)

Prerequisites: APMA 1160, HNUR 1211, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2111, HNUR 2112. Advancing skills are presented through the application of the nursing process to assist in the management of patient/client with health alterations throughout the lifespan with an emphasis on geriatric care. (513901)

HNUR 2111- MEDICAL/SURGICAL NURSING I (4/0/4)

Prerequisites: APMA 1160, HNUR, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2101, HNUR 2102. 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, cardiovascular, lymphatic, immune systems, and perioperative care. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed. (513901)

HNUR 2112- MEDICAL/SURGICAL NURSING I CLINICAL (0/2/2)

Prerequisites: APMA 1160, HNUR 1211, HNUR 1411, HBIO 1200, HNUR 1150, HMDT 1170, concurrent enrollment or prior completion of HNUR 2101, HNUR 2102. The student will apply the nursing process and perform practical nursing clinical skills with the patient/client in approved health care facilities under the supervision of nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (513901)

HNUR 2211 MEDICAL/SURGICAL NURSING II (5/0/5)

Prerequisites: HNUR 1411, HNUR 1460, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102. Intermediate 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, alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult patient/client with a neoplastic disorder is

also included. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (513901)

HNUR 2212 MEDICAL/SURGICAL NURSING II CLINICAL (0/3/3)

Prerequisites: HNUR 1411, HNUR 1460, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102. The student will apply the nursing process and perform intermediate practical nursing clinical skills with patient/client in approved health care facilities under the supervision of nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2301 – MENTAL HEALTH NURSING (3/0/3)

Prerequisites: APMA 1160, HNUR 1460, HNUR 1150, HNUR 1340, HNUR 1411, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102, concurrent enrollment or prior completion of HNUR 2311, HNUR 2312. 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 and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed. Theories of wellness promotion are discussed. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (513901)

HNUR 2302- MENTAL HEALTH NURSING CLINICAL (0/1/1)

Prerequisites: APMA 1160, HNUR 1460, HNUR 1340, HNUR 1150, HNUR 1411, HNUR 2111, HNUR 2112, HNUR 2101, HNUR 2102, concurrent enrollment or prior completion of HNUR 2311, HNUR 2312. The student will apply the nursing process and perform practical nursing clinical interventions to the patient/client in mental health settings under the supervision of nursing faculty. Collaboration with health care team members and demonstration of therapeutic communication and teaching strategies are emphasized. If unsuccessful in theory or clinical components, both theory and clinical must be repeated. (513901)

HNUR 2311 – MEDICAL/SURGICAL NURSING III (5/0/5)

Prerequisites: APMA 1160, HNUR 1460, HNUR 1340, HNUR 1150, HNUR 1411, HNUR 2211, HNUR 2212, HNUR 2101, HNUR 2102, concurrent enrollment or prior completion of HNUR 2301, HNUR 2302. This course includes the study of advancing 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, genitourinary, reproductive, sensory, neurological, and musculoskeletal disorders. The care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed with emphasis on pathophysiology, therapeutic/modified diets and pharmacological interventions. Legal responsibilities, confidentiality, safety and ethical principles along with concepts of management and supervision are also emphasized. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2312 – MEDICAL/SURGICAL NURSING III CLINICAL (0/4/4)

Prerequisites: APMA 1160, HNUR 1460, HNUR 1340, HNUR 1150, HNUR 1411, HNUR 2211, HNUR 2212, HNUR 2200, HNUR 2102, concurrent enrollment or prior completion of HNUR 2301, HNUR 2302. The student will apply the nursing process and perform advanced practical nursing clinical skills with patient/client in approved health care facilities under the supervision of nursing faculty emphasizing legal/ ethical responsibilities, confidentiality, safety, leadership and management skills. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2401 – PEDIATRIC NURSING (4/0/4)

Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2411, HNUR 2412. Emphasis on developmentally appropriate, evidence based nursing practice for children and families including, but not limited to, the knowledge, skills, and attributes essential to providing compassionate care to meet the health needs of pediatric patient/client experiencing multiple health alterations from birth through adolescence. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2402 – PEDIATRIC NURSING CLINICAL (0/1/1)

Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2411, HNUR 2412. Utilizing a nursing approach, the student will perform applicable practical nursing clinical skills to maternal pediatric patient/client experiencing multiple health alterations from birth through adolescence in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2411 – MATERNAL/NEONATE NURSING (2/0/2)

Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2401, HNUR 2402. Current issues, growth and development of the childbearing family, fetal development and gestation, care of the patient/client during the antepartum, intrapartum, and postpartum periods, as well as care of the neonate is studied. Included is a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2412 – MATERNAL/NEONATE NURSING CLINICAL (0/4/4)

Prerequisites: APMA 1160, HNUR 1211, HBIO 1200, HNUR 1460, HNUR 1330, HNUR 2311, HNUR 2312, concurrent enrollment or prior completion of HNUR 2411, HNUR 2412. Utilizing a nursing approach, the student will perform applicable practical nursing clinical skills to maternal and neonate patient/clients during the antepartum, intrapartum, and postpartum periods in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. If unsuccessful in theory or clinical components, both theory and clinical must be repeated (513901)

HNUR 2611 – IV THERAPY (1/0/1)

Prerequisites: APMA 1160, HNUR 1211, HNUR 1460, HBIO 1200, or current PN license (or eligibility) 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 (1/1/2)

Prerequisites: HNUR 2311; concurrent or prior completion of HNUR 2401, HNUR 2411. This course presents 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 with included lab. Preparations for employment are discussed including, but not limited to, evaluating job opportunities, compiling a resume, and work skills essential to the healthcare industry. (513901)

HSCI 1060 – APPLIED NUTRITION (2/0/2)

Prerequisites: Non-developmental placement and instructor approval. Basic nutritional information concerning to food and associated health problems are discussed with consideration to socio-economic and cultural influences. The practical application of the science of nutrition to personal and family decision-making is emphasized. (190501)

NBAP 1120 – BASIC BODY STRUCTURE AND FUNCTION (2/0/2)

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 1140 – SKILLS FOR NURSE ASSISTANTS (3/2/5)

Through classroom and laboratory instruction the student learns basic nursing skills required to give bedside care to patients under the direction of a Licensed Practical Nurse or Registered Nurse. Instruction also assists the student in providing care for the patient/client or resident with specialized needs and specialized equipment. All required OBRA skills are included. At least 80 hours of basic nursing care clinical skills are performed in long-term care and acute care facilities under the direct supervision of the instructor. (513902)

NRSA 1211 - NURSING FUNDAMENTALS (3/1/4)

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. (513901)

NRSA 1212 - SKILLS APPLICATION (0/1/1)

The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the LTC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

NURS 1070 – FUNDAMENTALS OF NURSING PRACTICE (2/1/3)

Prerequisites: Acceptance into the clinical component of the nursing program and concurrent enrollment in NURS 1080. Medical terminology and fundamental concepts of nursing are introduced, as well as the nursing process including dimensions of health and health alterations, legal and ethical parameters and roles of the associate graduate. Primary focus is on providing basic nursing skills to meet the biopsychosociocultural and spiritual needs of patient/clients in various health care settings. Infection control and safety issues are also addressed. (513801)

NURS 1080 – HEALTH ASSESSMENT FOR NURSES (2/1/3)

Prerequisites: Acceptance into the clinical component of the nursing program and concurrent enrollment in or prior completion of NURS 1070. 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 (2/1/3)

Prerequisite: Acceptance into the clinical component of the nursing program. Foundations and principles of pharmacology and applications in practice 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 1300 – NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS I (4/2/6)

Prerequisite: Acceptance into the clinical component of the nursing program and successful completion of HSCI 1060, NURS 1070, NURS 1080, NURS 1090. 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 body systems and functions including, but not limited to, fluid & electrolytes, acid-base balance, lymphatic, immune, musculoskeletal, respiratory, and integumentary systems, as well as perioperative care. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets and pharmacological interventions for each body system addressed. (513801)

NURS 2300- NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS II (3/4/7)

Prerequisites: Acceptance into the clinical component of the nursing program and prior completion of HSCI 1060, NURS 1090, and NURS 1300. Advanced application 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, endocrinological, 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 and pharmacological interventions for each body system addressed. (513801)

NURS 2740 – NURSING CARE OF THE CLIENT WITH ALTERATIONS IN MENTAL HEALTH (3/1/4)

Prerequisites: Acceptance into the clinical component of the nursing program and prior completion of NURS 1090, and NURS 1300. 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. (513801).

NURS 2760 – NURSING CARE OF WOMEN AND NEWBORNS (3/1/4)

Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of HSCI 1060, NURS 1090, NURS 2300, and concurrent enrollment in or prior completion of NURS 2780. Current issues, fetal gestation, growth and developmental stages, and normal adaptation of the childbearing woman and family are discussed. Care of the patient/client and family during the prenatal, antepartal, intrapartal, and postpartal periods and the perinatal care of the neonate are emphasized. A review of anatomy and physiology, therapeutic/modified diets, communication skills and pharmacological interventions are included. (513801)

NURS 2780 – NURSING CARE OF THE CHILD (3/1/4)

Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of HSCI 1060, NURS 1090, NURS 2300, and concurrent enrollment in or prior completion of NURS 2760. Emphasis on growth and developmentally appropriate evidence-based nursing practice for children and families, including, but not limited to, the

knowledge, skills, and attributes essential to providing compassionate care to meet the health care needs of pediatric patient/clients experiencing multiple health alterations from birth through adolescence. Integration of pharmacology and therapeutic communication skills are emphasized, as well as, a review of anatomy and physiology, therapeutic/modified diets and developmentally appropriate interventions for child and family. (513801)

NURS 2800 – ISSUES IN NURSING AND HEALTH CARE (1/0/1)

Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of NURS 1300, and concurrent enrollment in or prior completion of 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 (3-0-3)

Prerequisite: Successful completion of DVRE 0910 or satisfactory score on placement test. Intellectual, economic, social, and political developments as foundations and beginnings of the modern world from the ancient world to the mid-seventeenth century. HIST 101M and HIST 101 are equivalent to this course. (540101)

HIST 1020 – WESTERN CIVILIZATION II (3-0-3)

Prerequisite: Successful completion of DVRE 0910 or satisfactory score on placement test. Political, intellectual, social, and economic developments in the western world from the mid-seventeenth century to the present. HIST 102M and HIST 102 are equivalent to this course. (540101)

HIST 1500 – WORLD HISTORY I (3-0-3)

Prerequisite: Successful completion of DVRE 0910 or satisfactory score on placement test. Political, intellectual, social, and economic developments in world history from ancient world to 1500.

HIST 1510 – WORLD HISTORY II (3-0-3)

Prerequisite: Successful completion of DVRE 0910 or satisfactory score on placement test. Political, intellectual, social and economic developments in world history 1500 to present. (540101)

HIST 2010 – AMERICAN HISTORY I (3-0-3)

Prerequisite: Successful completion of DVRE 0910 or satisfactory score on placement test. American history from the earliest times to 1876. HIST 201M and HIST 201 are equivalent to this course. (540101)

HIST 2020 – AMERICAN HISTORY II (3-0-3)

Prerequisite: Successful completion of DVRE 0910 or satisfactory score on placement test. American history from 1876 to the present. HIST 202M and HIST 202 equivalent to this course. (540101)

INTEGRATED PRODUCTION TECHNOLOGY

IPTN 1030 – PROCESS DIAGRAMS (3/0/3)

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 (3/0/3)

Prerequisite: Eligible for DVMA 0920, APMA 1040 or permission of IPTN Department Head. Computational methods to solve problems in the petroleum industry. (150903)

IPTN 1100 – APPLIED ELECTRICITY AND ELECTRONICS (2/1/3)

Prerequisite: Eligible for IPTN 1050 or permission of IPTN Department Head. Introduces the concepts of electricity: Direct and Alternating currents, Ohm's Law, magnetism, series and parallel circuits, meters, solid-state devices, transistor circuits, digital electronics and PLC's. The NEC and marine electricity topics will be covered. (150903)

IPTN 1210 – INDUSTRIAL INSTRUMENTATION I (2/1/3)

An introductory course focusing on the concepts of automatic control and the instruments used to sense, measure, transmit and control production and pipeline processes. Participants also study instrument symbols, terminology, controllers, regulators, control loops, P&ID and other instrumentation drawings. (150903)

IPTN 1220 – INDUSTRIAL INSTRUMENTATION II (2/1/3)

Prerequisite: Prior completion of or concurrent enrollment in IPTN 1210 or permission of IPTN Department Head. A continuation of Industrial Instrumentation I with emphasis on 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 1310 – IPT EQUIPMENT I (2/1/3)

Includes the fundamentals and operation of the integrated diesel, diesel electric, electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations. Course topics also include piping, tubing, hoses, fittings, valves and pumps. (150903)

IPTN 1320 – IPT EQUIPMENT II (2/1/3)

Prerequisite: Prior completion of or concurrent enrollment in IPTN 1310 or permission of IPTN Department Head. The course is a continuation of IPT Equipment I and includes compressors, turbines, tanks, vessels, and the other specialized equipment used in production and pipeline operations. Other topics include unit alignment, maintenance, troubleshooting and repair of equipment and controls. (150903)

IPTN 1400 – FLUID MECHANICS (1/2/3)

Prerequisite: Eligible for IPTN 1050 or permission of IPTN Department Head. Includes a study of measurements, properties, principles of fluid flow, and calculations for oil and gas measurement conversions. (150903)

IPTN 1500 – OFFSHORE SAFETY AND COMPLIANCE (2/1/3)

A study of MMS, 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 (2/1/3)

Provides an overview of the job requirements for an oil and gas production technician. Focuses on operation of the equipment and systems used in oil and gas production. Wellhead, emulsion separation systems, heat and chemical treatment systems are included topics. (150903)

IPTN 1610 – OIL AND GAS PRODUCTION II (2/1/3)

Prerequisite: Prior completion of or concurrent enrollment in IPTN 1600 or permission of IPTN Department Head. Builds upon the concepts of Oil and Gas Production I and progresses through compression systems, dehydration systems, produced water treatment and handling artificial lift and enhanced recovery techniques, pumping systems, transportation systems, and environmental factors. (150903)

IPTN 2000 – PLANNING AND MANAGEMENT (3/1/4)

Introduces effective communication skills, team collaboration, decision-making process, 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)

An introductory study of the concept of deep-water exploration, production, and transportation of oil and gas. The course will provide an introduction to the special equipment, systems, abnormal; operating conditions, and operations of deep-water production facilities. Topics include sub-sea wellhead and production systems, ROVs UTAs, UWILD inspections, gas-lift optimization, chemical injections, hydrates, operation of sub-sea wells, and safety and control systems required for deep-water production and facilities. (150903)

IPTN 2200 – PRODUCTION SAFETY SYSTEMS (3/0/3)

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, surface and sub-surface safety valves. (150903)

IPTN 2500 – CAREERS IN THE PETROLEUM INDUSTRY (2/0/2)

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)

KEYBOARDING

KYBD 1001 - BASIC KEYBOARDING (3/0/3)

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 1100 – KEYBOARDING I (3/0/3) OR (1/2/3)

Prerequisite: KYBD 1001 or meet a goal of 25 wpm with 3 or less errors on a 3-minute timing test. (See a business instructor for information on a timing test.) 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 (3/0/3) OR (1/2/3)

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. (110602)

LIBRARY RESEARCH

LIBR 1000 – LIBRARY RESEARCH (1/0/1)

The course is designed to provide instruction in research and technology for retrieving, analyzing, evaluating and using information resources. (259999)

MACHINE TOOL TECHNOLOGY

MTTC 1110 – ORIENTATION AND SAFETY (1/0/1)

Overview of the Industrial Machine Shop Industry, safety, and health information, and general shop procedures. (480501)

MTTC 1130 – MACHINE TRADES PRINT READING (3/0/3)

Identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances. (480501)

MTTC 1210 – MACHINE SHOP THEORY I (4/0/4)

Use of layout tools, precision measuring tools, hand tools, metals, and grinding wheels. Identify types and uses of drill presses, parts and controls. Learning proper use, speeds and feeds, and drilling and tapping. (480501)

MTTC 1231 – BENCHWORK/DRILL PRESS (0/4/4)

Manufacture mechanical parts using layout tools, precision measuring tools. Cut stock with hand and power hacksaws, and sharpen drill bits. Manufacture mechanical parts using drilling, boring, and tapping operations. (480501)

MTTC 1310 – MACHINE SHOP THEORY II (6/0/6)

Prerequisites: MTTC 1210 or approved equivalent. Identifying types of lathes, accessories, parts and controls. Learning to face, turn, knurl, and calculate proper feeds and speeds. Learn drilling, reaming, boring, and taper turning operations. Learn thread cutting calculations on several types of thread forms, including associated tool geometry. (480501)

MTTC 1341 – BASIC LATHE (0/6/6)

Sharpen cutting tools. Manufacture mechanical parts using turning, facing, drilling and reaming operations. Manufacture mechanical parts using boring and counterboring operations, steadyrest, and followrest setups, filing and polishing operations. Manufacture mechanical parts using knurling, taper, and thread operations. (480501)

MTTC 1410 – MACHINE SHOP THEORY III (6/0/6)

Prerequisites: MTTC 1210 or approved equivalent. Identifying types of milling machines, accessories, parts, and controls. Learning to mill to length, squaring part, milling set-ups, associated cutting tool, and calculate proper feeds and speeds. Learn keyway and indexing calculation and associated set-ups. Grinding machined parts, performing wheel dressing and maintenance, proper uses of surface grinders, and performing precision grinding operations. Identification and use of powdered metals and metalizing, hydraulic and arbor presses and accessories. (480501)

MTTC 1441 – BASIC MILL (0/3/3)

Realign Vertical Milling head. Square up milling vise. Manufacture 3-D parts using a milling process. Cut a key-seats. Manufacture mechanical parts that include gang milling, indexing, and angular milling procedures. Manufacture mechanical parts that include slot cutting, indexing, and pocket milling procedures using a combination of lathe and milling operations. (480501)

MTTC 2531 – PRECISION GRINDING / FORMING SHAPING (0/2/2)

Perform set-up operations, wheel dressing, and grinding of machined parts. Manufacture and assembly of precision machine parts using hydraulic and arbor presses. (480501)

MTTC 2631 – ADVANCED MACHINING (0/6/6)

Perform precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations. Perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations. (480501)

MTTC 2710 – CNC (3/0/3)

Identify coding used in CNC technology. (480501)

MTTC 2711 – CNC LAB (0/3/3)

Write CNC programs. Install and operate CNC machinery. (480501)

MANAGEMENT**MANG 2010 – INTRODUCTION TO MANAGEMENT (3/0/3)**

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)

MARINE**MRNE 1010 – MASTER 100 TONS**

Any applicant successfully completing this 90.5-hour Master Not More Than 100 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance or 46 CFR 10.209(c) (iii) for renewal and 46 CFR 10.209 (f) for reissuance of a license as Master of Steam or Motor Vessels of Not More Than 100 Gross tons (except oceans). (490309)

MRNE 1110 – UPGRADE MASTER 100 TONS TO MASTER 200 TONS

Any applicant successfully completing this 39-hour Upgrade Master Not More Than 100 Gross Tons to Master Not More Than 200 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training will satisfy the exam requirements of 46 CFR 10.207 for upgrade of a license from Master Not More Than 100 Gross Tons Near Coastal to Master Not More Than 200 Gross Tons Near Coastal. (490309)

MRNE 1120 – MASTER 200 TONS

Any applicant successfully completing this 106.5-hour Master Not More Than 200 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance or 46 CFR 10.209(c) (iii) for renewal and 46 CFR 10.209(f) for reissuance of a license as Master or Mate of Steam or Motor Vessels of Not More Than 200 Gross tons (except oceans). (490309)

MRNE 1150 – APPRENTICE MATE (STEERSMAN)

Any applicant successfully completing this 102-hour Apprentice Mate (Steersman) course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the following: (1) examination requirements 46 CFR 10.205(i) for original issuance or 46 CFR 10.209(c) (iii) for renewal of a license as Apprentice Mate (Steersman) of Towing Vessels (Near Coastal); --OR-- (2) 46 CFR 10.205(i) for original issuance or 46 CFR 10.209(c) (iii) for renewal of a license as Master of Towing Vessels (Near Coastal) provided that they also provide evidence of service in the towing industry before May 21, 2001, AND that the requirements of 46 CFR 10.464(h) are also met. (490309)

MRNE 1160 – OPERATOR OF UNINSPECTED PASSENGER VESSELS (OUPV)

Any applicant successfully completing this 65 hour OUPV course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209(c) (iii) for renewal and 46 CFR 10.209(f) for reissuance of a license as Operator of Uninspected Passenger Vessels (Near Coastal). (490309)

MRNE 1220 – CELESTIAL NAVIGATION (OPERATIONAL LEVEL)

Any applicant successfully completing this 84 hour Celestial Navigation course will satisfy EITHER the Celestial Navigation training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC); OR if presented WITHIN ONE YEAR of the completion of training, the Celestial Navigation problems examination requirements to increase the scope of a license as Mate 500/1600 Gross Tons from Near Coastal to Oceans OR if presented WITHIN ONE YEAR of the completion of training, the Celestial Navigation problems examination requirements to increase the scope of a license as Master 500/1600 Gross Tons from Near Coastal to Oceans. This course will NOT satisfy the Navigation General or Deck & Navigation General examination requirements to increase the scope of a license as Mate or Master 500/1600 Gross Tons from Near Coastal to Oceans. (490309)

MRNE 1230 – ABLE SEAMAN

Any applicant successfully completing this 44-hour Able Seaman course and who presents this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the written examination requirements of 46 CFR 12.05-9 for the “Deck and Navigation General / Deck Safety” and “Deck General and Safety / Rules of the Road” exam modules for any Able Seaman endorsement; AND the practical (knot-tying) examination requirements of 46 CFR 12.05-9 for any Able Seaman endorsement. Ratings Forming Part of a Navigational Watch (ZMAR 1103), Proficiency in Survival Craft (MRNE 1320), and Basic Safety Training (MRNE 1510) are United States Coast Guard required courses for Able Bodied Seaman ratings higher than OSV. (490309)

MRNE 1320 – PROFICIENCY IN SURVIVAL CRAFT

Any applicant successfully completing this 30-hour Proficiency in Survival Craft course will satisfy the Survival Craft training requirements of Section A-VI/2 and Table A-VI/2-1 of the STCW Code and 46 CFR 12.10-3(a)(6) for any endorsement as Lifeboatman; AND if presented WITHIN ONE YEAR of the completion of training, the written and practical examination requirements of 46 CFR 12.10-5 for a Lifeboatman endorsement and the written “Survival Craft” examination requirements for service on vessels not equipped with lifeboats. (490309)

MRNE 1340 – RULES OF THE ROAD

Any applicant successfully completing this 19-hour Rules of the Road course with a passing grade of at least 90% will receive 5 days sea service credit towards a near coastal or oceans license restricted to service upon vessels not more than 200 gross tons (domestic) or any license restricted to service upon Great Lakes or inland waters. This sea service credit may not exceed limits specified by law and may not be used to satisfy any recent requirements or requirements for service on specific routes or types of vessels. (490309)

MRNE 1370 – MARINE RADIO OPERATOR PERMIT

Any applicant successfully completing this one-day course, including passing an FCC examination, will receive a license from the Federal Communications Commission authorizing the use of the ship’s radio. (490309)

MRNE 1380 – VISUAL COMMUNICATIONS (FLASHING LIGHT)

Any applicant successfully completing this 2-day Visual Communications (Flashing Lights) course will satisfy the practical signaling examination requirements (flashing light) of 46 CFR 10.401(h) if presented WITHIN ONE YEAR of the completion of training; AND will be considered to have successfully demonstrated the equivalent of assessment OICNW-4-1A from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who successfully complete this course need not present a completed “Control Sheet” for this assessment in application for STCW certification. (490309)

MRNE 1390 – RADAR OBSERVER (UNLIMITED)

Any applicant successfully completing this 5-day Radar Observer (Unlimited) course, including successful demonstration of all practical assessments, will satisfy the requirements of 46 CFR 10.480 for an endorsement as Radar Observer (Unlimited) and the radar training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-1-2B; OICNW-1-2C; OICNW-3-1A; OICNW-3-1B; OICNW-3-1C; OICNW-3-1D; OICNW-3-1E; OICNW-3-1F; OICNW-3-1G; OICNW- 3-1H; OICNW-3-1I; OICNW-3-1J; and OICNW-3-1K. Applicants who successfully complete this course need not present completed “Control Sheets” for these assessments in application for STCW certification. (490309)

MRNE 1391 – RADAR OBSERVER RECERTIFICATION

Any applicant successfully completing this 1-Day Radar Observer Recertification course will satisfy the requirements of 46 CFR 10.480(d) for renewal of any Radar Observer endorsement. (490309)

MRNE 1400 – ARPA

Any applicant successfully completing this 32-hour Automatic Radar Plotting Aids (ARPA) course, including successful demonstration of all practical assessments, will satisfy the ARPA training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC) and of 46 CFR 10.205(m) (1). The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-3-2A; OICNW-3-2B; OICNW-3-2C; OICNW-3-2D; OICNW-3-2E; OICNW-3-2F; OICNW- 3-2G; OICNW-3-2H; OICNW-3-2I; OICNW-3-2J; OICNW-3-2K; OICNW-3-2L; and OICNW-3- 2M. Applicants who have successfully completed your course need not present completed “Control Sheets” for these assessments in application for STCW certification. (490309)

MRNE 1510 – STCW BASIC SAFETY TRAINING

Any applicant successfully completing this 40-hour STCW Basic Safety Training course will satisfy the following:

1. Personal Safety and Social Responsibilities training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code and 46 CFR 10.205(l)(4)
2. Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(l)(1) AND the survival suit and survival craft training requirements of 46 CFR 10.470(b)(2)(ii) 10.470(d)(2)(ii), 10.470(f)(2)(ii), 10.470(h)(2)(i), 10.472(a)(2)(ii), and 10.474(a)(2)(ii)
3. Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code and 46 CFR 10.205(l)(2); --AND-- (2) the Basic Fire Fighting training requirements of 46 CFR 10.205(g) and 10.401(g)(1) for a license; --AND-- (3) the Fire Fighting training requirements of 46 CFR 13.113(d)(2)(i)(A), 13.113(e)(1)(i)(A) or (B), 13.201(e), 13.301(e), 13.401(d) or 13.501(e) for any tankerman endorsement
4. (1) the Basic Safety – Elementary First Aid training requirements of Section A-VI/1 and Table AVI/ 1-3 of the STCW Code and 46 CFR 10.205(l)(3); --AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid and CPR training requirements of 46 CFR 10.205(h)(1)(ii) and 10.205(h)(2)(iii) for original issuance of a license. (490309)

MRNE 1511 – PERSONAL SURVIVAL TECHNIQUES

Any applicant successfully completing this 12-hour Personal Survival Techniques course will satisfy the Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(l)(1) AND the survival suit and survival craft training requirements of 46 CFR 10.470(b)(2)(ii) 10.470(d)(2)(ii), 10.470(f)(2)(ii), 10.470(h)(2)(i), 10.472(a)(2)(ii), and 10.474(a)(2)(ii). (490309)

MRNE 1512 – PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES

Any applicant successfully completing this 4-hour Personal Safety and Social Responsibilities course and presenting your Certificate of Training at a Regional Exam Center will satisfy the Personal Safety and Social Responsibilities training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code and 46 CFR 10.205(l)(4). (490309)

MRNE 1513 – FIRST AID AND CPR

Any applicant successfully completing this 8-hour First Aid and CPR course will satisfy: (1) the Basic Safety – Elementary First Aid training requirements of Section A-VI/1 and Table AVI/ 1-3 of the STCW Code and 46 CFR 10.205(l)(3); --AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid and CPR training requirements of 46 CFR 10.205(h)(1)(ii) and 10.205(h)(2)(iii) for original issuance of a license. (490309)

MRNE 1514 – BASIC FIRE FIGHTING

Any applicant successfully completing this 16 hour Basic Fire Fighting course will satisfy: (1) the Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code and 46 CFR 10.205(I)(2); --AND-- (2) the Basic Fire Fighting training requirements of 46 CFR 10.205(g) and 10.401(g) (1) for a license; --AND-- (3) the Fire Fighting training requirements of 46 CFR 13.201(e), 13.301(e), 13.401(d) or 13.501(e) for any tankerman endorsement. (490309)

MRNE 1515 – FISHING VESSEL DRILL INSTRUCTOR

Any applicant who successfully completes this 8 hour course is prepared to conduct drills and provide instructions for crews of fishing vessels. It meets the requirements set forth in CFR 46.28.270 (a) and (c). (490309)

MRNE 2010 – 500 GT MATE

Self-paced course that is designed to prepare a mariner for the Coast Guard 500 GT Mate Near Coastal (OSV) or 500 GT Mate Near Coastal (non Trade Restricted) license examination. (490309)

MRNE 2020 – 500 GT MASTER

Self-paced course that is designed to prepare a mariner for the Coast Guard 500 GT Master Near Coastal (OSV) or 500 GT Master Near Coastal (non Trade Restricted) license examination. (490309)

MRNE 2030 – 1600 GT MATE

Self-paced course that is designed to prepare a mariner for the Coast Guard 1600 GT Mate Near Coastal (non Trade Restricted) license examination. (490309)

MRNE 2040 – 1600 GT MASTER

Self-paced course that is designed to prepare a mariner for the Coast Guard 1600 GT Master Near Coastal (non Trade Restricted) license examination (490309)

MRNE 2100 – 3RD MATE UNLIMITED

Self-paced course that is designed to prepare a mariner for the Coast Guard 3rd Mate Unlimited license examination. (490309)

MRNE 2200 – 2ND MATE UNLIMITED

Self-paced course that is designed to prepare a mariner for the Coast Guard 2nd Mate Unlimited license examination. (490309)

MARINE DIESEL ENGINE TECHNOLOGY

DESL 1120 – SAFETY SKILLS AND INTRO TO DIESEL ENGINES (2/1/3)

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 (2/2/4)

Prerequisite: DESL 1120. An introduction to the design and construction of diesel engines and identification of diesel engine parts. (470605)

DESL 1140 – ENGINES (1/3/4)

Prerequisite: DESL 1130. The disassembly, inspection and evaluation, repair and reassembly of engines. (470605)

DESL 1150 – ENGINE DIAGNOSTICS (1/2/3)

Prerequisite: 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)

DESL 1210 – BASIC DIESEL ELECTRICAL SYSTEMS (2/1/3)

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 1220 – ADVANCED DIESEL ELECTRICAL SYSTEMS (2/1/3)

Prerequisite: DESL 1210. The study of DC resistance and conductors, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics. (470605)

DESL 1231 – DIESEL ENGINE CONTROL SYSTEMS (1/2/3)

Prerequisite: 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 1240 – DIESEL ENGINE FUEL SYSTEMS (1/2/3)

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)

DESL 1500 – BASIC HYDRAULICS (2/1/3)

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)

DESL 2500 – ADVANCED HYDRAULICS (1/2/3)

Prerequisite: DESL 1500. The principles of advanced hydraulic systems, troubleshooting and application of open-centered and closed-centered systems, close-centered load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electro hydraulic systems. (470605)

MDET 2210 – ENGINE MOUNTING AND ALIGNMENT (2/1/3)

Prerequisite: DESL 1140. The major issues involved in mounting an engine in a vessel. (470616)

MDET 2220 – DRIVE SYSTEMS (2/1/3)

Prerequisite: MDET 2210. The theory of operation and application of various drive systems. (470616)

MDET 2230 – GEARS AND ENGINE COUPLINGS (2/2/4)

Prerequisite: MDET 2210. Principles of marine gears, marine gear clutches, and engine couples. (470616)

MDET 2310 – MARINE AIR INTAKE AND EXHAUST SYSTEMS (0/1/1)

The design of air intake systems and both wet and dry exhaust systems. (470616)

MDET 2320 – MARINE COOLING SYSTEMS (0/1/1)

Prerequisite: DESL 1140. The design and operation of both heat exchanger and keelcoolers. (470616)

MDET 2700 – THE VESSEL (4/0/4)

Issues and procedures following the installation of a diesel engine in a sea going vessel including ship and water safety issues. (470616)

MWELD 2230 – BASIC WELDING FOR MECHANICS (1/1/2)

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 (3-0-3)

Eligibility for DVMA 0920. 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 (3-0-3)

Prerequisite: Eligibility for DVMA 0920. A study of various business-related mathematical processes, principles, and techniques used to solve business problems with a calculator. (270101)

APMA 1040 – APPLIED ALGEBRA (3-0-3)

Prerequisite: Eligibility for DVMA 0920. Algebraic essentials including basic linear equations and inequalities and their graphs, systems of equations, evaluating radicals, and the quadratic formula. Applications to technical fields of study are emphasized. Scientific calculator required. Fall only (270101).

APMA 1050 – APPLIED TRIGONOMETRY (3-0-3)

Prerequisite: C or better in APMA 1040. Topics in trigonometric functions, right triangles, trigonometric identities, radian measures, graphs, and oblique triangles. Applications to technical fields of study are emphasized. Scientific calculator required. Credit will not be given for both APMA 1050 and MATH 1110. Spring only (270101).

APMA 1160 – MEDICAL MATH (2-0-2)

Prerequisites: eligible for DVMA 0930 or with permission. A study of fundamental math concepts including whole numbers, fractions, decimals, percentages, measurements, and U. S. Standard and metric conversions as it applies to drug and dosage calculations. Also included are roman numerals, ratios and proportions, and simple equations. HSCI 1050 is equivalent to this course. (513901)

DVMA 0910 – BASIC MATHEMATICS (3-0-3)

Percents, integers, rational numbers, variable expressions, basic equations, Pythagorean Theorem. Scientific calculator required. (320104)

DVMA 0920 – ELEMENTARY ALGEBRA (3-0-3)

Prerequisite: C or better in DVMA 0910 or satisfactory score on placement test; Corequisite: MLAB 0920. A study of foundations of Algebra; Basic algebraic expressions; exponents; linear equations and inequalities in one variable; linear equations in two variables; the rectangular coordinate system; polynomials and polynomial equations in one variable; solving quadratic equations by factoring. Scientific calculator required. (320104)

DVMA 0930 – INTERMEDIATE ALGEBRA (3-0-3)

Prerequisite: C or better in DVMA 0920 or satisfactory score on placement test; Corequisite MLAB 0930. A study of rational expressions and equations; compound inequalities; absolute value equations; functions and their graphs; systems of linear equations; radical expressions and equations; quadratic equations and functions. Graphing calculator required; any type of TI 83 or TI 84 is acceptable. (320104)

MATH 1170 – CONTEMPORARY MATHEMATICS (3-0-3)

Prerequisites: Successful completion of all required developmental reading courses and a C or better in DVMA 0930 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.) (270101)

MATH 1100 – COLLEGE ALGEBRA (3-0-3)

Prerequisites: Successful completion of all required developmental reading courses and a C or better in DVMA 0930 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 A graphing calculator is required; any type of TI 83 or TI 84 is acceptable. Certain sections of MATH 1100 have a required accompanying MLAB 1100 for students with an ACT Math score of 19 or a Compass Algebra score of 40-45. ACT Math score of 23 or higher or a COMPASS Algebra score of 61 or higher places the student out of MATH 1100. MATH 110M and MATH 110 are equivalent to this course. (270101)

MATH 1110 – TRIGONOMETRY (3-0-3)

Prerequisite: C or better in MATH 1100 or satisfactory score on placement test. Trigonometric functions and graphs; inverse trig functions; fundamental identities and angle formulas; solving equations and triangles with applications; polar coordinate system. A graphing calculator is required; any type of TI 83 or TI 84 is acceptable. Credit will not be given for both MATH 1110 and APMA 1050. ACT Math SCORE OF 27 OR HIGHER PLACES THE STUDENT OUT OF MATH 1110. (270101)

MATH 2010 – CALCULUS WITH BUSINESS AND ECONOMIC APPLICATIONS (3-0-3)

Prerequisite: C or better in MATH 1100 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.) (270101)

MATH 2100 – ELEMENTARY STATISTICS (3-0-3)

Prerequisites: C or better in MATH 1100 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. (270101)

MLAB 0920 – SUPPLEMENTAL INSTRUCTION IN ELEMENTARY ALGEBRA (3-0-3)

Co-requisite: Enrollment in a corresponding elementary algebra (DVMA 0920) section. Supplemental instruction in elementary algebra. This course will be taught in conjunction with specially designated elementary algebra sections. Course is graded S/U. (270101)

MLAB 0930 – SUPPLEMENTAL INSTRUCTION IN INTERMEDIATE ALGEBRA (3-0-3)

Co-requisite: Enrollment in a corresponding intermediate algebra (DVMA 0930) section. Supplemental instruction in intermediate algebra. This course will be taught in conjunction with specially designated intermediate algebra sections. Course is graded S/U. (270101)

MLAB 1100 – SUPPLEMENTAL INSTRUCTION IN COLLEGE ALGEBRA (3-0-3)

Co-requisite: Enrollment in a corresponding college algebra (MATH 1100) section is required. Supplemental instruction in college algebra is required for students with an ACT Math score of 19 or a COMPASS Algebra score of 40-45. This course will be taught in conjunction with specially designated college algebra sections. Course is graded S/U. (270101)

MUSIC

MUSC 1010 – MUSIC APPRECIATION (3-0-3)

An introductory survey course covering principal musical styles and literature. Students will have reading assignments as well as music listening assignments and an individual music project. MUSC 101M and MUSC 101 are equivalent to this course. (500902)

MUSC 2010 – INTRODUCTION TO ROCK MUSIC (3-0-3)

Prerequisite: Completion of all developmental courses. 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. MUSC 201M and MUSC 201 are equivalent to this course. (500902)

MUSC 2020 – JAZZ HISTORY (3-0-3)

Prerequisite: Completion of all developmental courses. This is a survey course that includes the major musicians and bands that influenced the musical development of jazz with a strong emphasis on listening and a view of the most important music, artists, clubs, and precursors in jazz history. This course satisfies the requirement for a fine arts elective. (500902)

NAUTICAL SCIENCE

NAUT 1200 – ABLE BODIED SEAMANSHIP (1.5/1.5/2)

Proficiencies that must be accomplished to achieve this certification are knowledge of all types of lines and knots, calculation of mechanical advantage of blocks and tackles, cargo handling, ground tackle deployment and retrieval, a thorough knowledge of the buoyage system and Rules of the Road. Firefighting, first aid, and environmental protection skills must also be obtained. A special marine fee is required for this course. Credit for this course will be awarded to holders of USCG Merchant Mariner's documents containing Able Bodied Seaman other than OSV. (490309)

NAUT 1220 – SEAMANSHIP SERVICE (AB) (0/6/6)

Completion of 180 days deck service on any navigable waters of the U.S. as defined by 46 CFR 12.05-7. (490309)

NAUT 1300 – SURVIVAL CRAFT (1.5/1.5)

(Equivalent to MRNE 1320) Students are required to gain the skills necessary to deploy and operate lifeboats and other survival craft under all emergency conditions. A thorough knowledge of all lifesaving devices and skills must be completely demonstrated. The lab consists of deployment and operation of lifeboats and rafts. A special marine fee is required for this course. Credit for this course will be awarded to holders of USCG Proficiency in Survival Craft certification. (490309)

NAUT 1305 – TANKERMAN, PERSON IN CHARGE, BARGE (1.5/1.5/2)

This course provides formal classroom training for loading and discharging of liquid cargoes. Actual hands-on experience in assisting five loadings and five discharges of dangerous liquids are required by USCG regulations prior to obtaining certification. Regulations governing the carriage of cargoes are covered in this course. (490309)

NAUT 1400 – BASIC SAFETY TRAINING (1.5/1.5)

(Equivalent to MRNE 1510) Basic firefighting, personal survival techniques, first aid and CPR, and personal safety and social responsibility are the required components of this internationally required course. A special marine fee is required for this course. Credit for this course will be awarded to holders of USCG STCW95 Basic Safety certification. (490309)

NAUT 1500 – RADAR NAVIGATION (1.5/1.5)

(Equivalent to MRNE 1390) This course covers marine radar theory, operation and interpretation. USCG Unlimited Radar certification will be issued upon successful completion of this course. A special marine fee is required for this course. Credit for this course will be awarded to holders of Radar Unlimited certification. (490309)

NAUT 1720 – SEAMANSHIP SERVICE (Limited) (0/12/12)

Completion of 540 days deck service on vessels 100 GRT or over, not exclusive to rivers & smaller inland lakes of the U.S. as defined by 46 CFR 12.05-7. (490309)

NAUT 1740 – SEAMANSHIP SERVICE (Unlimited) (0/12/12)

1080 days deck service on Oceans or Great Lakes as defined by 46 CFR 12.05-7. (490309)

NAUT 1750 – SEAMANSHIP SERVICE (Master) (0/12/12)

Completion of 360, eight-hour days of sea time as defined by as defined by 46 CFR 11.455/.457. (490309)

NAUT 1760 – INTERNSHIP 1 (0/6/6)

Prerequisite: NAUT 1120. Deck work on a vessel over 100 tons for 60, twelve-hour days or equivalent. (490309)

NAUT 1770 – INTERNSHIP 2 (0/6/6)

Prerequisite: NAUT 1760. Bridge work on a vessel over 100 tons for 60, twelve-hour days or equivalent. (490309)

NAUT 2100 – ARPA (.5/5/1)

Prerequisite: NAUT 1500. An introduction to the theory, operation, and interpretation of automatic radar plotting aids (ARPA). ARPA endorsements issued upon successful completion of examination. A special marine fee is required for this course. (490309)

NAUT 2200 – BRIDGE RESOURCE MANAGEMENT (.5/0/.5)

This course prepares the mariner to efficiently plan passages of days or months in length as well as efficient supervision of wheelhouse personnel and the use of and maintenance of all navigational equipment. A special marine fee is required for this course. (490309)

NAUT 2300 – ADVANCED FIREFIGHTING (1/5/1.5)

This course teaches the essential organization of a firefighting team from the bridge team through nozzle man and all other levels. Stressed are the one up one down cross training, the team approach, the essentials of communications and control. The chemistry of fire is extensively co-coordinated into this course. Hazmat and coordination with assisting shore-based firefighters are also discussed. A special marine fee is required for this course. (490309)

NAUT 2350 – EMERGENCY MEDICAL CARE (1/5/1.5)

This course is a comprehensive detailed advanced first aid course designed for the mariner. Subjects covered, but not limited to, are burns, fractures, crush injuries, tissue damage, eye damage and pharmacological needs. A detailed lab is required for this class; students must be able to apply theory to simulated medical emergencies. A special marine fee is required for this course. (490309)

NAUT 2400 – RIVER PILOTING AND NAVIGATION (1/1/2)

An introduction to the science and art of piloting large vessels in river and inland waterways, including an overview of the environmental factors affecting navigation, the basic physics of vessel motion and the techniques of navigation used to pilot in these waters. The course includes an emphasis on river lock systems, point and bend navigation, flanking maneuvers, meeting and overtaking situations, making and breaking tow systems, fleeting operations, and the interaction between ocean-going vessels and river vessels in the lower Mississippi river system. (490309)

NAUT 2450 – MARINE METEOROLOGY (2/0/2)

An overview of the structure and composition of the atmosphere; atmospheric radiation; forces and winds; general circulation; moisture; atmospheric stability; frontal and cyclone theory; marine weather observations, basic weather forecasting and ship routing. Inland and river weather systems, currents, and flood conditions affecting navigation. (To be developed) (490309)

NAUT 2500 – VESSEL CONSTRUCTION (2/0/2)

This course of study deals with identification of basic components of a vessel and location of each component in relationship to the total ship structure and arrangement. Topics of discussion in this course are inspection and classification of vessels, vessel types, stress and strain on vessels, materials and joining methods, terminology, draft markings, determination of vessel drafts, load lines, framing systems, joining methods, rakes, strakes, and other vessel structural components. (490309)

NAUT 2550 – SHIP POWER PLANTS (2/0/2)

Prerequisite: NAUT 2500. This course includes the theory of operation and application of various engines, drive systems, and steering systems. (490309)

NAUT 2600 – CELESTIAL NAVIGATION (2/1.5/3.5)

A survey of nautical astronomy, sight reduction, sextants, compass error determination, and solutions of the navigational triangle by various methods. A special marine fee is required for this course. (490309)

NAUT 2610 – TERRESTRIAL NAVIGATION (1/.5/1.5)

Any applicant who has successfully completed this 42-hour terrestrial navigation course will satisfy the terrestrial navigation training requirements for certification as an officer in charge of a navigational watch on vessels of 500 or more gross tonnage (ITC) provided that they have also completed a USCG approved coastal navigation course. (490309)

NAUT 2620 – COASTAL NAVIGATION (.5/1/1.5)

Any applicant who has successfully completed this 42-hour coastal navigation course will satisfy the terrestrial and coastal navigation training requirements for certification as an officer in charge of a navigational watch on vessels of 500 or more gross tonnage (ITC) provided that they have also completed a USCG approved terrestrial navigation course WITHIN ONE YEAR of completion of this course. The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-1-2E; OICNW-1-5A; OICNW-1-5B; OICNW-1-5C; OICNW-1-5D; OICNW-1-5E. Those completing this course need not present completed "Control Sheets" for these assessments in application for STCW certification. (490309)

NAUT 2720 – MARITIME LAW (2/0/2)

An introduction to the basic laws governing vessel navigation. International and U.S. laws for inland waterways will be covered. (490309)

NAUT 2800 – MARINE CARGO OPERATIONS (2/0/2)

Procedures and principles of cargo handling during loading, discharging, and in-transit carriage. Requirements of special refrigerated and dangerous cargoes. Heavy lift operations with conventional cargo gear and its restraints. Cargo loss prevention, safety and related documentation. (490309)

NAUT 2900 – PRINCIPLES OF LOGISTICS AND TRANSPORTATION (2/0/2)

An overview of various modes of modern transportation, including the role of domestic transportation in today's society; economic characteristics of various modes, demand and supply modeling; with a focus on the domestic inland marine transportation systems. (490309)

NURSING – SEE HEALTH AND NURSING

PHILOSOPHY

PHIL 2030 – INTRODUCTION TO PHILOSOPHY (3-0-3)

Basic philosophical problems and their relevance to contemporary life. PHIL 201M is equivalent to this course. (380101)

PHIL 2715 – BIOETHICS (3-0-3)

Prerequisite: Sophomore standing and prior completion of NURS 1070, NURS 1080. This course includes a multi-disciplinary overview of bioethics with an emphasis on legal/ethical issues encountered in professional nursing practice and global health care delivery. Influences of sociopolitical, intellectual, and economical issues in health care and their relationships to professional, legal/ethical principles, standards and theories are discussed. (3860103)

PHLEBOTOMY

HPHL 1010 – PHLEBOTOMY PRINCIPLES (2/1/3)

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 (3/3/6)

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 115 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain necessary course requirements. (511009)

PHYSICAL SCIENCE

PHSC 1000 – PHYSICAL SCIENCE I (3-0-3)

Prerequisite: C or better in DVMA 0920 or APMA 1040 or eligibility for DVMA 0930 or higher. Survey of concepts in physics and physical sciences. Not intended for science majors. PHSC 101M and PHSC 101 are equivalent to this course. (400101)

PHSC 1100 – PHYSICAL SCIENCE I LAB (0-3-1)

Prerequisite: 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 (3-0-3)

Prerequisites: DVMA 0920 or APMA 1040 or eligibility for DVMA 0930 or higher. Applications of concepts learned in Physical Science I, which may include physics, chemistry, geology, astronomy, oceanography, etc. Not intended for science majors. (400101)

PHSC 1300 – PHYSICAL SCIENCE II LAB (0-3-1)

Prerequisite: 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 (3-0-3)

Prerequisites: DVMA 0920 or APMA 1040. Concepts of the laws and principles of earth and space science applied to matter and energy. (400101)

PHSC 1500 – PHYSICAL SCIENCE III LAB (0-3-1)

Prerequisite: 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)

POLITICAL SCIENCE

POLI 1100 – AMERICAN NATIONAL GOVERNMENT (3-0-3)

The principles, structure, and functions of the national government of the United States. POLI 110M and POLI 110 are equivalent to this course. (451002)

POLI 2500 – POLITICAL IDEOLOGIES (3-0-3)

Introduction to political ideologies with emphasis on contemporary political movements including, but not limited to, liberalism, conservatism, and Marxism. (451001)

POLI 2520 – STATE AND LOCAL GOVERNMENT (3-0-3)

State and local government organization and administration with emphasis on Louisiana government. (451002)

PSYCHOLOGY

PSYC 2010 – INTRODUCTION TO PSYCHOLOGY (3-0-3)

Prerequisites: Successful completion of any required developmental reading courses and eligibility to enroll in ENGL 1010 and DVMA 0920. An overview of psychology designed to expose students to the major theories, research practices, and applied areas of psychology. PSYC 201M and PSYC 201 are equivalent to this course. (420101)

PSYC 2120 – LIFE SPAN DEVELOPMENTAL PSYCHOLOGY (3-0-3)

Prerequisite: C or better in PSYC 2010. An examination of physical, cognitive, and psychosocial development across the life span. (420101)

PSYC 2200 – ABNORMAL PSYCHOLOGY (3-0-3)

Prerequisite: C or better in PSYC 2010. A study of the more common psychopathologies with emphasis on their etiology, diagnostic, and treatment. An emphasis on understanding these disorders in terms of general psychological principles, and biological and social influences. (429999)

READING

DVRE 0910 – BASIC LITERACY (3-0-3)

This course is designed for the student to gain skills and strategies necessary to increase grade equivalent levels in reading comprehension to meet workforce demands as well as career and personal goals. In order to take an online version of this course, students must have basic knowledge of computers and the Internet and an ACT score of 15 or better in reading or a COMPASS score of 65 or better in reading. (320108)

RESIDENTIAL AIR CONDITIONING

HACR 1120 – CUSTOMER RELATIONS (2/0/2)

A course designed for persons who have daily contact with other people, customers, and employees. (470201)

HACR 1140 – HVAC COMPUTATIONS (3/0/3)

A course covering the basic concepts of arithmetic, geometry, and algebra. Emphasis is placed on computations involving ratio and proportion, weights and measures, areas and volumes, and simple linear equations. (470201)

HACR – 1150 – HVAC INTRODUCTION (1/3/4)

Overview of the air conditioning and refrigeration industry and basic safety and health information needed to prepare individuals entering the workforce, and persons who have daily contact with other people, customers, and employees. Business management practices used in inventory control, stock management, vehicle maintenance, licensing, and certification requirements. Will also include tools and materials needed to work within the air conditioning industry. (470201)

HACR 1160 – PRINCIPLES OF REFRIGERATION I (1/3/4)

Theory of the compression and refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, and recovery, recycling and reclamation. (470201)

HACR 1170 – PRINCIPLES OF REFRIGERATION II (1/2/3)

Operation and analysis of basic refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, and recovery, recycling and reclamation. (470201)

HACR 1210 – ELECTRICITY I (2/2/4)

A study of electricity involving electrical theory and properties, electrical laws, units and components, and circuit evaluation. Includes the study of their behavior in series, parallel, and combination circuits. (470201)

HACR 1220 – ELECTRICITY II (1/3/4)

A study of electrical control circuits and hardware found in industry. Includes wiring diagram reading, identification of voltages and power supplies, electric motors, capacitors, thermostats, relays, pressure controls, and troubleshooting techniques. (470201)

HACR 1411 – ROOM AIR CONDITIONING (3/2/5)

Operation, diagnosis, and service of room air conditioners. Emphasis is devoted to troubleshooting and repair. (470201)

HACR 1420 – DOMESTIC REFRIGERATION (3/2/5)

Operation, diagnosis, and service of domestic refrigeration. Emphasis is devoted to troubleshooting and repair. (470201)

HACR 2510 – CENTRAL AIR CONDITIONING (3/2/5)

Introduces fundamental theory and techniques to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instruments. Topics include types of AC systems, heat load calculations, duct design, air filtration, and safety principles. (470201)

HACR 2520 – RESIDENTIAL GAS HEATING (3/2/5)

Introduction to principles of combustion and service requirements for gas heating systems. Topics include service procedures, electrical controls, gas valves, piping, venting, code requirements, principles of combustion, and safety. (470201)

HACR 2530 – RESIDENTIAL ELECTRIC HEATING (2/1/3)

A study of electrical furnaces found in residences and small commercial buildings. Emphasis is on installation, repair, and servicing mechanical and control devices. (470201)

HACR 2540 – RESIDENTIAL HEAT PUMPS (1/1/2)

Provides installation and servicing heat pumps, and related systems. Topics include installation procedures, servicing procedures, troubleshooting, valves, electrical components, safety, geothermal ground source energy supplies, and dual fuel. (470201)

HACR 2550 – RESIDENTIAL SYSTEM DESIGN – (1/2/3)

Topics will include types of residential air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles. (470201)

SOCIOLOGY

SOCI 2010 – INTRODUCTION TO SOCIOLOGY (3-0-3)

This course provides students with an understanding of human society and social life. It introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists, techniques of research, components of culture, social organization, institutions, and inequality, and social change. SOCI 201M and SOCI 201 equivalent to this course. (451101)

SOCI 2020 – CONTEMPORARY SOCIAL PROBLEMS (3-0-3)

This course is a survey of the major social problems in contemporary society, such as drug abuse, poverty, mental illness, racism, sexism, crime, and violence. Specific emphasis is placed on how social structure perpetuates these adverse conditions and the social action that is used to remedy these social problems. (451101)

SPANISH

SPAN 101 – ELEMENTARY SPANISH I (3-0-3)

Introduces Spanish language and culture and explores the basic grammatical structure of the Spanish language. The course develops writing, reading, listening and speaking skills, as well as, an appreciation for the geography, food, music, values, and customs of the Hispanic world. This is the first course in Elementary Spanish. This course was previously numbered SPAN 101M. (160905)

SPAN 102M – ELEMENTARY SPANISH II (3-0-3)

Extends elementary knowledge of the basic grammatical structure of the Spanish language and culture. The course continues to develop reading, writing, listening, and speaking skills, and appreciation for the geography, food, music, values, and customs of the Hispanic world. (160905)

SPAN 201 – INTERMEDIATE SPANISH I (3-0-3)

Extends the student's elementary knowledge of the Spanish culture and language with increasing emphasis on these four skills: speaking, listening, reading, and writing. The course was previously numbered SPAN 201M. (160905)

SPAN 202 – INTERMEDIATE SPANISH II (3-0-3)

Continues the skills developed in SPAN 201. Emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Hispanic culture. This course was previously numbered SPAN 202M (160905)

SPEECH

SPCH 1200 – INTRODUCTION TO PUBLIC SPEAKING (3-0-3)

Prerequisite: Eligibility for DVEN 0920 or satisfactory score on placement test. Designed to teach students basic public presentation principles and skills. Students complete one speech each of personal introduction, information, persuasion, demonstration, and special occasion (influential person). This course does not fulfill a humanities requirement. SPCH 120M and SPCH 120 are equivalent to this course. (231001)

SPECIAL PROJECTS AND TOPICS

XXXX 2991 – SPECIAL PROJECTS I (0-1-1)

Prerequisite: 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 (1-0-1)

Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

XXXX 2993 – SPECIAL PROJECTS II (2-0-2)

Prerequisite: 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 (2-0-2)

Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

XXXX 2995 – SPECIAL PROJECTS III (0-3-3)

Prerequisite: 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 (3-0-3)

Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

XXXX 2997 – PRACTICUM (0-3-3)

Prerequisite: 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 (0-3-3)

Prerequisite: Consent of instructor. Supervised on-the-job work experience related to the student's educational objective. Participating students receive compensation for the work.

THEATRE

THEA 1010 – INTRODUCTION TO THEATER APPRECIATION (3-0-3)

Surveys the history of theatre and develops an appreciation and enjoyment of dramatic art. Develops and appreciation for artists who bring the playwright's pages to life and considers the contribution of the audience. (500501)

WELDING

WELD 1110 – OCCUPATIONAL ORIENTATION AND SAFETY (1/1/2)

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 (1/0/1)

Prerequisite: Prior welding experience. Introduces the student to rules, regulations, and standard welding safety procedures associated with this college. (480508)

WELD 1210 – OXYFUEL SYSTEMS (1/1/2)

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 (0/1/1)

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 (1/1/2)

An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. (480508)

WELD 1411 – SMAW – FILLET WELD (1/2/3)

Prerequisite: 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 (1/2/3)

Prerequisite: 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 (1/2/3)

Prerequisite: 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 (1/2/3)

Prerequisite: 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 (0/2/2)

An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. (480508)

WELD 2111 – FCAW GROOVE WELDS (1/3/4)

Prerequisite: 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 (2/3/5)

Prerequisite: WELD 2111 or permission. Maintaining safety and practice of a 6 GR-pipe weld using the flux-cored arc welding process. (480508)

WELD 2210 – GTAW – BASIC MULTI-JOINT (1/3/4)

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 (1/2/3)

Prerequisite: 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 (1/2/3)

Prerequisite: 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 (1/2/3)

An introduction to the fundamentals of gas tungsten arc welding including safety and practice of fillet welds. (480508)

WELD 2310 – GMAW – BASIC FILLET WELD (1/2/3)

An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. (480508)

WELD 2311 – GMAW – GROOVE WELD (0/3/3)

Prerequisite: 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 (1/2/3)

Prerequisite: 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 technical area in which they teach. The school adheres to all state and federal regulations pertaining to employment. The faculty listed in the catalog is regular, full-time faculty of this campus. Other faculty may be appointed, depending upon the instructional needs of the campus.

FINANCE AND ADMINISTRATION

F. Travis Lavigne, Jr., Chancellor; B.S., M.S., Southeastern Louisiana University

Karla Babin, Maintenance Repairer 2

Martha Bardwell, Administrative Specialist

Andrew E. Boyne II, Director of Accounting; B.S., Nicholls State University

Candace Chiasson, Information Technology Manager; B.S., M.S., Nicholls State University

David Dawson, Maintenance Repairer Master

Susan Delahoussaye, Accounting Specialist 2; A.S., Nicholls State University

Brenda Faucheux, Executive Assistant to the Chancellor; A.S., Nicholls State University

John Garibotte, Maintenance Repairer 2

Bryan Glatter, Vice Chancellor of Finance and Administration; B.S., Nicholls State University, CPA

Frannie Guillot, Human Resources Coordinator; B.S., Nicholls State University

Scott Jenkins, Accountant; B.G.S., B.A., Nicholls State University, CPA

Janet Michot, Restricted Funds Accountant; B.S., Arkansas State University

Katie Nolan, IT Technician; A.S., LTC Shreveport-Bossier Campus

Elmy Savoie, Public Relations Director; B.A., Louisiana State University

Dale Shaw, HR Manager; B.G.S., Nicholls State University

Anastatia Theriot, Custodian 1

Chera Woods, Accounting Specialist 1; A.A.T., Louisiana Technical College – Lafourche

ACADEMIC AFFAIRS

William H. Tulak, Vice Chancellor of Instruction; B.S., M.A., Missouri State University

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APPENDICES

APPENDIX A - COMPASS SCORES

Program	Writing	Reading	Algebra
Automotive Technology	-----	60	23
Electrician Technology	-----	60	23
Machine Tool Technology	-----	60	23
Marine Diesel Engine Technician	-----	60	23
Marine Operations	-----	-----	-----
Residential Air Conditioning	23	60	23
Welding	-----	-----	-----
Accounting Technology Associate Degree**	68	79	51
Cardiopulmonary Care	68	79	51
Criminal Justice	68	79	51
Drafting and Design Technology Diploma*	45	79	28
Drafting and Design Technology Associate Degree**	68	79	51
EMT – Basic**	-----	60	22
General Studies Associate Degree**	68	79	51
Integrated Production Technology	68	79	51
Practical Nursing**	60	82	44
Nursing**	68	79	51
Nursing Assistant	-----	60	
Office Systems Technology Associate Degree**	68	79	51
Phlebotomy**	48	76	22

----No minimum level established

*High School Diploma/GED recommended

**High School Diploma/GED required

**SCORES ARE SUBJECT TO CHANGE!
SCORES MUST BE DATED WITHIN TWO YEARS OF DATE OF ENTRY.**

APPENDIX B – ACT SCORES

Program	English	Reading	Math
Automotive Technology	----	13	14
Electrician Technology	----	13	14
Machine Tool Technology	----	13	14
Marine Diesel Engine Technician	----	13	14
Marine Operations	----	----	----
Residential Air Conditioning	12	13	14
Welding	----	----	----
Accounting Technology Associate Degree**	18	18	20***
Cardiopulmonary Care	18	18	20+++
Criminal Justice	18	18	20+++
Drafting and Design Technology Diploma*	15	18	15
Drafting and Design Technology Associate Degree**	18	18	20***
EMT – Basic**	----	13	13
General Studies Associate Degree**	18	18	20***
Integrated Production Technology	18	18	20+++
Practical Nursing**	17	19	17
Nursing**	18	18	20***
Nursing Assistant	----	13	----
Office Systems Technology Associate Degree**	18	18	20***
Phlebotomy**	15	17	13

----No minimum level established

*High School Diploma/GED recommended

**High School Diploma/GED required

***If the math score is 19, student must take MATH 1100/MLAB 1100, a special 6 credit hour lecture/lab combination course that provides extra instruction to the student.

**SCORES ARE SUBJECT TO CHANGE!
SCORES MUST BE DATED WITHIN FIVE YEARS OF DATE OF ENTRY.**

APPENDIX C - ASSOCIATE DEGREES APPROVED GENERAL EDUCATION COURSES

	AAS ACCOUNTING	AAS DRAFTING	AAS INTEGRATED PRODUCTION TECHNOLOGY	AAS OFFICE SYSTEMS	AAS TECHNICAL STUDIES	AS CARDIOPULMONARY CARE	AS CRIMINAL JUSTICE	AS NURSING	AS GENERAL STUDIES	AA LOUISIANA TRANSFER	AS LOUISIANA TRANSFER
ENGLISH COMPOSITION	3	3	3	3	3	6	6	6	6	6	6
MATH	3	3	3	3	3	6	6	6	3	6	6
NATURAL SCIENCES	3	3	3	3	3	6	6	6	6	9	9
HUMANITIES	3	3	3	3	3	3	3	3	3	9	9
SOCIAL SCIENCE	3	3	3	3	3	3	3	3	6	6	6
FINE ARTS	0	0	0	0	0	3	3	3	3	3	3
TOTALS	15	15	15	15	15	27	27	27	27	39	39

ENGLISH COMPOSITION

ENGL 1010 English Composition I
ENGL 1020 English Composition II
ENGL 101/101M English Composition I
ENGL 102/102M English Composition II

HUMANITIES

ENGL 2110 Short Stories and Novels
ENGL 2120 Children's Literature
ENGL 2150 Poetry and Drama
ENGL 2200 Survey of British Literature
ENGL 2210 Survey of American Literature
ENGL 201/201M English Literature I
ENGL 202/202M English Literature II
HIST 1010 Western Civilization I
HIST 1020 Western Civilization II
HIST 1500 World History I
HIST 1510 World History II
HIST 2010 American History I
HIST 2020 American History II
HIST 101/101M Western Civilization I
HIST 102/102M Western Civilization II
HIST 201/201M American History I
HIST 202/202M American History II
PHIL 201/201M Introduction to Philosophy
PHIL 2715 Bioethics

MATHEMATICS

MATH 1100 College Algebra
MATH 1110 Trigonometry
MATH 2010 Calculus w/ Bus. and Econ. Decisions
MATH 2100 Elementary Statistics
MATH 110/110M College Algebra

NATURAL SCIENCES

BIOL 1010 General Biology I
BIOL 1020 General Biology II
BIOL 1140 Human Anatomy and Physiology I
BIOL 1160 Human Anatomy and Physiology II
BIOL 2030 Microbiology
BIO 101 General Biology I
BIOL 102 General Biology II

CHEM 1010 Fundamentals of Chemistry
GEOL 101/101M Physical Geology
GEOL 1020 Historical Geology
GEOL 101M Physical Geology
PHSC 1000 Intro to Physical Science I
PHSC 1200 Intro to Physical Science II
PHSC 1400 Intro to Physical Science III
PHSC 101/101M Physical Science I

SOCIAL SCIENCES

ANTH 160/160M Cultural Anthropology
CRJU 1010 Introduction to Criminal Justice
ECON 2010 Macroeconomics
ECON 2020 Microeconomics
ECON 201/201M Principles of Macroeconomics
ECON 202/202M Principles of Microeconomics
GEOG 2010 World Regional Geography
GEOG 2020 Physical Geography
GEOG 205/205M Physical Geography
POLI 1100 American National Government
POLI 2500 Political Ideologies
POLI 2520 State and Local Government
POLI 110/110M American Government
PSYC 2010 Introduction to Psychology
PSYC 2120 Life Span Dev. Psychology
PSYC 201/201M Introduction to General Psychology I
SOCL 2010 Introduction to Sociology
SOCL 2020 Contemporary Social Problems
SOC 201/201M Introduction to Sociology

FINE ARTS

ARTS 1200 Introduction to Fine Arts
ARTS 120/120M Introduction to Fine Arts
MUSC 1010 Introduction to Music Appreciation
MUSC 2010 Introduction to Rock Music
MUSC 101/101M Music Appreciation
MUSC 201/201M Introduction to Rock Music
SPAN 101/101M Elementary Spanish I
SPAN 102/102M Elementary Spanish II
SPAN 201/201M Intermediate Spanish I
SPAN 202/202M Intermediate Spanish II
THEA 1010 Introduction to Theater Appreciation

APPENDIX D

FLETCHER CRIME REPORT

CRIMES ON CAMPUS	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Murder	0	0	0	0	0	0	0	0	0	0	0
Sex Offense	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0	0	0

ARRESTS FOR CRIMES	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0