



Nunez Community College

2017-2018 Academic Catalog

## TABLE OF CONTENTS

Equal Opportunity Statement.....	1
Executive Officers .....	2
Membership, Accreditation, and Approval Status .....	2
Board of Supervisors.....	3
Board of Regents.....	4
Calendars.....	5
Fall 2017 Semester.....	5
Spring 2018 Semester .....	6
Summer 2018 Session.....	7
History.....	8
Facilities .....	9
Academic Growth .....	10
Mission.....	11
Goals .....	11
Commitment to Institutional Effectiveness .....	12
Institutional Effectiveness Planning Model .....	12
Educational Policy and Services.....	13
Admissions and Registration .....	14
Admission to the College.....	14
Admission Requirements.....	15
Home Schooled Students .....	15
Immunization .....	16
Proof of Residence.....	17
Selective Service Registration .....	17
Americans with Disabilities Act (ADA).....	18
Orientation .....	18
Admission Classification .....	19
First-time Freshmen .....	19
Transfer Students .....	19
Transfer GPA.....	21
Matriculating Students.....	21
Non-Matriculating Students.....	21
Workforce Development Students.....	22
Students Currently Enrolled in High School (Dual Enrollment).....	22
International Students .....	22
Visiting (Summer-Only) Students .....	22
Re-Admitted Students .....	22
Academic Renewal .....	23

Tuition and Fees.....	24
Tuition Appeal Policy .....	24
Non-Payment Collection Clause.....	24
Tuition and Fees Deferment.....	25
Audited Course Fees and Tuition .....	25
Credit by Examination .....	25
Retention Fee .....	25
Laboratory and Other Course Fees .....	26
Late-Registration.....	26
Leap Credit.....	26
Library Fines and Replacement .....	26
Motor Vehicle Registration Fees and Fines.....	26
Non-Residents.....	27
Student Self-Assessed Fee .....	28
Student Activity Fee .....	28
Technology .....	28
Transcript Policy and Fees.....	28
Returned Checks .....	29
Louisiana National Guard Waiver .....	29
Senior Citizens .....	29
Refund Policy.....	29
Return of Title IV Funds Policy.....	30
Registration Procedures .....	31
Placement Tests .....	31
Academic Advising.....	32
Students in Online Classes.....	32
Auditing Students.....	33
Concurrent Enrollment.....	33
Cross-Enrollment Agreements.....	33
Articulation Agreements.....	34
Mobilization/Activation of Reservists and National Guard.....	34
Student Affairs .....	35
Admissions Office .....	35
Registration and Student Records .....	35
Transcripts.....	36
Contact Information.....	36
Family Education Rights and Privacy Act.....	36
Intellectual Property and Shared Royalties.....	37
Student Rights and Responsibilities.....	37
Students Rights .....	37

Student Responsibilities.....	38
Weapons on Campus.....	39
Drug-Free Campus Policy.....	39
College Sanctions.....	40
Legal Sanctions.....	40
Programs Available for Substance, Abuse Counseling.....	40
Student Disciplinary Procedures.....	41
Student Grievance Procedure.....	42
LCTCS Policy Regarding Harassment.....	43
Procedure for Filing a Complaint.....	45
SACSCOC Complaint Procedure.....	46
Academic Appeals Procedure.....	46
Drops for Excessive Absences.....	47
Academic Standings and Eligibility in Courses and Programs.....	47
Federal Financial Aid.....	48
Eligibility for Federal Student Aid.....	48
Verification.....	49
Types of Financial Aid.....	50
Federal Stafford Loans.....	52
Externally Funded Scholarships.....	53
TOPS.....	54
Veterans Benefits.....	54
Federal Work Study (FWS).....	55
Awards.....	56
Bookstore.....	57
Attendance.....	58
Post Withdrawal.....	58
Refund and Repayment.....	59
Satisfactory Academic Progress (SAP).....	59
Financial Aid Warning and Probation Status.....	62
Reinstatement of Financial Aid Eligibility.....	63
Academic Renewal.....	63
Developmental Education.....	64
Repeated Courses.....	64
Withdrawals.....	64
Return of Title IV Funds Policy.....	65
Enrollment Certification.....	66
Financial Aid Contacts.....	66
Student Services and Activities.....	67
Career Services.....	67

Disability Services Office (ADA).....	67
Voter Registration.....	67
Medical Emergencies.....	68
Student Health Services.....	68
Overall Good Standing.....	69
Student Government Association.....	69
Student Life.....	69
Hazing.....	71
Lost and Found.....	71
Administrative and Business Services.....	72
Business Affairs.....	72
Business Services.....	72
Bursar (Student Billing).....	72
Bookstore.....	72
Human Resources.....	72
Administrative Services.....	73
Facilities Maintenance/Safety.....	73
Smoking and Tobacco-Free Campus.....	73
Campus Police.....	73
Campus Security Policy and Crime Statistics.....	73
Planning, Institutional Effectiveness and Research.....	75
Institutional Advancement.....	76
Alumni Association.....	76
Information Technology.....	76
Public Affairs and Marketing.....	76
Nunez Community College Foundation.....	76
Workforce Development.....	77
Academic Affairs.....	78
Learning Resources.....	78
Campus Library.....	78
Learning Laboratories.....	79
Experiential Educational Programs.....	79
College Cooperative Education Programs.....	79
Internship.....	80
Practicum and Clinical Experiences.....	80
Continuing Education Program.....	80
Academic Policies.....	81
Credit Hours and Grading System.....	81
Incomplete Grades.....	82
Repeat/Delete Policy.....	83

Dean’s List.....	83
Graduation Requirements .....	84
General Requirements.....	84
Requirements for a Second Degree or Certificate .....	85
Students in Discontinued Majors.....	85
Transfer and Re-entry Students .....	86
Graduation Honors.....	86
Degree Designations & GPA.....	86
Academic Status.....	87
Enrollment During a Suspension Period.....	87
Academic Status Determination in Specific Majors.....	87
Awarding of Non Traditional Credit.....	88
Awarding of Credit for Prior Learning and Experience .....	88
College Board Advanced Placement (AP) Program.....	88
AP Credit Procedure .....	88
Advanced Placement by ACT.....	88
Criteria and Procedures for Advanced Placement by ACT .....	89
English .....	89
Mathematics.....	89
Credit Examinations.....	89
Procedures for Credit by Examination.....	90
College Level Examination Program (CLEP) .....	91
Procedures for CLEP Credit .....	91
Life Experience Assessment Program (LEAP).....	91
Procedures for Leap Credit .....	91
Military Credits.....	92
Procedures for Requesting Credit for Military Experience .....	92
Non-Traditional Credits from other Institutions .....	92
General Policies and Procedures.....	93
Attendance .....	93
Major.....	93
Change of Major .....	93
Dual Majors .....	94
Course Load.....	94
Courses in Sequence .....	94
Dropping Courses and Withdrawing from College .....	94
Examinations and Portfolios .....	95
Off-Campus Educational Experiences.....	95
Student Classification .....	96
Class Standing.....	96

Full-Time/Part-Time Status .....	96
Official 14 <sup>th</sup> /7 <sup>th</sup> Day Enrollment .....	96
Curriculum Information .....	97
Reading Requirements .....	97
General Education Courses.....	97
English .....	97
Analytical Reasoning/Mathematics .....	97
Arts.....	97
Humanities .....	98
Natural Sciences.....	98
Social/Behavioral Sciences.....	99
Academic Program Information .....	100
Academic Programs .....	100
Student Learning Outcomes.....	102
College Wide General Education Outcomes .....	102
Business .....	102
Care and Development of Young Children .....	102
Culinary Arts.....	102
Emergency Medical Technician/Paramedic .....	103
Heating, Ventilation, and Air Conditioning.....	103
Industrial Technology .....	103
Medical Office Management .....	104
Nursing.....	104
Paralegal.....	104
Patient Care Technician .....	104
Teaching.....	104
Welding.....	104
Programs of Instruction.....	105
Technical Competency Areas .....	105
Certificate of General Studies.....	105
Certificate of Applied Science .....	105
Certificate of Technical Studies.....	106
Technical Diploma Programs .....	106
Associate Degree Programs.....	106
Associate of Arts.....	106
Associate of Applied Science .....	107
Associate of Science .....	107
Program Descriptions.....	108
Articulation Agreements.....	161
Course Descriptions .....	162

Faculty.....	320
Faculty Awards .....	326
Excellence in Teaching .....	326
Freeport/McMoran Endowed Professorship .....	326
Lamarque Endowed Professorship .....	327
Arelene Soper Meraux Endowed Professorship .....	327
Duke Robin Family Endowed Professorship.....	327
Meraux Foundation Endowed Professorship.....	327
Joey Georgusis Endowed Professorship .....	327
Jack Rowley Endowed Professorship .....	328
Stewart Enterprises Endowed Professorship .....	328
Tate & Lyle North American Domino Endowed Professorship.....	328
Nicholas P. Trist Endowed Professorship.....	328
Administration and Staff.....	329
Office of the Chancellor.....	329
Academic Affairs .....	330
Students Affairs .....	330
Institutional Advancement .....	330
Business Affairs .....	331
Final Exam Schedules.....	332
Map of the College.....	335



# **ELAINE P. NUNEZ COMMUNITY COLLEGE**

A Comprehensive Community College

Chalmette, Louisiana

Member of the Louisiana Community & Technical College System

## **NUNEZ COMMUNITY COLLEGE CATALOG**

**2017-2018**

Volume 26

### **EQUAL OPPORTUNITY STATEMENT**

Elaine P. Nunez Community College adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Education Amendments of 1972); or disability (Section 504 of the rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Director of Human Resources in the Administration Building at 3710 Paris Road or by calling 504-278-6418.

This Catalog supersedes all catalogs previously published. Policies, regulations, and procedures contained herein were in effect as the publication went to press. The College reserves the right to make administrative and policy changes regarding any items published in this catalog. Changes will be posted in the catalog section of the College's website at [www.nunez.edu](http://www.nunez.edu).

#### Catalog Contributors

Richard Greene

Chris Hintzen

Tonia Loria

Becky Maillet

Jessica Mire

Dr. Victoria Palmisano

Sandra Phillips

Teresa Smith

Bobby Turner

## NUNEZ COMMUNITY COLLEGE EXECUTIVE OFFICERS

Thomas R. Warner, Ed.D  
Teresa Smith, M.A.  
David Huff, M.S., C.P.A.  
Tonia Loria, M.Ed.  
Becky Maillet, M.Ed.  
Lenny Unbehagen, M.Ed.  
Richard Greene, M.P.A.

Chancellor  
Vice Chancellor for Institutional Advancement  
Chief Financial Officer  
Dean of Academic Affairs  
Dean of Student Affairs  
Dean of Planning and Institutional Effectiveness  
Director of Human Resources

### LOCATION

3710 Paris Road  
Chalmette, Louisiana  
70043  
Phone (504) 278-6200  
Fax (504) 278-6480

### MEMBERSHIP, ACCREDITATION, AND APPROVAL STATUS

Nunez Community College is an approved two-year college by the actions of the Louisiana State Legislature, Louisiana Community & Technical College System Board of Supervisors, the Louisiana Board of Regents, and the U.S. Department of Education.

Nunez Community College is accredited by the *Southern Association of Colleges and Schools Commission on Colleges* to award associate degrees, certificates, and diplomas. Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nunez Community College.



Additionally, the Associate of Applied Science in Industrial Technology program is accredited by the *Association of Technology Management, and Applied Engineering (ATMAE)*.



**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
BOARD OF SUPERVISORS**

**Dr. Monty Sullivan**

**System President**

265 South Foster Drive  
Baton Rouge, LA 70806  
(225) 922-2800

TIMOTHY W. HARDY	Baton Rouge, LA, <b>Chair</b>
DENI GRISSETT	Sunset, LA, <b>First Vice Chair</b>
STEPHEN TOUPS	Baton Rouge, LA, <b>Second Vice Chair</b>
HELEN BRIDGES CARTER	Greensburg, LA
ERIKA MCCONDUIT	New Orleans, LA
WILLIE MOUNT	Lake Charles, LA
MICHAEL MURPHY	Bogalusa, LA
NORWOOD “WOODY” OGÉ	Avondale, LA
PAUL PRICE, JR.	Winnsboro, LA
JOE POTTS	Metairie, LA
MARK D. SPEARS, JR.	Marerro, LA
CRAIG SPOHN	Benton, LA
STEPHEN SMITH	Schriever, LA
VINCENT ST. BLANC, III	Franklin, LA
CHARLES STRONG	Sarepta, LA
ZACHARY HITT	LDCC, Student Member
DARELL RICHARDSON	SCLTC, Student Member

**BOARD OF REGENTS  
FOR HIGHER EDUCATION**

**Dr. Joseph C. Rallo**

**Commissioner of Higher Education**

Post Office Box 3677

Baton Rouge, LA 70821-3677

(225) 342-4253

RICHARD A. LIPSEY	Baton Rouge, LA, <b>Chair</b>
EDWARD D. MARKLE	New Orleans, LA, <b>Vice Chair</b>
MARTY J. CHABERT	Chauvin, LA, <b>Secretary</b>
CLAUDIA H. ADLEY	Benton, LA
BLAKE R. DAVID	Lafayette, LA
THOMAS G. HENNING	Lake Charles, LA
ROBERT W. LEVY	Dubach, LA
ROY O. MARTIN, III	Alexandria, LA
CHARLES R. McDONALD	Bastrop, LA
DARREN G. MIRE	New Orleans, LA
WILBERT PRYOR	Grambling, LA
T. JAY SEALE, III	Hammond, LA
W. GRAY STREAM	Lake Charles, LA
COLLIS B. TEMPLE, III	Baton Rouge, LA
JACQUELINE VINES WYATT	Prairieville, LA
ADARIAAN WILLIAMS	Grambling, LA <b>Student Member</b>

## Fall 2017 Academic Calendar

August 2017		Time
14-15 (M-T)	Faculty Institute	9:00 am – 4:00 pm
16-17 (W-Th)	On Campus Registration Assistance	9:00 am – 6:00 pm
18 (F)	On Campus Registration Assistance	9:00 am – 4:30 pm
19 (Sat)	On Campus Registration Assistance	9:00 am – 1:00 pm
21-22 (M-T)	On Campus Registration Assistance	9:00 am – 6:00 pm
21 (M)	First Day of Class for <b>Full Semester &amp; Fast Lane 1</b> <b>Payment Due Date for Tuition &amp; Fees</b>	
29 (T)	Last day to withdraw and receive 100% refund.	
31 (Th)	Last day to withdraw and receive a 75% refund (tuition only).	
September 2017		
4 (M)	Labor Day	Campus Closed
6 (W)	Last day to withdraw and receive a 50% refund (tuition only).	
7 (Th)	Last day to withdraw and receive a 25% refund (tuition only).	
8 (F)	Official 14 <sup>th</sup> Day of Class	
22 (F)	LCTCS Conference Day	Classes Do Not Meet
29 (F)	Last day to withdraw from <b>Fast Lane 1</b> with a “W”	
October 2017		
9-13 (M-F)	Midterm Week	
9 (M)	Last day of Class for <b>Fast Lane 1</b>	
11 (W)	Final Grades for <b>Fast Lane 1</b> Due	
11 (W)	First day of Class for <b>Fast Lane 2</b>	
13 (F)	Spring 2018 Priority Registration for Military and Veterans	
16 (M)	Spring 2018 Registration available in LOLA	
16 (M)	Midterm Grades Due for <b>Full Semester</b>	
19 (T)	Last day to withdraw and receive 100% refund for <b>Fast Lane 2</b> Classes.	
November 2017		
3 (F)	Last day to withdraw from <b>Full Semester</b> Classes with a “W”	
20 – 21 (M-T)	Study Days	Classes May Not Meet
22-24 (W-F)	Thanksgiving Holiday (Classes Do Not Meet)	Campus Closed (Th-F)
December 2017		
6 (W)	Last Day of Class for <b>Full Semester</b> and <b>Fast Lane 2</b>	
7-14 (Th-Th)	<b>Final Exams</b>	
18 (M)	Final Grades due for <b>Full Semester</b> and <b>Fast Lane 2</b>	
21-31 (Th-Sun)	Winter holiday	Campus Closed

All dates are subject to change. Monitor [www.nunez.edu](http://www.nunez.edu) for current information.

## Spring 2018 Academic Calendar

January 2018		Time
1-3 (M-W)	Winter Holiday	Campus Closed
9 (T)	Faculty Institute	9:00 am – 4:00 pm
10-11 (W-Th)	On Campus Registration Assistance	9:00 am – 6:00 pm
12 (F)	On Campus Registration Assistance	9:00 am – 4:30 pm
13 (Sat)	On Campus Registration Assistance	9:00 am – 1:00 pm
15 (M)	Martin Luther King Holiday	Campus Closed
16-17 (T-W)	On Campus Late Registration Assistance	9:00 am- 6:00 pm
16 (T)	First Day of Class for <b>Full Semester &amp; Fast Lane 1</b> <b>Payment Due Date for Tuition and Fees</b>	
24 (W)	Last day to withdraw and receive 100% refund.	
29 (M)	Last day to withdraw and receive a 75% refund (tuition only).	
31 (W)	Last day to withdraw and receive a 50% refund (tuition only).	
February 2018		
1 (Th)	Last day to withdraw and receive a 25% refund (tuition only).	
2 (F)	Official 14 <sup>th</sup> Day of Class	
12-16 (M-F)	Mardi Gras Holiday (Classes Do Not Meet)	Campus Closed (M-W)
March 2018		
2 (F)	Last day to withdraw from <b>Fast Lane 1</b> with a “W”	
12-16 (M-F)	Midterm Week	
13 (T)	Last Day of class for <b>Fast Lane 1</b>	
14 (W)	Final Grades due for <b>Fast Lane 1</b>	
14 (W)	First Day of Class for <b>Fast Lane 2</b>	
19 (M)	Midterm Grades Due for <b>Full Semester</b>	
22 (Th)	Last day to withdraw and receive 100% refund for <b>Fast Lane 2 Classes.</b>	
30 (F)	Spring Holiday	Campus Closed
April 2018		
2-6 (M-F)	Spring Holiday	Classes Do Not Meet Campus Closed (Sat-Sun)
13 (F)	Last day to withdraw from <b>Full Semester</b> or <b>Fast Lane 2</b> Class with a “W”	
May 2018		
9 (W)	Last Day of Class for <b>Full Semester</b> and <b>Fast Lane 2</b>	
10-17 (Th-Th)	<b>Final Exams</b>	
18 (F)	Final Grades due for graduates	
21 (M)	Final Grades due for <b>Full Semester</b> and <b>Fast Lane 2</b>	
24 (Th)	Graduation (Tentative)	

All dates are subject to change. Monitor [www.nunez.edu](http://www.nunez.edu) for current information.

## Summer 2018 Academic Calendar

<b>May 2018</b>		<b>Time</b>
28 (M)	Memorial Day	Campus Closed
29-31(T-Th)	On Campus Registration Assistance	9:00 am – 6:00 pm
31 (Th)	First Day of Class for <b>Full Semester</b> and <b>Fast Lane 1</b> <b>Payment Due Date for Tuition and Fees</b>	
<b>June 2018</b>		
6 (W)	Last day to withdraw and receive 100% refund	
7 (Th)	Last day to withdraw and receive a 75% refund (tuition only).	
8 (F)	Last day to withdraw and receive a 50% refund (tuition only).	
8 (F)	Official 7 <sup>th</sup> Day of Class	
28 (Th)	Last day of class for <b>Fast Lane 1</b>	
28 (Th)	Last day to withdraw from <b>Full Semester</b> classes with a “W”	
<b>July 2018</b>		
2 (M)	Final Grades Due for <b>Fast Lane 1</b>	
2 (M)	First Day of Class for <b>Fast Lane 2</b>	
4 (W)	Independence Day (Classes do not meet)	Campus Closed
26 (Th)	Last Day of Class for <b>Full Semester</b>	
31 (M)	Last Day of Class for <b>Fast Lane 2</b>	
<b>August 2018</b>		
1 (W)	Final Exams for <b>Full Semester</b> and <b>Fast Lane 2</b>	
2 (Th)	Final Grades due for <b>Full Semester</b> and <b>Fast Lane 2</b>	

**All dates are subject to change. Monitor [www.nunez.edu](http://www.nunez.edu) for current information.**

## HISTORY

Elaine P. Nunez Community College is a unique institution of higher learning with an equally unique history. The College bears the name of the late wife of the Honorable Samuel B. Nunez, Jr., President of the Louisiana State Senate from 1982-1988 and from 1990-1996; it was the first public institution of higher learning in Louisiana to be named for a woman. Elaine P. Nunez was a lifelong resident of St. Bernard, where she was educated. She was extremely interested in and actively supportive of public education. When Mrs. Nunez died, St. Bernard lost a civic-minded and dedicated individual who helped set the stage for growth and improvement in local education.

In recognition of Mrs. Nunez's support of public education, the 1992 Louisiana State Legislature passed Act 341, establishing Elaine P. Nunez Community College. The Act merged Elaine P. Nunez Technical Institute and St. Bernard Parish Community College to form a comprehensive community college, offering both vocational and technical programs and arts and sciences programs. The new College was placed under the management of the Board of Trustees for State Colleges and Universities, effective July 1, 1992, and Dr. James A. Caillier, the president of the Board of Trustees, acted as the College's first president.

True to its heritage, Elaine P. Nunez Community College experienced a unique beginning in that Hurricane Andrew struck the New Orleans area on the day registration for classes was scheduled to begin. With strong support from the local community, however, the College was able to open three days later.

In the spring of 1993, Elaine P. Nunez Community College was accredited by the then Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates, and diplomas. (Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nunez Community College.) This accreditation was reaffirmed for ten years in 1997, in 2009, and again in 2017.

On July 1, 1999, the management of the College, along with five other community colleges, was transferred to the Board of Supervisors for the Louisiana Community and Technical College System. At the same time, the title of the College's chief executive officer was changed from "president" to "chancellor."

On August 29, 2005, Nunez Community College and its entire service area were struck by Hurricane Katrina, in what would become the greatest natural disaster to affect the United States in recorded history. St. Bernard Parish, the home parish of the campus, was almost completely decimated. The College took a direct hit and suffered flood waters which, in many areas, did not recede for weeks. The first floor of every building on the Chalmette campus was flooded more than seven feet.



Despite dire predictions, the College presented a fall “minimester” within weeks of the disaster, enrolling students in on-line classes, classes at Slidell High School, and other locations. By the end of December, the Facilities Department along with volunteer crews and others, had gutted the first floors of the buildings and had electricity, water, and sewer connections in the Arts, Sciences & Technology Building. The College became an oasis in the ravaged parish and catalyst for business with industry revitalization as it opened the campus for business in January of 2006 and resumed classes *on campus* on January 25, 2006.

Since 2006, the College has experienced unprecedented growth, exceeding our pre-Katrina enrollment in 2010, and experiencing our highest Spring Semester enrollment in 2014. Nunez can credit some of this growth in enrollment to a very successful dual-enrollment program that has averaged over 700 students each fall and spring.

## FACILITIES

Since its inception, Nunez Community College has been rapidly growing, especially in regards to the transformation of its facilities. While Nunez was the victim of the calamitous effects of Hurricane Katrina, the devastating aftermath was the catalyst of Nunez’s invigorating revitalization. Since the restoration of Nunez’s campus commenced, Nunez’s classrooms have widely expanded and continue to do so.

The College is located on the site of the former technical institute. During the first year of operation, technical institute classrooms and shops were used to accommodate technical programs. There were, however, no facilities available to house academic courses and programs. Initially, trailers served as classrooms while construction to expand the permanent academic facility began. By the end of the 1993-94 academic year, Building D, constructed in part by students in the technical programs, was erected. This building was initially equipped with general classrooms, Health and Natural Sciences faculty offices, labs, and classrooms. An addition to the building has since been built. This extension allowed Nunez to enhance the learning resources and environment in Building D to include science classrooms and laboratories. Furthermore, since the 2015-16 academic year, an elaborate greenhouse has been built on site, which offers a supplemental, hands on learning experience to relevant lecture courses.

In the fall of 1998, the College acquired an additional facility, the Stewart Administration Building. This building, located on Paris Road, a main north-south artery connecting Chalmette to East New Orleans, held administrative offices and a large conference room prior to Katrina. The building has since been demolished and rebuilt. Its reconstruction was completed in the 2015-16 academic year, and it is now where student affairs, institutional research, human resources, institutional advancement, business affairs, and the office of the Chancellor are located.

In January, 2000, the three-story Arts, Sciences, and Technology building was dedicated. The building, located on a site midway between the original buildings on Lafontaine Street and the Stewart Administration Building on Paris Road, is comprised of a 400-seat auditorium, a library that can accommodate more than 60,000 volumes, a law library, several general purpose and specialized classrooms, and faculty offices. Its newest edition includes the Student Success Center where students can receive supplemental services to enhance the quality of their college experience. There, students can receive academic advising, career advancement, dual enrollment counseling, and transition advising. Nunez students are also provided with tutoring services to improve their understanding and overall success in all major areas of study.

In February of 2003, the College named a wing of one of the older buildings after John J. Kane, former director of the Elaine P. Nunez Technical Institute. Kane was instrumental in the merger that produced Nunez Community College and was active in the educational arena, even in his retirement. The wing formerly called “Building A” was dedicated as “The Kane Technology Wing.” Due to irreparable damage, this building was demolished in 2016 and is currently being reconstructed as a new technical building, which will house trades and culinary arts.

The newest addition to the campus is the Fine Arts building located on Magnolia Street across from the Arts, Sciences, and Technology Building. It was completed and put into use during the 2016-17 academic year. It houses all fine arts, music, theater, and CDYC programs and classes.

## ACADEMIC GROWTH

Since its origin, Nunez Community College has shown steady progress in its quest to become an institution of higher learning that will have a tremendous impact on the future of its service area and the State of Louisiana. By the end of the 1993-94 academic year, the student body had an annual growth rate of approximately seven percent. Prior to Hurricane Katrina, the College served approximately 2,400 students each semester in credit courses. Enrollment in continuing education courses added to that number. Enrollment in Fall 2010 exceeded pre-Katrina numbers.

Nunez still continues to provide dynamic course and program offerings. Working constantly with businesses and industries, Nunez provides quality workforce training and with four- and two-year colleges to provide consistent and accurate articulation of course credit. To enhance transfer opportunities for students who wish to continue their education, the College has developed articulation agreements with four-year institutions throughout the region.

In addition to the growth in programs and articulation, Nunez has pursued community support in the form of its *Investing in Educational Excellence Capital Campaign*. Nunez received funds for eight Endowed Professorships from various businesses and individuals in the community and raised over one million dollars in the Capital Campaign. The College continues to pursue development opportunities, both through the Nunez Community College Foundation and through outside funding agencies. The Foundation usually sponsors events to raise funds for the

College's programs and services. In addition to Foundation funding, Nunez currently averages over 20% of budget from grants and contracts.

To further develop the institution and provide service to the community, Nunez Community College and the St. Bernard Economic Development Council have formed a partnership through a resolution establishing that group as the Advisory Council to the Chancellor for Workforce Development. This partnership strengthens the mission of the College to serve the economic development needs of the community and the career development needs of its students. In every area, Nunez continues to expand, thus continuing its history of growth and diversity and establishing itself as the educational leader in its service area.

## MISSION

Nunez Community College is a comprehensive community college offering general education and occupational technologies curricula that blend the humanities, social sciences, and natural sciences and lead to associate degrees, certificates, and workforce development opportunities.

## GOALS

Nunez Community College Educational Goals include providing:

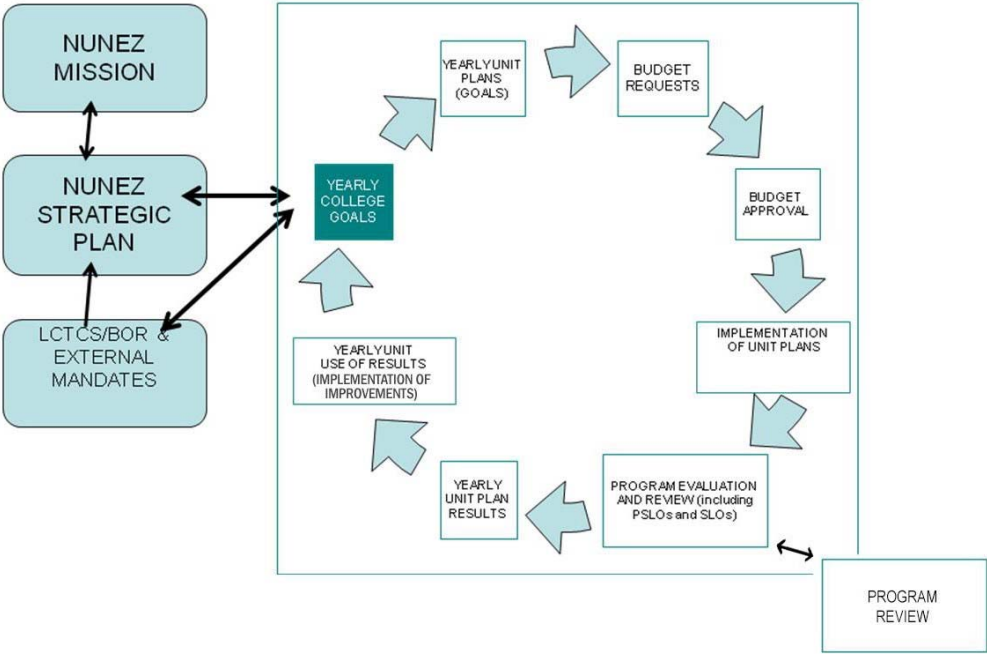
1. Educational opportunities that prepare students for lifelong learning, responsible citizenship, productive and satisfying careers, as well as the opportunity to transfer to senior institutions;
2. A variety of occupational programs with input from local employers and industry that prepare students for immediate employment;
3. General education courses that transfer to senior institutions;
4. A program of developmental education for students who need to strengthen their academic backgrounds;
5. Student support services including educational counseling, placement testing, and career counseling designed to assist students in selecting a course of study that meets their needs;
6. A means to acquire an awareness of global and multicultural issues that produce responsible world citizens;
7. Opportunities for gaining basic and general understanding of ethics;
8. Instructional methods that include technologies and distance learning options that prepare students for careers in the 21<sup>st</sup> century;
9. Continuing education courses and services that meet the needs of students and the community.

## COMMITMENT TO INSTITUTIONAL EFFECTIVENESS

Nunez Community College is responsible for providing not only the resources and facilities necessary for quality instruction and services but also an ongoing evaluation of the quality of its programs and services. Nunez’s quest for quality is exhibited in its Strategic Plan.

The College’s Strategic Plan is broad based and involves faculty, staff, alumni, the community, and students. The Plan evaluates how effectively the institution achieves its goals as outlined in the College’s Mission and Statement of Purpose. This evaluation process encompasses a variety of assessment methods that measure the effectiveness of both educational programs and support services. College personnel then use the results of these assessments to identify strategies for improvement. Once strategies have been identified, the institution seeks to implement changes that will enable it to fulfill its stated purpose.

## INSTITUTIONAL EFFECTIVENESS PLANNING MODEL



## EDUCATIONAL POLICY AND SERVICES

The administration, faculty, and staff of Nunez Community College are dedicated to creating a positive climate for encouraging the lifelong learning process and to providing the following services:

**Open-door admissions, policies, and procedures** that encourage the diversity of interests, aptitudes, talents, and needs of the community;

**Occupational programs and courses** lasting several weeks to two years in the areas of arts, sciences, business, and technology, which may lead to job entry, career advancement, or pursuit of a higher degree;

**General education and articulated courses** that prepare students in the liberal arts and that provide for a smooth transition into a senior institution;

**Developmental courses** that prepare students for college-level studies;

**Comprehensive student services** including counseling, academic advising, financial aid, job placement, and student activities to meet the needs of the College community;

**Continuing education** through sponsorship of non-traditional instructional programs, professional consultation, short courses, institutes, seminars, and similar non-credit courses for which continuing education units may be awarded; and

**Learning resources** including a library, instructional laboratories, and state-of-the-art equipment.

# ADMISSIONS AND REGISTRATION

## ADMISSION TO THE COLLEGE

Students seeking admission to Nunez must meet the admission requirements for the classification under which they are entering. Admissions applications should be submitted prior to or during the registration period of the semester the student desires to enroll.

Any applicant who applies for admission to Nunez Community College will not be denied admission on the basis of race, religion, sex, national origin, marital status, veteran status, or disability.

Emergency Medical Technology, Practical Nursing, Teaching, and Industrial Technology-Fast Track are limited-enrollment programs that have special admissions requirements as identified in their respective program descriptions.

Requests for general admissions information should be directed to:

**Admissions Office  
Nunez Community College  
3710 Paris Road  
Chalmette, LA 70043  
Phone 504-278-6467  
OR  
admissions@nunez.edu**

Admission applications should be completed online at [www.nunez.edu](http://www.nunez.edu). Anyone wishing to apply in person may do so at the Admissions Office. Applications should be made as early as possible in the semester preceding the period of anticipated enrollment. An application fee of \$20 will be assessed and is non-refundable, regardless of whether or not the applicant completes the enrollment process.

**It is the responsibility of all students to familiarize themselves with rules and regulations of the College as stated in this Catalog.** Additionally, those who plan to transfer credits earned at Nunez must familiarize themselves with the program, course, and grade requirements of the college to which they plan to transfer.

## ADMISSION REQUIREMENTS

All students applying to the College may be fully admitted if the following criteria are satisfied:

1. The student has completed and submitted an application for admission;
2. The student has provided proof of selective service registration as required by Louisiana R.S. 17:3151 (if applicable);
3. The student has provided proof of immunization in compliance with Louisiana R.S. 17:170 (if born after 1956).

All admissions requirements must be met within 30 calendar days from the official first day of class. If the student fails to provide all requested documents, a registration and transcript hold will be placed on his or her academic records.

Students enrolling in courses which have prerequisites as outlined in this *Catalog* may need to submit test scores and/or official transcripts from prior institutions. These documents may be submitted to the Admissions Office.

In accordance with the Clery Act's mandate to offer a Sexual Violence Prevention Program, first time freshmen will be provided with an electronic training opportunity at new student orientation. The link to complete the training will also be sent via email after the first day of class.

## HOME-SCHOOLED STUDENTS

Admissions requirements for home-schooled students are the same as for all new students. All home-schooled students without a high school diploma or GED/HiSET are eligible to apply for admission provided they have successfully completed an approved or registered home-school program in accordance with Louisiana General Laws or the laws of their home state. So that the College may determine whether a student has participated in an approved/registered home-school program, the student shall submit, at the time of the admissions application:

1. Proof that s/he is sixteen (16) year of age or older.
2. An official, current transcript for any coursework completed.

3. Documentation verifying the home-school's registration or approval status by the State of Louisiana—Board of Elementary and Secondary Education or equivalent governing body in the student's home state.

Students under the compulsory attendance age of sixteen (16) and who have completed their home-school program must submit a letter from the student's school district's superintendent or school committee stating that the student is not considered truant and is not required to attend further schooling. The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

## IMMUNIZATION

As required by Louisiana R.S. 17:170, Schools of Higher Learning, and as a condition of enrollment, all Nunez Community College students born after 1956 must provide proof or waiver of immunization. The required immunizations for institutions of higher learning are as follows:

1. Measles, Mumps, and Rubella (MMR)--Two (2) doses
2. Tetanus, Diphtheria (Td/Tdap)--One (1) dose in the last 10 years
3. Meningococcal meningitis--Two (2) doses OR one (1) dose, if first dose was given on or after age 16

Louisiana R.S. 17:170 states that no person seeking to enter any school shall be required to comply with the provisions of immunization if the student submits either:

1. A written statement from a physician stating that the procedure is contraindicated for medical reasons
2. A written dissent from the student or parent (waiver)

Forms to be completed by the student's physician or other health care provider, as well as a waiver, are available in the Student Affairs Office and online. Some specific programs have additional immunization requirements.

In the event of an outbreak of measles, mumps, rubella, tetanus, diphtheria, or meningitis, the College will require unimmunized students to leave campus until the outbreak is over or until they submit proof of adequate immunization.

The Nunez Community College Health Center, located in trailers J-11 and J-12, is able to provide some students with proof of immunization records as well as immunizations. Call 504-278-6318 for more information.



## PROOF OF RESIDENCE

New students may be required to provide proof of their residence with their application for admission. Acceptable documentation may include vehicle registration, voter registration, marriage to a resident, full-time employment for one year, designation of Louisiana as one's permanent address on school and employment records, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate the location of a student's official domicile. The Dean of Student Affairs or Director of Admissions may require multiple forms of proof in order to determine residence for admissions and billing purposes.

Regulations establishing residence are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the semester/term of enrollment for which resident classification is sought. A student may not establish residence while residing in Louisiana for the primary purpose of attending school.

The Non-Resident Fee policy is further explained in the "Tuition and Fees" section of the *Catalog*.

## SELECTIVE SERVICE REGISTRATION

The Federal Selective Service Act, along with Louisiana R.S. 17:3151, requires male applicants between the ages of 18 and 26 to provide evidence that they have registered with Selective Service (SS) before they will be allowed to register for classes. The Admissions Office is able to verify registration electronically, however, students may be asked to provide documentation such as a copy of the applicant's SS Registration Card or a printout from [www.sss.gov](http://www.sss.gov) indicating the applicant's registration status.

The following categories of students are exempt from this requirement:

1. Males currently in the armed services and on active duty;
2. Veterans of the armed services who submit a copy of their DD-214 discharge certificate;
3. Non-citizens who first entered the U.S. after they turned 26.

## AMERICANS WITH DISABILITIES ACT (ADA)/SECTION 504

Nunez Community College complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments. The ADA Coordinator is responsible for meeting individually with students to determine if special accommodations are needed, to determine what documentation is needed, and to arrange the appropriate accommodations as required under ADA and Section 504.

Students with special needs should contact the ADA/504 Coordinator at (504) 278-6422 at least 90 days before planning to enroll so that authorized accommodations can be arranged in a timely manner.

**Students requesting or receiving accommodations should be aware that it is their responsibility to inform the ADA Coordinator regarding any change in the status of their disability, their enrollment, or their accommodations.**

**It is also the responsibility of the student to notify the ADA Coordinator for continued accommodations prior to the beginning of each semester.**

## ORIENTATION

All first time freshmen and transfer students are encouraged to attend one of the New Student Orientation sessions offered twice per year. Details of New Student Orientation are sent by email invitation and published on the school website.

Additionally, an online orientation module is available year-round to all students on the Canvas learning platform.

For questions regarding orientation, contact Student Affairs at (504) 278-6467 or email [admissions@nunez.edu](mailto:admissions@nunez.edu).

## ADMISSION CLASSIFICATIONS

### FIRST-TIME ENTERING FRESHMEN

A freshman student enrolling in college for the first time (never having attended any regionally-accredited college) may enroll at Nunez if he or she meets one of the criteria below:

1. A high-school graduate of a secondary school approved by a state department of education.
2. A recipient of a state-issued high-school equivalency diploma (GED/HiSET)
3. A home-schooled student who has successfully completed an approved or registered home-schooled program in accordance with Louisiana General Laws or the laws of the student's home state.
4. A home-schooled student who has not completed an approved program, a non-high school graduate (with no GED/HiSET), or a graduate of a non-accredited high school. Such a student must show the ability to benefit from college by completing all necessary developmental courses if placement test or ACT scores indicate a need for them. Those whose test scores indicate that remediation is necessary will be admitted and must complete and show satisfactory progress in all required developmental courses prior to regular admission in a degree or certificate program. Home-schooled students not requiring remediation will be eligible to enroll in college-level courses and may matriculate in a degree or certificate program.
5. A student who has not completed a high school diploma or earned a GED/HiSET, and are at least 16 years old.

### TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at any other postsecondary school. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended.

Official transcripts, sent directly by mail or electronic eScript from the Registrar of the previous institution(s) to the Nunez Admissions Office, must be submitted if transfer credit will be applied to a degree or certificate program during the student's enrollment at the College or if a prerequisite must be fulfilled as outlined in this *Catalog*. Once received, transfer credits from regionally-accredited institutions of higher education will be recorded on the student's permanent academic records. The College will compute the grade point average for transfer students in the same manner as is done for a Nunez student.

Upon receipt of each transcript, Admissions Office personnel determine if the institution where the credit was earned is accredited or recognized. All credits earned at regionally-accredited schools are accepted in transfer; however, not all credits earned may apply toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken more than 8 years before a student transfers to Nunez Community College is determined by the Department Chair or Program Manager in which the student's program of study resides.
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Department Chair or Program Manager.
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
  - Plus (+) or minus (-) symbols will be disregarded
  - Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
  - Failing grades, including W, will count as hours attempted.
  - Grades in developmental courses are treated the same as grades in other courses.
  - Grades of NC (no credit) will not be recorded
  - Incomplete ("I") grades will be treated as "I" grades issued by Nunez and will be converted to "F" if not converted to a passing grade by the Nunez deadline.
4. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
5. A transfer grade of "D" may not meet the course pre-requisites for courses in a sequence. Refer to the "Course Descriptions" and "Program Descriptions" sections of the *Catalog* to verify minimum grade requirements for specific courses.
6. If the transfer work was earned in quarter hours, the credits will be converted to semester hours. (The number of quarter hours times 2/3 equals the number of semester hours.)
7. The Louisiana Board of Regents Student Transfer Guide and Articulation Matrices (<http://www.regents.la.gov/page/master-course-articulation-matrix>) as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements, will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE) are generally not accepted at Nunez Community College. However, students transferring from non-regionally accredited institutions can request credit, provided the college itself can document that faculty qualifications and student competencies in the transferred courses are equivalent to Nunez courses.

Students may pursue one of the following avenues to gain acceptance of this coursework:

1. Use the coursework as a basis to apply for credit by examination.
2. Use the coursework as a basis to apply for LEAP (Life Experience Assessment Program) credit.
3. Establish that a regionally-accredited institution has accepted the courses in question toward a degree or certificate.

### TRANSFER GPA

A student who transfers to Nunez with an adjusted cumulative/overall grade point average (GPA) of 2.00 or higher will be admitted in good standing.

A transfer student with less than a 2.00 adjusted cumulative/overall GPA will be admitted on academic probation. If in the first semester, the student fails to achieve a semester grade point average of 2.00 or higher, the student will be academically suspended for one semester.

Transfer students who were on academic suspension at their previous institution may not be admitted to Nunez until their suspension period had ended. However, students may appeal in writing to the Dean of Academic Affairs or his/her designee to enroll while on academic suspension. Students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.

### MATRICULATING STUDENTS

A matriculating student is defined as a student taking courses for credit who intends to complete an associate degree or certificate program at Nunez Community College.

### NON-MATRICULATING STUDENTS

Students who wish to take credit courses for personal enrichment, job improvement, or reasons other than to pursue a degree or certificate are permitted to enroll as non-matriculating students.

**Non-matriculating students are not eligible for financial aid.**

## WORKFORCE DEVELOPMENT STUDENTS

Students who wish to take courses that include workforce training, leisure, and non-credit courses. **Workforce Development students are not eligible for financial aid.**

## STUDENTS CURRENTLY ENROLLED IN HIGH SCHOOL (DUAL ENROLLMENT)

Dual enrollment agreements between Nunez Community College and area high schools provide educational opportunities for high school juniors and seniors. A current high school student who has the approval of the College, the high school principal or designee, **and** parent or guardian may attend Nunez Community College while still enrolled in high school.

The College reserves the right to limit the number of hours and the particular courses for which a high school student may enroll. Contact the Dual Enrollment Coordinator at 504-278-6425.

## INTERNATIONAL STUDENTS

Nunez Community College is currently not issuing student visas for international students to attend college. To be eligible for a student visa, a student must maintain full-time study in an approved program. It is not always possible for the College to guarantee that students will be able to enroll in a full-time course load. Rather than jeopardizing an international student's eligibility to remain in the country, Nunez recommends contacting one of the larger colleges or universities in the area that offers the program the student wishes to pursue.

## VISITING (SUMMER-ONLY) STUDENTS

Students who plan to enroll for a summer session only while on break from another institution are allowed to enroll. Students taking a course with prerequisites outlined in this *Catalog* must submit an official transcript or test scores indicating that they are eligible to enroll. Students who decide to continue past the summer will be required to apply for regular admission and meet transfer admissions requirements.

## RE-ADMITTED STUDENTS

Students who interrupt their studies by failing to register for and attend classes during a fall or spring semester must submit a new admissions application before re-enrolling at Nunez. A student who does not enroll at Nunez for a fall or spring semester must adhere to the *Catalog* in effect at the time of re-entry in order to meet graduation requirements.

## ACADEMIC RENEWAL

Nunez Community College provides students an opportunity to restart their academic record after a break in enrollment and a demonstration of academic maturation upon re-enrollment. Academic renewal provides a student with the opportunity to restart his/her college study in academic good standing by eliminating previously-attempted courses from the student's current GPA. An application for renewal does not ensure approval; rather, each application will be evaluated on its merits and approved only when the student convincingly demonstrates potential for success.

The following guidelines apply:

1. No less than one semester must elapse between the end of the semester in which the student was last registered for credit at any college or university and enrollment under Academic Renewal.
2. The student must submit an application for academic renewal to the Dean of Student Affairs during the semester the student first registers at Nunez. The application shall include evidence that sufficient academic maturation has been achieved and that there is reasonable expectation of satisfactory performance.
3. The Dean of Student Affairs will evaluate each application and recommend to the Dean of Academic Affairs or designee only those who meet the criteria. Applying does not ensure approval.
4. If Academic Renewal is granted, the only prior academic credit that will carry forward is for courses where a grade of "C" or higher was earned. However, the prior record remains a part of the student's overall academic record.
5. If Academic Renewal is granted, the date is entered on the transcript. Hours excluded through Academic Renewal **will be** included in a student's financial aid status for determination of the timeframe standard.
6. Specific guidelines are outlined on the Request for Academic Renewal form.
7. Official transcripts from all prior institutions must be received by the Admissions Office at the time of the Academic Renewal request.

Academic Renewal granted at/by an institution within LCTCS shall be accepted and honored system-wide. A non-LCTCS institution may choose to not accept, in transfer, Academic Renewal granted by another institution. Students are encouraged to investigate the impact of the Academic Renewal policy if they plan to transfer to another institution outside of LCTCS.

## TUITION AND FEES

All tuition and fees must be paid at the time of registration except when a student qualifies for the deferred-payment plan or when a financial aid award has already been approved. Payment may be made either in person or online by logging into your LoLA account, clicking the *Student Account*, tab, *Payment Processing* tab and then the *Payment Options* tab. A student is considered officially registered once tuition and fees are paid and all admissions requirements have been met.

A small convenience fee may be assessed to students who elect to pay by credit card. A \$10 late payment fee will be assessed to those students whose full payments or payment arrangements are not completed within the registration period.

Students may be administratively dropped for nonpayment of tuition and fees. For specific tuition and fee amounts, consult the website ([www.nunez.edu](http://www.nunez.edu)) or call the Bursar's Office at 504-278-6403.

## TUITION APPEAL POLICY

Students may submit a Tuition Appeal within one year of the original semester start date to appeal an outstanding tuition balance that was not paid in full by the stated due date. The student must submit in writing a letter with any supporting documentation stating why the questioned tuition amount is incorrect and should be forgiven. The letter should be addressed to the Nunez Community College Tuition Appeals Committee and forwarded to the Nunez Community College Student Affairs Office.

Any person submitting an appeal after the account has been turned over to the State of Louisiana Attorney General's Office may be subjected to pay a 25% collection cost fee of the total tuition amount being appealed **even if approved**.

## NON-PAYMENT COLLECTION CLAUSE

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 applicable program as governed by the Nunez Community College *Catalog* will result in a violation of the terms and conditions of the student's enrollment contract with the College. After several unsuccessful attempts by Nunez Community College to secure payment, any remaining debts may be transferred to the State of Louisiana Attorney General's Office, or other outside collection agency, for collection. Upon transmittal for collection, the student will be responsible for collection/attorney's fees in the amount of at least twenty-five per cent (25%) of the unpaid debt, plus all court costs.



## TUITION AND FEES DEFERMENT

Throughout the registration period, a deferred tuition and fee payment plan is available online by applying at [www.nunez.edu](http://www.nunez.edu) and logging in to your LoLA account and clicking the payment option link on your student account summary tab. A minimum payment as defined by the college's payment plan of tuition and fees (fees will include a \$30 plan activation fee) must be paid at the time of enrollment in the deferred payment plan. Normally, the college opens the payment plan during early registration. If a student enrolls in the payment plan during early registration for the fall or spring semesters then the required minimum payment, depending on the enrollment date, will be either 1/5 or 1/4 of the total tuition and fees due (*1/4 is required during summer early registration*). If a student enrolls in the payment plan during regular or late registration for the fall or spring semesters then the required minimum payment will be 1/3 of total tuition and fees due (*1/2 is required during summer regular or late registration*). A small convenience fee may also be assessed to students who elect to pay by credit card. Information on the deferred payment plan is available from the Bursar's Office. Failure to comply with the deferred payment plan may result in the student being withdrawn from all courses.

## AUDITED COURSE FEES AND TUITION

Students auditing courses are assessed the regular tuition and fees for the courses enrolled.

## CREDIT BY EXAMINATION

A student will be assessed a fee of \$8 per credit hour when applying to take an examination to receive college credit. The fee is paid prior to taking the exam. The fee is non-refundable even if the student does not receive credit by examination.

## RETENTION FEE

All students who register at Nunez Community College are required to pay a \$5 retention fee. This fee will be charged in lieu of the graduation fee. Students who apply for graduation are not charged a graduation fee. The retention fee covers the graduating student's commencement announcements, a diploma, and diploma cover. All students are charged the retention at the time of registration. This fee is required even if the student is not graduating during the term in which the student is enrolled. This fee is non-refundable. The student will not be refunded any money if the student elects to graduate in absentia. In addition, students will have to purchase a cap, gown, and tassel from the bookstore if they are participating in commencement. This graduation regalia must be worn without any alterations in order to participate in graduation.

## LABORATORY AND OTHER COURSE FEES

Some areas of instruction, such as laboratory courses and courses that include competency testing, require extra fees. These fees are listed in this Catalog under the course descriptions.

## LATE-REGISTRATION

A student who registers after the close of the regular registration period is charged a \$10 late-registration fee.

## LEAP CREDIT

A student will be assessed a fee of \$8 per credit hour when applying for LEAP (Life Experiences Assessment Program) credit. The fee is paid upon receiving Department Chair or Program Manager's approval to pursue LEAP credit. The fee is non-refundable even if credit is not granted after the portfolio is evaluated.

## LIBRARY FINES AND REPLACEMENT

Fines will be assessed for overdue books and other materials borrowed from the Library. Unpaid fines will be added to a student's bill and will result in a hold being placed on the student's record. For non-returned items, the cost of replacement will be charged to the student.

## MOTOR VEHICLE REGISTRATION FEES AND FINES

A registration fee of \$20 is charged to all students who park a motor vehicle on campus. Fines beginning at \$20 may be assessed for parking violations. Motor vehicle registration must be renewed every fall semester. Students may park their registered vehicles in designated student areas. A student must present the following items before being issued a parking permit:

- A valid Nunez identification card
- Vehicle registration
- Driver's license
- Proof of insurance

Students who own more than one vehicle will be allowed to purchase additional parking decals. **Please note that parking decals must be affixed in the rear window on the driver's side of the vehicle.**

Students parking vehicles in areas designated as faculty and staff, visitor, handicapped or fire zones will be ticketed accordingly. For safety reasons, vehicles illegally parked in fire or handicapped zones may be towed at the student's expense.

## NON-RESIDENTS

A resident student is defined for tuition purposes as one who has abandoned all prior domiciles and has been domiciled in Louisiana continuously for at least one year (365 days) immediately preceding the first day of class of the term of enrollment for which resident classification is sought. A non-resident for tuition purposes is a student not eligible for classification as a resident under the following regulations.

An individual's physical presence in Louisiana for one year must be associated with substantial evidence that such presence was with the intent to establish and maintain a Louisiana domicile. Presence within the state solely for educational purposes will not be sufficient for residence classification regardless of the length of time in the state. Simply owning property, paying taxes, or having voting privileges in Louisiana does not by itself qualify a student for Louisiana residency.

Non-resident students will be charged an additional fee. Also, students enrolled only in web-based, electronically-delivered courses are not assessed a non-residence fee.

Once a student has earned an associate degree at Nunez, the student may be classified as a resident for tuition purposes to pursue subsequent degrees. Also, dependents of Nunez graduates may enroll as residents even if the parent is no longer a resident of Louisiana.

Military personnel on active duty and their dependents will be classified as residents during the time the active duty member is stationed in Louisiana.

Eligibility for classification as a Louisiana resident is determined by the Director of Admissions after the completed online application for admission and other related documents have been submitted. At least three (3) items of documentary evidence shall be required and all relevant documentation will be considered in the residency classification, including but not limited to vehicle registration, voter registration, Louisiana-issued professional license, marriage to a resident, full-time employment for one year, designation of Louisiana as one's permanent address on school and employment records, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate the location of a student's official domicile.

Once classified as a non-resident, a student may request a change in residency status with the Director of Admissions no later than ten (10) working days following the first day of class. If the reclassification is denied, the student may appeal in writing no later than ten (10) working days after the notice of such decision. The appeal will be forwarded to the Student Financial Assistance Committee, which will examine all documentation. If the Committee finds that the student is entitled to reclassification as a resident, such a recommendation will be made to the Chancellor and written notice of the decision will be sent to the student, the Admissions Office, and the Bursar. Failure of a student to comply with the stated deadlines shall constitute a waiver of all claims for reclassification for the applicable semester.

The complete Louisiana Community and Technical College System (LCTCS) Policy (#2.008) on residency for tuition purposes can be found in the Policies: Student Services section of the LCTCS website at [www.lctcs.edu](http://www.lctcs.edu).

### **STUDENT SELF-ASSESSED FEE**

The proceeds from the \$12 self-assessed student SGA fee go directly to the Student Government Association (SGA), which oversees disbursement of the funds for various student events. The SGA sponsors annual activities such as festivals, films, and speakers. In addition, funds are provided to various academic departments and clubs/organizations for cultural and social enrichment.

### **STUDENT ACTIVITY FEE**

Effective Summer 2017, all students will be assessed a \$3.00 per credit hour fee (capped at 12 hours) each Fall, Spring and Summer term. The proceeds from this assessment will be used to offer student activities throughout the year. A student activity calendar will be published and managed by the Student Affairs Office. Students are encouraged to meet with the Dean of Student Affairs if they desire to share ideas and/or participate in the planning of events.

### **TECHNOLOGY**

As per House Bill No. 2339 (Regular Session 1997) and with the approval of the SGA Governing Board, the College will assess each student a \$5-per-credit-hour technology fee to be used for the purpose of improving the technologies available to students. The fee will be assessed each term of enrollment on all hours for which a student enrolls, up to a maximum of \$60 per term.

### **TRANSCRIPT POLICY AND FEES**

All admission requirements and financial obligations to the College must be met in full before transcripts are issued. Students who have defaulted on student loans or who owe repayment of grant funds may not receive a copy of their transcript until the debt is cleared.

An Official Transcript may be obtained by completing an electronic transcript request form via our website under “Quick Links” at [www.nunez.edu](http://www.nunez.edu). The fee for an Official transcript is \$7.25.

Transcripts from the St. Bernard Parish Community College and Elaine P. Nunez Technical Institute were in paper format and were destroyed in the flooding from Hurricane Katrina. The College may not be able to verify attendance or graduation for alumni from these two former institutions. Affected students should contact the Registrar at 504-278-6424.

## RETURNED CHECKS

The Nunez Community College Bursar's Office will levy a \$25.00 NSF/banking fee for student returned checks from banking institutions due to non-sufficient funds (NSF), closed account, or stop payments.

## LOUISIANA NATIONAL GUARD WAIVER

Under the Louisiana R.S. 29:36.1, certain members of the Louisiana National Guard may be exempt from paying full tuition. Even with this exemption, a student must pay fees and purchase all required books and supplies. In addition, the student must be in good academic standing to receive the waiver.

The National Guard tuition exemption may be requested by contacting the Bursar **during each registration period** to verify the student's eligibility according to the LA National Guard State Tuition Exemption Program List. Repayment of amounts waived may be required upon withdrawal from College.

Guard members who are eligible for TOPS (Tuition Opportunity Program for Students) must also notify the Registrar and will be eligible for the TOPS National Guard Award in lieu of a regular TOPS payment.

## SENIOR CITIZENS

Senior citizens are encouraged to contact the Financial Aid Office to apply for a Pell Grant which is financial aid awarded by the Federal Government based on a student's income. A limited number of tuition waivers may be available to senior citizens age 55 and above who do not qualify for other financial assistance. To apply for a senior citizen tuition waiver, see the Bursar's Office.

## REFUND POLICY

Refund of tuition for the fall and spring semesters upon reductions in credit hours or official withdrawal from the College is made according to the schedule listed in the Academic Calendar. Refund deadlines vary for the summer session and for special short-term credit courses according to the length of those courses. The refund schedule for special sessions will be published in the Academic Calendar.

Refunds resulting from the reduction in credit hours during the published refund period will be processed, provided the student completes the drop/withdrawal process prior to the posted deadline. **Non-attendance does not constitute withdrawal.**

Students must request their refunds in the Bursar's office. Students who wish to appeal the refund they receive (or lack thereof) must complete a *Tuition Appeal Form* in the Student Affairs Office. A letter stating the reasons the student feels he or she is entitled to a refund should be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Student Financial Assistance Committee. The student will be notified in writing of the decision of the Committee. A student may make a final appeal to the Chancellor of the College.

**No refunds are made when a student is administratively dropped.**

### **RETURN OF TITLE IV FUNDS POLICY OFFICIAL AND UNOFFICIAL WITHDRAWAL**

A student who wishes to resign from the College must do so online via LoLA. Withdrawal includes a step that must be completed in the Financial Aid Office. If a student has received Title IV Financial Aid from the government and withdraws or stops attending class on or before completing 60% of the semester, the Federal Return of Title IV Funds policy will be applied. The policy will apply to any student who receives the Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Direct Loans who officially withdraws, stops attending and is administratively dropped, is dismissed, or never begins attendance in all classes.

Financial Aid recipients should contact the Financial Aid Office prior to completing the withdrawal process to ascertain if they will be affected by this policy.

## REGISTRATION PROCEDURES

### PLACEMENT TESTS

Students planning to enter Nunez Community College should request that their American College Test (ACT) score report be sent to the College. Nunez's ACT code is 1605. Students 25 years of age or older do not have to submit ACT scores.

American College Test (ACT) or Accuplacer Test scores from within the past three years are required of entering degree- or certificate-seeking freshmen students. The purpose of these tests is to ensure that students are properly placed in English, mathematics, reading, and general education courses. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate developmental courses to help prepare them to perform successfully in higher-level courses. Students who perform exceptionally well on placement tests may be placed in advanced courses. The College provides testing for students who do not have recent test scores. Prospective students should utilize the placement testing link at [www.nunez.edu](http://www.nunez.edu) for more information and to register for the placement test if needed.

Retake tests are available to students after a period of 30 days from the initial test date, or by special permission from the Dean of Academic Affairs or designee. Students must demonstrate some form of tutoring or remediation before retaking the placement test.

Students will not be refused admission because of low test scores. Tests scores are used for advising and placement purposes only. However, should the Dean of Student Affairs determine that an applicant has not demonstrated the ability to benefit from enrolling in college-level courses, the applicant will be referred to continuing education programs or restricted to enrolling in developmental courses as a non-matriculating student. Also, referrals to appropriate outside agencies will be made to assist the applicant in pursuing his or her goals.

Students requiring developmental reading courses are expected to fulfill these obligations within their first year of enrollment and will not be enrolled in any 2000-level course until all reading deficiencies are resolved. Students requiring DEVR 0740 cannot enroll in any general education courses above ENGL 1000 and MATH 1150. Students enrolled in DEVR 0780 may register for some 1000-level general education courses concurrently with their reading course; however, dropping the reading course may result in administrative withdrawal from the other general education courses.

## ACADEMIC ADVISING

All students are encouraged to meet with an academic advisor before enrolling in any course. Students should visit the Nunez Community College Advising Center regularly to ensure that they complete their program in an efficient and timely manner. Advisors are faculty and staff who have knowledge of the College's programs, courses, and policies. Academic advisors review test scores, previously-attempted college credit, and students' educational goals to approve specific courses each semester. Visit the LoLA portal to access your Advisor's name & contact information.

## STUDENTS IN ONLINE CLASSES

Students wishing to enroll in online classes offered by the College must

1. Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files; using email and the internet);
2. Have access to a computer with high speed (DSL/Cable) internet connection other than on campus;
3. Have an active e-mail address;
4. Have access to any software required by the course prior to the beginning of the course;
5. Complete the online orientation before registration or as the first class activity;
6. Participate in a face-to-face meeting.
7. Be able to take their final exam on campus or an approved site.

The following students are not eligible to enroll in online courses:

1. Students taking or testing into developmental classes. (Students required to take only MATH 0980 as a developmental class may take one on-line class.)
2. Students on academic probation or suspension.

Exceptions to these rules may be granted by the Dean of Academic Affairs or designee.

Classes offered through LCTCS Online may sometimes require the purchase of separate textbooks as described at <http://www.lctcs.edu/lctconline>. The LCTCS Online courses follow a different semester calendar than do Nunez's regular course offerings. For a complete listing of LCTCS Online courses, please refer to the Schedule of Courses each semester.



## AUDITING STUDENTS

Students who do not want to earn college credit may enroll for no credit under audit status during the registration period or, with the approval of the Dean of Academic Affairs or designee, later in a semester. A regularly-enrolled student may audit courses. Others who wish to audit must obtain official admission to the College.

Auditing students will not receive college credit, nor will they be permitted to take advanced-standing examinations or credit examinations on the courses audited. However, courses previously audited may be taken for credit by enrolling in the course. An auditing student is required to attend class and participate in course activities. The same fee schedule applies to audited courses. A student's enrollment status for most forms of financial aid will be based only on the semester hours scheduled for credit, not the hours taken under the audit status.

## CONCURRENT ENROLLMENT

A student who is enrolled at Nunez Community College is required to notify the Registrar whenever he or she enrolls at another college or university during the registration period of the semester or session in which the student is enrolled at both Nunez and another institution. Upon completion of each term of concurrent enrollment, the student is required to have an official transcript from the other institution sent to Nunez for the determination of academic standing.

This policy does not apply to students who are officially cross-enrolled under one of the agreements described in the next section.

## CROSS-ENROLLMENT AGREEMENTS

Through formal transfer agreements, Nunez students will be able to register for a limited number of classes at the University of New Orleans (UNO), Southeastern Louisiana University (SLU), Southern University of New Orleans (SUNO), and Delgado Community College (DCC). Students should contact the Registrar of their home campus for information regarding the procedures to be followed under the cross-enrollment agreements. Generally, you cannot take a course at the host institution if it is offered at your home institution during the academic year of your cross enrollment. Final approval rests with the officials at the host campus. Students from other institutions who wish to cross-enroll for Nunez courses should initiate the process with their home-campus Registrar and submit the signed paperwork to the Registrar's Office at Nunez Community College for approval. Contact the Registrar's Office for more information.

## ARTICULATION AGREEMENTS

Nunez Community College is a participant in the Louisiana Board of Regents Student Transfer Guide and Articulation Matrices located at <http://www.regents.la.gov/page/master-course-articulation-matrix>. On the College website, [www.nunez.edu](http://www.nunez.edu), students may find information about the Louisiana Transfer degrees, transfer agreements with several regional institutions, links to other colleges, and other resources to help them track their own progress toward graduation. Information on the transferability of courses may be obtained from Nunez advisors or the website; however, students are encouraged to contact the school to which they plan to transfer for an official evaluation of their transfer credit.

## MOBILIZATION/ACTIVATION OF RESERVISTS AND NATIONAL GUARD

The College recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, and international emergency situations. The College wishes to minimize the effects of this disruption on the students' academic careers.

If activation/mobilization occurs:

1. During the first 14 days of the semester, the student will be completely withdrawn from all classes with a full refund/cancellation of tuition and refundable fees. No grade will be recorded on the student's permanent record.
2. During the period between the 15<sup>th</sup> day of the semester and the last day to withdraw, the student will receive a "W" grade for all classes. Tuition and refundable fees will be refunded at 100%.
3. After the last day to withdraw with a "W" grade, the student may:
  - a. Choose to take a "W" in all classes, and receive a full refund, or
  - b. Request an incomplete ("I") grade for some or all courses, and receive a refund of only the prorated amount of tuition and fees for the courses in which a "W" has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the work.
  - c. Request, with the concurrence of the instructors of the affected courses, to receive a final grade based on the work that was completed up to the date of activation/mobilization, or
  - d. Request, with concurrence of the instructors of the affected courses, to take an early final examination.

To qualify under the provisions of this policy, a student must present official military orders to the Dean of Student Affairs. If the time between notification and activation does not allow the student to request consideration under this policy, a parent, or spouse may do so.

## STUDENT AFFAIRS

The Office of Student Affairs is responsible for all of the non-academic and non-financial aspects of a student's enrollment at the College. The Office is located in the Administration Building and is under the leadership of the Dean of Student Affairs. Student Affairs offers the following services to students and, in some cases, to the community at large.

## ADMISSIONS OFFICE

The Dean of Student Affairs and the Director of Admissions oversee the management of the Admissions Office personnel, policies and procedures. The main functions of this office are recruiting, processing of applications for admission, collecting and evaluating student credentials, and coordinating dual enrollment.

The Office also sends reminders to provisional students, evaluates records for incoming transfer students, and provides an array of printed materials to walk-in students, potential students at recruiting events, and campus visitors. Placement testing is also conducted during each registration period and by appointment.

Students who have questions regarding admission procedures, admission deadlines, or other information should call the Student Affairs Office at 504-278-6467.

## REGISTRATION AND STUDENT RECORDS

The Registrar is responsible for the maintenance and security of student academic records, as well as the scheduling of early, regular, and late registration sessions each semester. The Registrar is also charged with the enforcement of the College's academic policies and procedures.

The dates for registration, drop and add, and deadlines to withdraw are published in the *Catalog*. Registration is not complete until the appropriate fees have been paid or payment arrangements have been processed. A student may not register for credit courses in any semester after the scheduled registration dates for that semester without permission of the Dean of Academic Affairs or designee.

## TRANSCRIPTS

Student records, including academic transcripts, are housed in the Student Affairs Office. Copies of these records are available to students through written requests. Transcripts will not be sent to a third party without a written or electronic release initiated by the student, unless the request is from an authorized agency of the government.

All admission conditions and financial obligations to the College must be met in full before transcripts are issued. Students who have defaulted on student loans or who owe repayment of grant funds may not receive a copy of their transcript until the debt is cleared.

## CONTACT INFORMATION

Students who need to make changes to his or her mailing address, name, or phone number after registration, should do so online in LoLA. Students are held responsible for all communications sent by College offices to most recent (email & home) address provided.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The College recognizes that maintaining student information and academic records is vital to the student's education and to institutional research. The College is obligated to exercise discretion in recording and disseminating information about all students to ensure that privacy is maintained.

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Nunez Community College have access to their official records. Nunez assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parent's latest, Federal Income Tax Return. The Act further provides that certain information designated as "directory information" may be released by the College about the student unless the student has informed the Dean of Student Affairs or the Director of Admissions in writing that such information should not be released.

Directory information includes the student's name, address, telephone number, email address, date and place of birth, date of enrollment, division in which enrolled, classification, major, degree(s) earned, awards, participation in officially recognized activities, photograph, and the most recent previous educational agency or institution attended.

A student who desires that any or all of the above-listed information not be released must notify the Dean of Student Affairs or the Registrar in writing each semester within 10 days after the final day of registration.

## INTELLECTUAL PROPERTY AND SHARED ROYALTIES

Faculty, staff, and students involved in research activities related to their employment or enrollment at Nunez are governed by the LCTCS policy, which can be found at [www.lctcs.edu/policies/asp](http://www.lctcs.edu/policies/asp)

## STUDENT RIGHTS AND RESPONSIBILITIES

Nunez Community College provides relevant information in order to ensure that all students are familiar with their rights and responsibilities. New students are encouraged to attend an orientation at which the College's policies and procedures are presented and discussed. Students are also expected to read and follow all of the policies and procedures published or announced in this *Catalog*, the Nunez and LCTCS websites, and grade reports, as well as notices posted throughout the campus.

## STUDENT RIGHTS

In order to provide conditions indispensable to the full achievement of the objectives of higher education, the College guarantees the following rights to all students:

1. Consideration for admission and for scholarships without regard to race, color, gender, national origin, religious or political beliefs, military status, or disability.
2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes when such organizations do not infringe upon the rights of others.
3. Issuance of publications following appropriate procedures.
4. Democratic student governance.
5. Use of campus facilities with appropriate approval.
6. Choice of speakers and topics subject to approval.
7. Petition for changes through proper channels.
8. Due process in any disciplinary matters.

## STUDENT RESPONSIBILITIES

Acceptable student conduct is determined, in most cases, by good sense and judgment. The following acts, as set forth by legislative action, board policy, or College policy, are contrary to acceptable conduct. Any student who commits or attempts to commit any of these acts will be subject to disciplinary proceedings.

Actions requiring discipline include, but are not limited to, the following Student Code of Conduct:

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary action, or an authorized college event.
2. Unauthorized occupation of, or unauthorized entry into, any College facility.
3. Physical abuse, or threat thereof, against any person on campus or at any College-authorized event, or any other conduct that threatens or endangers the health and safety of any such persons.
4. Theft or damage to property of the College or a person on the campus.
5. Intentional interference with the right of access to College facilities or with any lawful right of any person on campus.
6. Setting a fire on campus.
7. Unauthorized use or possession on campus of firearms, ammunition, or other dangerous weapons, substances, or materials.
8. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
9. Forgery, alteration, or misuse of College documents, records, or identification.
10. Use, possession, distribution or acquisition of any controlled dangerous substances (Schedules I through V) in addition to any other substance whose use is controlled by state or federal laws.
11. Failure to comply with the directives of college officials, campus police, or other college, local or state officials when requested to do so.
12. Conduct that adversely affects the student's suitability as a member of the academic community (e.g., drunkenness, use of profanity, disorderly conduct, harassment in any form).

13. Smoking and other uses of tobacco or e-cigarettes in classrooms, laboratories, shops, and other designated places prohibited by law or campus policy.
14. Gambling on College property.
15. Sexual offenses including rape, acquaintance rape, and other non-forcible sexual offenses.
16. Littering, graffiti, or other defacement of campus property.
17. Bringing a pet of any kind inside campus building, unless approved in advance by the Dean of Academic Affairs or the Dean of Student Affairs.
18. Any breach or violation of any state, federal, or local laws on campus.
19. Aiding or inciting others to commit any act set forth above.

## **WEAPONS ON CAMPUS**

With the exception of duly-authorized law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus disciplinary action.

## **DRUG-FREE CAMPUS POLICY**

Nunez Community College prohibits the abuse of drugs, including alcohol, on campus, or at any activity sanctioned by the College. It is unlawful to possess, use, or distribute illicit drugs on Nunez property, or at any college-sponsored event, whether or not the event is conducted on campus. In addition, Nunez prohibits the use of alcohol on campus, except when approval is granted by the Chancellor for employees and outside groups or by the Deans of Academic and Student Affairs for student organizations. Students and employees who wish to serve alcohol at approved College functions must request approval in writing no later than two weeks prior to the scheduled event.

The College will provide referral services, and other assistance to students, faculty, and staff who seek help with substance abuse problems. The following sanctions will apply for failure to comply with the drug-free policy.

In addition, the Nunez Campus is a Tobacco-Free environment since legislation was passed in August 2014. Refer to the Smoking & Tobacco Free Policy at [www.nunez.edu](http://www.nunez.edu).

## COLLEGE SANCTIONS

Violation of the College drug policy by students, faculty, or staff will result in disciplinary action. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with Nunez.

## LEGAL SANCTIONS

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverage for any reason in any place open to the public. Driving under the influence of alcohol is also illegal in Louisiana. Anyone with a blood alcohol level of .08 or above (or above the legal limit in force at the time of occurrence) will be charged with driving under the influence or driving while intoxicated.

## PROGRAMS AVAILABLE FOR SUBSTANCE ABUSE COUNSELING, TREATMENT, OR REHABILITATION

The following clinics provide evaluations and out-patient treatment and are means of referral to in-patient public treatment facilities.

### **JEFFERSON PARISH**

#### **Addictive Disorders Center**

5001 West Bank Expressway  
Marrero, LA 70072  
504-349-8708

### **ST. TAMMANY PARISH**

#### **Florida Parish Human Service Authority (FPHSA)**

2331 Carey St.  
Slidell, LA 70456  
985-646-6406

#### **NorthLake Addicted Disorder Clinic**

900 Wilkinson Street  
Mandeville, LA 70448  
985-624-4450

**(Only Adults at least 21 years old)**



**ACER, Inc**  
**Addiction Counseling Education Resources**  
Arabi, Mandeville, Metairie, Slidell  
7532 W. Judge Perez Dr.  
Chalmette, LA 70043  
504-682-0064  
504-682-9550

## STUDENT DISCIPLINARY PROCEDURE

In cases of student misconduct, the following procedure applies:

1. **Initial Report:** A report is made in writing by the complainant to the Dean of Academic or Dean of Student Affairs or designee within 48 hours of the occurrence of knowledge of a violation of one or more of the enumerated Student Responsibilities.
2. **Dismissal or Further Investigation:** The Dean or designee shall determine whether the report alleges facts that set forth a violation of one or more of the enumerated Student Responsibilities. If it does not, the report is dismissed. If it does, the Dean conducts an investigation of the matter to include, but not be limited to, one or more face-to-face interviews of the accused violator(s), of witnesses for and against the accused violator(s), and the receiving of evidence relevant to the investigation.
3. **Sanctions:** If an investigation indicates to the Dean or designee that a violation of one or more of the Student Responsibilities has occurred, a sanction may be imposed on the accused violator(s) by the Dean or designee. In the event that a sanction is imposed, the accused violator(s) will be notified by certified mail of the decision to impose a sanction, the nature of the sanction, the reasons for the imposition of sanction, and the specific item(s) of evidence relied upon in reaching the decision.
4. **Right of Appeal:** Each accused violator has the right to appeal any portion of the decision rendered by the Dean or designee by notifying the Dean in writing of the intent to appeal. The notice of intent to appeal must be received by the Dean within 72 hours from the date of receipt of the Notice of Decision or the right of appeal is lost.
5. **Appellate Procedure:** Upon receipt of a timely notice of appeal, the Dean shall convene an Appellate Review Panel comprised of students, faculty, and staff not directly supervised by the Dean.
  - a) **Right to Counsel:** Accused violators possess the right to have counsel present at any proceedings of the Review Panel for the sole purpose of advising the accused violator. The proceedings are informal by nature and do not permit counsel to participate in any other fashion. Neither the Rules of Evidence, nor of Civil or Criminal Procedure, are applicable to these proceedings.

- b) **Scope of Review and Disposition:** The Review Panel is empowered to convene hearings, call witnesses, weigh evidence, and take all necessary steps to review the appropriateness of the decisions made by the Dean or designee with respect to the violations alleged, sanctions imposed, reasons for the decision and the evidence relied upon, or any other matter deemed relevant by the panel. The Review Panel is likewise empowered to affirm or reverse, wholly or in part, the decision of the Dean or designee. The Review Panel is empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if necessary. The Review Panel may adjourn and continue its proceedings as it deems necessary.
  - c) **Recording of Proceedings:** All proceedings of the Appellate Review Panel will be electronically recorded and, in the event of a further appeal, transcribed at the request of any party.
  - d) **Judgment of the Panel:** The review Panel’s judgment is reached by a voice vote of its members. The judgment shall be rendered in written form and shall include the reasons for the decision.
6. **Further Appeal:** Accused violators may appeal the Judgment of the Appellate Review Panel to the Chancellor within 72 hours of receipt of the judgment of the Appellate Review Panel. The judgment of the Chancellor constitutes a final judgment at the institutional level. The student may appeal the decision of the Chancellor to the Louisiana Community and Technical College System Board of Supervisors. The appeal must be filed within 30 calendar days of receipt of the Chancellor’s decision. The System staff shall then review the due process proceedings followed by the College and submit recommendations to the LCTCS Board.

**NOTE: No provision or part of this disciplinary procedure should be construed as a derogation of the right of any person accused hereunder to seek relief in any other forum for dispute resolution established under state or federal law.**

## STUDENT GRIEVANCE PROCEDURE

Nunez Community College adheres to policy that prohibits discrimination or harassment on the basis of gender, religious affiliation, ethnicity, age, political belief or national origin, and it affords students an orderly process for the redress of non-academic and non-financial grievances. The College will also attempt to resolve a problem that a student may have with its employees when the student can demonstrate that his or her participation in College programs or services is restricted by the problem.

Federal Law (20 USC sec. 1681 et seq.) provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

Regulations also require that colleges and universities implement a procedure for “prompt and equitable resolution of sex discrimination complaints.”

## LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POLICY REGARDING HARASSMENT

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and State Regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of Nunez Community College and LCTCS that unlawful harassment of employees and students is prohibited.

**Harassment** is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment that interferes with work performance. This includes harassment because of race, gender, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance, or regulation.

**Sexual harassment** is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
2. Submission or rejection of such conduct by an individual is used as the basis for employment affecting such individual, or
3. Such conduct has the purpose and effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, and academic performance.

Workplace harassment infringes on employees’ right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee—male or female—should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of prohibited conduct include:

1. Taking any personnel action on the basis of an employee’s submission to or refusal of sexual overtures;

2. Unwelcome or unwanted conversations;
3. Unwelcome or unwanted touching;
4. Continued or repeated verbal abuse of a sexual nature;
5. Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance;
6. Offensive comments regarding sexual or private matters;
7. Display of sexually suggestive pictures or objects;
8. Offensive jokes;
9. Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin, or disability; and
10. Any other offensive or abusive physical, visual, or verbal conduct.

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTCS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, or of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS. For additional information, please refer to the Campus Sexual Violence Prevention Program at [www.nunez.edu](http://www.nunez.edu).

## PROCEDURE FOR FILING A COMPLAINT

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employees who believe they are the subjects of harassment, or who have knowledge of harassing behavior, must report such conduct to their direct supervisor, and to the institution's Human Resource Department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the Chancellor's Office and in the office of the system president for the LCTCS system office staff. **Any student who believes they are the subject of harassment or who have knowledge of harassing behavior must report such conduct to the Dean of Student Affairs, located in the Administration Building on Paris Road, or by calling 504-278-6467.**

Employees or students also may submit a complaint to the institution's Chancellor. No students or employees are required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources (225-922-2800), Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, Louisiana 70806.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of Human Resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee, member of management, or student who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per Nunez Community College's policies in place governing students.

## SACSCOC COMPLAINT PROCEDURE

The following is intended to provide information to persons wishing to file a complaint if they believe that the College has violated specific sections of the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Before filing a complaint, please read the Commission policy “Complaint Procedures for the Commission or its Accredited Institutions” located on the SACSCOC website at [www.sacscoc.org](http://www.sacscoc.org).

The Commission reviews complaints submitted by students, faculty, and the public about its member institutions. This information helps the Commission assure that an institution continues to meet the standards of accreditation. Procedures have been established to provide a mechanism for the Commission to consider complaints that address significant violations of the Commission’s standards. All institutions accredited by the Commission on Colleges are required to have in place adequate procedures for addressing complaints by students, employees, and others.

As outlined in the complaint policy, it is the responsibility of the complainant first to attempt to resolve the matter with the institution. The complainant is responsible for providing evidence that all remedies available at the institution have been exhausted. In order to file a complaint with the Commission on Colleges, the complainant must describe these efforts on the complaint form, which can be found on the SACSCOC website.

## ACADEMIC APPEALS PROCEDURE

Academic appeals must follow the chain of authority as described in the procedures below.

Academic Appeals can be for:

1. Final grade disputes,
2. Drops for excessive absences, and
3. Academic standing and eligibility in courses and programs.

The general procedure for an academic appeal is as follows:

### **Final Grade Disputes**

Grades may be challenged until the end of the regular semester following the semester in which the grade was received. This includes the final grade given to a student who has been accused of alleged cheating or plagiarism. **Only final grades may be appealed.**

1. **Informal resolution:** The student discusses the matter with his/her instructor and tries to resolve the issue informally.

2. **Dean of Academic Affairs Review:** To pursue the matter further, the student appeals in writing to the Dean of Academic Affairs or designee. If the matter cannot be resolved to both the instructor's and student's satisfaction at the Dean level, the student must file a formal appeal in writing to the Chancellor.
3. **Chancellor Review:** To pursue the matter further, the student appeals in writing to the Chancellor attaching documentation and attempts to resolve the problem at that level. If the matter cannot be resolved to both the instructor's and the student's satisfaction with the Chancellor, the Chancellor may refer the matter to an ad hoc Academic Appeals Committee.
4. **Academic Appeals Hearing:** The Chancellor appoints an ad hoc Academic Appeals Committee and sets a hearing for a specific day, time, and location. The Dean of Student Affairs or the Chancellor's designee will serve on this committee. The Committee may review the student's written appeal and documentation by the student and instructor and may interview witnesses as it deems necessary. All parties will receive written notice of the outcome of the appeal. Decisions of the Academic Appeals Committee will stand unless the student or the instructor appeals in writing to the College Chancellor. The decision of the Chancellor is final.

## DROPS FOR EXCESSIVE ABSENCES

A student who is dropped by the instructor for excessive absences may appeal this action first to the instructor, then to the Dean of Academic Affairs or designee, and finally, in writing to the Chancellor. In order that the student may be reinstated, with the reasonable possibility of completing coursework successfully, the student will be allowed to attend class during the time the appeal is being considered. Specifically, the student will be allowed to attend class from the date the student first contacts the Dean until the student and instructor are notified of the decision by the Chancellor. Final authority rests with the College Chancellor.

## ACADEMIC STANDINGS AND ELIGIBILITY IN COURSES AND PROGRAMS

Students who are denied admission into a course or program may appeal to the Dean of Academic Affairs or designee. Normally, the decisions of the Dean of Academic Affairs are final and are subject only to review by the Chancellor.

## FEDERAL FINANCIAL AID

### SCHOOL CODE: 015130

Nunez Community College is dedicated to the philosophy that no student who desires a college education should be denied that opportunity because of a lack of funds. Various types of financial assistance programs are administered impartially through the Financial Aid Office, which counsels students on eligibility and application procedures to help students achieve their educational and professional goals.

Students who need financial assistance should start by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application explains which tax return students need for reference. No other documentation is necessary until the U.S. Department of Education processes the request. If it is necessary for the college to request more information from students for verification purposes, notifications will be sent to them by email and LoLA. Numerous financial resources such as grants, scholarships, and loans are available for students who attend Nunez Community College.

Applications for the next academic year (beginning in late August) are available October 1. Priority deadline is May 1. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College. Students must reapply for financial aid each academic year.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Administration Building by emailing [financialaid@nunez.edu](mailto:financialaid@nunez.edu).

## ELIGIBILITY FOR FEDERAL STUDENT AID

All financial aid funds are awarded to students without regard to race, color, religious or political affiliation, gender, sexual orientation or gender identity, citizenship, national origin, age, disability/handicap, marital status or veteran's status, pregnancy, childbirth, or medical conditions. Consistent with U.S. government requirements, Nunez Community College limits all financial assistance awards to the costs of attendance. Nunez Community College recommends filing for all state aid by **April 15, 2018**. Students can submit their completed FAFSA as early as **October 1**.

**Federal financial aid is dependent on the availability of funds and resources. To be eligible, a student must:**

1. Be a United States citizen, a resident of a Trust Territory, or has permanent resident status approved by the U.S. Citizenship and Immigration Services;
2. Possess a high school diploma or equivalent;
3. Be admitted to an eligible program;
4. Be in compliance with U.S. Selective Service registration requirements, if male and between the ages of 18 and 25 years old (see [www.sss.gov](http://www.sss.gov));



5. Not owe a refund on a previous federal Title IV grant and is not in default on federal student loans;
6. Not have been convicted of sale/ possession of illegal drugs.
7. Have maintained satisfactory academic progress (SAP) and is in good academic standing;
8. Have a valid Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office.

The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less than half-time is considered to be one to five credit hours per semester. Students must be enrolled in at least 6 credit hours to be eligible for student loans.

### **Financial Aid Application Procedure**

1. Apply for admission to Nunez Community College as a degree seeking student. Financial aid will be awarded after students are formally admitted into an eligible degree or program of study.
2. Complete the Free Application for Federal Student Aid (FAFSA), indicating Nunez Community College in the College Release Section (015130-school code). Students do not need to be formally admitted to submit the FAFSA application.
3. Nunez Community College receives the FAFSA results for review. This information contains the necessary information to determine eligibility for the various federal financial aid programs. Students must notify the Financial Aid Office if they are awarded funds from other resources and check their financial aid status in their LoLA account.

Students are notified of their eligibility with an Award Notification. Students must complete the loan award notification process by either accepting or rejecting the funds offered. Unaccepted awards are subject to cancellation. Students must reapply for financial aid each academic year. The financial aid process depends on the accuracy of the student's completed financial aid forms. Prompt return of requested documents expedites the process. Students should contact the Financial Aid Office if they have any questions.

## **VERIFICATION**

Verification is a process to confirm the information the student/parent provided on the FAFSA. Verification selection can be random or because a student's FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects 30% of students for the verification process. Processing can take up to two weeks. Therefore, timely submission of required documents is required. Applications are considered complete only after all necessary parties (student, spouses, parents, etc.) have provided the required/requested documentation containing complete and correct financial data.

Documentation may be required to confirm the information on the FAFSA. This will include a verification worksheet and may include the student/parents tax transcript. If the student is considered a dependent student, Nunez Community College may also request a copy of the parent's tax transcript.

As part of the verification process, taxable income for all tax filers from the previous year must be validated. To verify taxable income, the student must either:

1. Select the IRS data retrieval process link through the FAFSA online, or
2. Request Tax Return transcripts through the IRS. Students are required to submit a copy of their tax return transcript and their W-2s. Parent of a dependent student need to submit a copy of their IRS Tax transcript and W-2s in order to complete the Verification process. If the student can't locate these important documents they can easily be obtained, free of charge, from the IRS. The IRS can be reached at 800-908-9946.

Additionally, certain types of untaxed income and other items must be verified. For 2017-2018, verification tracking groups will place the student in one of the five verification tracking groups along with the required information:

*Standard Verification Group (V1)*

- Verification Worksheet
- IRS Tax Transcript

*Custom Verification Worksheet (V4)*

- High School Completion and Educational Purpose Statement Worksheet
- SNAP Verification Worksheet
- Child Support Verification Worksheet

*Aggregate Verification Group (V5)*

- Verification Worksheet
- IRS Tax Transcript
- High School Completion and Educational Purpose Statement Worksheet
- SNAP Verification Worksheet
- Child Support Verification Worksheet

*Untaxed Income (V6)*

- Verification Worksheet
- IRS Tax Transcript
- W-2 Untaxed Income Verification Worksheet

## TYPES OF FINANCIAL AID

### **Federal Assistance Programs (U.S.)**

#### *Pell Grants*

The Federal Pell Grant is a Federal grant which does not need to be repaid. The Pell Grant helps qualified students with financial need to meet their educational expenses. This grant is available only to undergraduate students who have not completed a bachelor's degree, or used more than 6 full-time equivalent years of the Pell Grant. In addition, a student must be enrolled full-time, (10 credit hours each quarter), to receive the maximum award. Part-time awards are available to eligible students attending less than full time, as well.

*Federal Supplemental Educational Opportunity Grants (FSEOG)*

The FSEOG is a federal grant program for undergraduate students with exceptional financial need. FSEOG funds are limited, and Pell Grant recipients are accorded priority. This grant does not need to be repaid.

*Federal Stafford Loans (Subsidized and Unsubsidized)*

The Federal Direct Loan programs offer federally guaranteed educational loans for students whose cost of attendance cannot be met by other financial aid programs. Unsubsidized loans are available to eligible students regardless of income level. Students must maintain at least half-time enrollment to receive federal loans. Repayment on the principle of the loans is deferred while the student remains in school on at least a half-time basis. The Subsidized Federal Loan does not accrue interest during deferment periods. The program's loan limits are:

<b>YEAR</b>	<b>DEPENDENT</b>	<b>INDEPENDENT</b>
First year (0 to 29 credits)	\$5,500 No more than \$3,500 of this amount may be in subsidized loans.	\$9,500 No more than \$3,500 of this amount may be in subsidized loans.
Second year (30 or more credits)	\$6,500 No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 No more than \$4,500 of this amount may be in subsidized loans.
Lifetime Limits	\$31,000	\$57,500

These limits are subject to change by the U.S. Department of Education. Students receiving financial aid may have the amount of their loans limited to meet federal guidelines. An origination fee may be deducted from the loan. Students are limited by an aggregate limit based on their academic career.

*Federal Work-Study Programs (FWS)*

Students who have financial need and who wish to earn part of their educational expenses through salaried or hourly employment may qualify for the Federal Work-Study program. Salaries will be based on the prevailing minimum wage, but also may be related to the type of work and any special skill required. Work-study funds are limited.

*TOPS Honors and Opportunity Awards*

All associate degree programs, technical diplomas, and one-year certificate programs offered at Nunez are eligible under the TOPS Honors and Opportunity Awards. Honors and Opportunity Awards may be used in fall and spring semesters only. Students should see the Registrar if they are TOPS eligible.

All associate of applied science degree programs, technical diplomas, and occupational certificate programs are eligible under the TOPS Tech Award. Tech Awards may be used in the fall and spring semesters and for certain required courses may be used in the summer when summer attendance is mandatory.

*U.S. Veteran and Military Student Assistance – Veterans*

Nunez Community College Financial Aid Office assists veterans, active duty military personnel, students who are in the United States Armed Services reserves, and eligible spouses and

dependents with the process of identifying and receiving tuition benefits. Veterans of the armed forces have ten (10) years succeeding the date of their active duty discharge to apply for educational benefits. Federal guidelines with regard to educational benefits are also obtainable through an education advisor at the appropriate military station branch or the Veterans Administration Regional Office.

## FEDERAL STAFFORD LOANS

### **Loan Application Procedure**

Log in to the Federal Student Aid Student Loans site at [www.studentloans.gov](http://www.studentloans.gov) with the Federal Student Aid ID. Students will need to complete the following:

1. Loan Request and Adjustment Form – Complete the Loan Request and Adjustment Form and submit to the Financial Aid Office.
2. Master Promissory Note (MPN) - Complete the Master Promissory Note (MPN) for Nunez Community College.
3. Loan Entrance Counseling - Complete the Loan Entrance Counseling for Nunez Community College.

### **Master Promissory Note (MPN)**

Nunez Community College requires first-time borrowers to complete the MPN at [www.studentloans.gov](http://www.studentloans.gov). Students must sign in using their own Federal Student Aid PIN to complete the Master Promissory Note. Students who do not have a Federal Student Aid PIN should visit [www.pin.ed.gov](http://www.pin.ed.gov) to obtain one.

### **Financial Literacy for Borrowers**

Nunez Community College provides borrowers with the following information and services throughout the course of their enrollment using a variety of means such as video/in-person counseling, college courses, publications, electronic newsletters to email accounts, and insertion of information in award letters:

- Income potential of occupations relevant to their course of study
- Information on personal finance
- Interactive tools to manage debt
- Information on loan repayment options

Not all students who meet the Title IV requirements for a loan will be offered a loan at Nunez. The College reserves the right to refuse a loan request based on students' previous borrowing/repayment history as well as total student loan indebtedness.

If students are placed on financial aid suspension at the end of the spring semester, their remaining loan disbursements will be cancelled and their loan repayment amount will be reduced accordingly.

First-time borrowers must complete the Direct Loan Entrance Interview and a Federal Direct Loan Master Promissory Note (MPN) online at [www.studentloans.gov](http://www.studentloans.gov). First-time borrowers will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester in which they are enrolled and must have completed the Direct Loan Entrance Interview.

## EXTERNALLY-FUNDED SCHOLARSHIPS

All scholarship awards are considered resources in determining eligibility for most financial aid programs and must be reported to the Financial Aid Office.

### **Financial Aid Contacts**

#### **TOPS Grants**

Meg Greenfield, Registrar  
504-278-6424

#### **Federal Programs**

#### **(Pell Grant, Loan, Federal Work Study, FSEOG)**

Financial Aid Office  
504-278-6479

#### **LAMP Scholarship**

Greg Bazin  
504-278-6299

#### **St. Bernard Career/Business Solutions**

504-278-4261

#### **Louisiana Office of Student Financial Assistance (TOPS and GO Grants)**

[www.osfa.la.gov](http://www.osfa.la.gov)

#### **Louisiana Rehabilitation Services**

1-800-737-2957

#### **Veterans Benefits**

[www.gibill.va.gov](http://www.gibill.va.gov)

1-888-442-4551

Or Maria Sanchez, Veterans Affairs Representative,  
Student Affairs Office, 504-278-6478

Information on all sources of financial aid may be obtained by contacting the

**Financial Aid Office  
Nunez Community College  
3710 Paris Road  
Chalmette, LA 70043  
504-278-6479**

## TOPS (Tuition Opportunity Programs for Students)

All associate degree programs, technical diplomas, and one-year certificate programs offered at Nunez are eligible under the TOPS Honors and Opportunity Awards. Honors and Opportunity Awards may be used in fall and spring semesters only. Students should see the Registrar if they are TOPS eligible.

All associate of applied science degree programs, technical diplomas, and occupational certificate programs are eligible under the TOPS Tech Award. Tech Awards may be used in the fall and spring semesters and for certain required courses may be used in the summer when summer attendance is mandatory.

The 2017-2018 deadline for TOPS is July 15, 2017, by which time students must have submitted an online FAFSA. However, Nunez recommends filing for all state aid by May 15, 2017. The information reported on the FAFSA will also be used for the Louisiana GO Grant.

## VETERANS BENEFITS

Discharged servicemen, reservists, those currently serving in the Armed Forces, and eligible dependents who plan to apply for Veteran's Administration (VA) Educational Benefits must contact the VA at 1-888-442-4551 [www.gibill.va.gov](http://www.gibill.va.gov). All forms for the VA are available through its website. Further information regarding regulations for veterans, dependents, or reservists may be obtained from the Financial Aid Office.

Once deemed eligible by the VA to receive educational benefits, students must meet with the VA representative at the College (in Financial Aid) so that their enrollment can be certified via the Internet each semester. To receive continued certification for benefits, recipients must remain in good standing. If students' cumulative Grade Point Average (GPA) places them on academic probation, the student will be allowed to receive VA benefits for one additional semester. If, after one semester, students fail to achieve a cumulative GPA of at least 2.00, students will not be certified to receive any additional VA benefits until they are once again in good standing.

### **38 U.S.C. 3679(c). Veterans Access, Choice, and Accountability Act of Official School Catalog Addendum**

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fees purposes:

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

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

## FEDERAL WORK STUDY (FWS)

Students interested in work-study should obtain an application for student employment from the Financial Aid Office. The Financial Aid Office (FAO) will determine eligibility for Title IV Federal Work Study (FWS). If it is determined that students are eligible, the FWS application will be submitted to the Human Resources. Campus personnel in need of work-study students will interview and may check references when considering an applicant for a student worker position. Upon selection, an appointment approval form must be completed by the student's Supervisor, the Financial Aid Office, and Human Resources. Supervisors will be contacted when the student is approved to begin work. Students are not to begin working until receiving such approval.

Each department shall be responsible for supervising its own student workers. This shall include ensuring that the student worker works the appropriate number of hours (usually no more than 20 hours per week) and ensuring that time sheets are submitted when due.

Federal Work Study students may be employed during periods of non-enrollment between semesters and during the summer; however, a statement of intent to enroll must be on file in the Financial Aid Office for each period of non-enrollment. Students working during the summer period of non-enrollment must also have filed a FAFSA for the upcoming award year for employment after June 30<sup>th</sup>.

Federal Work Study is a financial aid award, as are Pell Grants and Loans. Students are eligible for FWS if the total amount of the financial aid awards that they accept plus work-study wages do not exceed their need.

The example below shows a student with an annual cost of attendance of \$10,000, an Estimated Family Contribution (EFC) of \$2,000, a Pell Grant of \$5,000, an SEOG of \$1,000 and a Loan of \$2,000. If the student accepts all aid offered, he/she will not be eligible for FWS because his/her remaining need is \$0.

Budget (Cost of Attendance) = \$10,000

Estimated Family Contribution = \$2,000  
Pell Grant = \$5,000  
Direct Loan = \$2,000  
SEOG = \$1,000  
Unmet Need = \$0

However, if the student declines the loan, he/she will be eligible for FWS because his/her remaining need will then be \$2,000, which can be earned through FWS. Thus, students often must choose between FWS and loans.

Budget (Cost of Attendance) = \$10,000  
Estimated Family Contribution = \$2,000  
Pell Grant = \$5,000  
SEOG = \$1,000  
Unmet Need = \$2,000  
Maximum Earned under FWS = \$2,000

Students on Financial Aid Probation will be eligible for FWS for one probationary semester. Students placed on Financial Aid Suspension will not be eligible for FWS. All work-study participants must be in overall good standing with the College.

## FINANCIAL AID AWARDS

All award notifications will be distributed to students through LoLA.

The amount of federal financial aid awarded may vary, depending on a student's anticipated enrollment status (or in the case of late awards, the student's enrollment status at the time the award is given). A financial aid recipient must meet all eligibility requirements by the time the awards are processed and disbursed.

Students submitting completed applications by the priority date are usually processed first and receive their awards earlier. Students who apply after the priority date may receive financial aid, but could initially have to pay for tuition, fees, and books until all late applications are processed and awards distributed.

Tuition, fees, book purchases, and/or outstanding deferments are collected from financial aid payments once the awards are made. If there is a credit balance, that amount is refunded to the student via his/her selected refund payment option. A student's contact information on file with the school, including addresses (with signatures, where applicable), should always be kept current. Outdated or invalid information may cause delays in receiving a refund.

### **Aid Adjustments**

Your financial aid award will be adjusted for the following reasons:

- Enrollment status is verified on the last day of the drop/add period for each semester/term. If a student drops or adds classes by this date, the Pell Grant/TOPS/GO Grant and student loans awards will be adjusted accordingly.



- Faculty reports non-attendance for classes. A student's financial aid, including student loans, will be adjusted if the student does not attend any one of their classes (assuming the credit hours adjustment actually changes a student's aid eligibility).
- Receiving Pell Grant or Loans at two different colleges during the same academic year, which exceeds the total maximum limit for that year.
- Any aid may be adjusted, if a student totally withdraws before the federal deadline to withdraw and the student may have to repay the aid they did not earn. See more detailed information under "Title IV Policies."
- Direct Student loans and/or other student financial aid awards may be adjusted to prevent over award situations due to the receipt of either a fee discount, tuition aid, outside scholarship, change in residency classification, or similar assistance.
- Direct Student Loans will also be adjusted or cancelled based on a check of half-time status at the beginning of the loan period.

### **Disbursement of Federal Financial Aid Funds**

When financial aid is disbursed, the Bursar's Office first applies funds to tuition, fees, books and other amounts owed to the college, if applicable. Remaining award funds, if available are disbursed through the BankMobile refund system. Students will need to follow the directions received from BankMobile and choose how they want their refund delivered. Students may choose from their options, including a refund deposited to another bank account of the student's choice.

Students must have submitted all required financial aid paperwork by the published deadline each semester to receive a disbursement. Late applications will be processed and awarded weekly. Depending upon the date of receipt, students who submit late applications will be expected to pay their tuition and fees prior to receipt of their award.

Each semester, disbursements are issued approximately 4 weeks after the start of classes. Disbursements for late applicants will occur each week thereafter through the end of the semester, depending upon the date of approval.

*First Time Loan Borrowers:* All first time loan borrowers are subject to a thirty (30) day delayed disbursement of loan funds for the semester.

*Loan Borrowers:* Single semester loans will be issued in two disbursements, the second being after midterms.

## **BOOKSTORE**

Although financial aid funds are not disbursed until after the start of the term, students may charge books and class related supplies at the Nunez Community College Bookstore. To be eligible to charge expenses, students must:

- Be currently enrolled for at least 3 credit hours
- Be making satisfactory academic progress
- Have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges
- Not have any past due charges on their Nunez Community College student account

Students who submit approved financial aid applications by the priority deadline may charge books and class-related supplies within the published “charge” period prior to the start of a term. Those who apply late, depending upon date of submission, should be prepared to pay for their books to avoid delays in getting them.

If financial aid does not cover all charges, any amount still owed becomes a student account debt that must be paid by the end of the semester.

## ATTENDANCE

### **Attendance Policies**

#### *Failure to Begin Attendance*

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. If a student fails to begin attendance in a course, the institution is required to reduce the student’s financial aid enrollment level and eligibility.

#### *Last Date of Attendance Determination*

Students who have been paid federal financial aid funds are required to earn these funds by participating in classes. Students who no longer participate or withdraw from all their courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement, may have been overpaid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student’s last date of an academically-related activity. A federally mandated formula is used to calculate the amount of the overpayment.

## POST WITHDRAWAL

### **Post Withdrawal Disbursements**

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the College will disburse the funds within 90 days of the date of determination of the student's withdrawal date.

Nunez Community College maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent.

Nunez Community College’s Admissions and Registrar’s Offices can also provide students with the requirements and procedures for officially withdrawing from school.

## REFUND AND REPAYMENT

Refunds are distributed to the Federal Financial Aid programs based on calculations prescribed by the Department of Education. If funds remain available after all refunds to federal aid programs are made a credit may be issued to the student. The student may be asked to return financial aid funds in cases where the student drops courses, withdraws from courses, or vanishes from courses.

Students receiving financial assistance and who withdraw from all courses in a term are subject to the return of the Title IV aid refund policies dictated by federal guidelines. Dropping courses may affect students' current and future eligibility for financial aid. Students who withdraw from all courses prior to attending more than 60% of an enrollment term will have their eligibility for aid recalculated based upon the percent of the quarter attended.

A student who receives Title IV Federal Financial Aid may have to repay a pro-rated portion of the financial aid received if he or she does any of the following during the period spanning the first 60% of the term:

- Drops/withdraws from all classes.
- If full-time, drops/withdraws from enough classes to change their status from full-time to part-time.
- If part-time, drops/withdraws from ANY classes.
- Stops attending classes without notification.

A student meeting these conditions is billed for the amount owed, and a hold is placed on his/her account until payment is made.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The United States Department of Education mandates that students must maintain Satisfactory Academic Progress (SAP) toward the completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs including Federal Pell, Federal SEOG, Federal Work Study and Go Grants.

Satisfactory Academic Progress (SAP) is defined as:

- **Grade Point Average**—Achieving and maintaining a required 2.00 grade point average
- **Pace of Progression**—Passing a required number of hours (67% of all hours attempted) and
- **Maximum Time Frame**—Total attempted hours must not exceed 150% of the published length of the students' declared program of study. Refer to the Nunez Community College catalog at [www.nunez.edu](http://www.nunez.edu) for program requirements.

### When is SAP Reviewed?

Students will be evaluated at the end of each payment period (semester). At the conclusion of each payment period, 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 successful in completing his or her educational program at the required pace, is no longer eligible to receive Title IV assistance. An appeal may be filed and if approved, the student will receive financial aid but will be placed on financial aid probation.

Students who are on an academic plan will be monitored each semester. SAP will be reviewed and determined BEFORE aid is initially awarded and based on the official program of record.

### **How is SAP Reviewed?**

**SAP is measured in three ways:** (1) *Qualitative/GPA*, (2) *Quantitative/Pace*, and (3) *Maximum Time Frame*

#### **Qualitative Measure (GPA)**

The qualitative standard is the student's cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student's cumulative GPA must also increase. Nunez students must achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart that follows:

**All** grades for attempted coursework will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

#### **Quantitative Measure (Pace of Progression)**

In calculating the quantitative measure, Nunez Community College will measure the "pace" at which the student is progressing. This is calculated by dividing the cumulative course hours completed/passed by the cumulative/total course hours attempted. The College considers cumulative hours completed/earned and hours attempted to calculate "pace." Therefore, all courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework are considered, even if the student did not receive financial aid.

#### **Maximum Time Frame**

Students may receive federal financial aid if they have attempted no more than 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the Nunez catalog at [www.nunez.edu](http://www.nunez.edu). Determine the total number of hours required for the program and multiply that figure by 1.50. (Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes all hours pursued, earned, withdrawn, and failed. All of these hours are counted as attempted even if the student did not receive aid.

#### **How Other Factors Pertain to SAP**

##### ***"I" GRADES***

Any course in which an "I" grade is given counts in hours attempted. However, it is not included as earned until such time as the course is complete and an "A", "B", "C", or "D" grade is earned.

### **How to Submit an Appeal**

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to submit an appeal to the Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of extenuating circumstances maybe defined as, a prolonged illness, accidents that require hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented accidents or incidents. Only appeals documenting specific circumstances will be considered for approval.

All appeals **MUST** have documentation that corresponds with the type of appeal the student is filing.

Students may appeal to the Appeals Committee. The student must be able to meet the Nunez Community College SAP requirements by the end of the semester in which the student is appealing. In addition, students must complete the Financial Aid Appeal Form (available on our webpage at <http://www.nunez.edu/financial-aid-forms>).

### **Re-Establishing Financial Aid Eligibility**

Should the student choose to “sit out” or attend another school for a period of time, he/she is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at Nunez Community College “Sitting out” has no bearing on regaining eligibility).

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain eligibility for financial aid without the benefit of financial aid or
2. Submit an appeal to the Appeals Committee and receive approval from the Appeals Committee

To reestablish financial aid eligibility, a student must enroll and maintain regular attendance. Should a student choose not to enroll (“sit out”) for a semester, the student must meet the conditions listed below for re-enrollment.

### **Attend and regain without the benefit of Federal Financial Aid:**

Students may attend at their own expense without the benefit of federal financial aid, attempt and earn a cumulative 67% of hours attempted and earn the required 2.00 GPA.

### **Appeal (with an Academic Plan):**

If it is clear the student will NOT be able to meet the progress requirements by the end of the semester the student may appeal. The Academic Plan must be submitted with the Appeal, that “if followed”, will ensure that the student will be able to meet the Nunez Community College SAP requirements by a specific point in time, without exceeding 150% of their degree program. The student will be eligible for aid as long as the student adheres to the Academic Plan. Students who are following an Academic Plan will need to see the Faculty/Academic Advisor each semester prior to registering for classes.

If the appeal is approved (with An Academic Plan), the **Academic Plan** requires 100 percent successful completion of courses, no grades or marks of D, F, W or I, and the attainment of a 2.00 or higher semester/cumulative GPA.

## **Other Types of Appeals**

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval.

Effective Fall 2013, students failing to meet the quantitative standards by exceeding the federal 150% limit may appeal citing a change of major, change in degree (such as a change from a 4-year business degree to a 2-year science degree), a double major, or a second Associate's Degree. A completed "Satisfactory Academic Progress Appeal Form" Letter and a Degree Audit from Academic Affairs must be attached to the student's appeal form. These appeals are not automatically approved and are subject to approval by the Appeals Committee. If the Appeal is approved, the student will be placed on an Academic Plan.

## **Academic Renewal**

Academic Renewal does not apply toward federal student aid programs. When evaluating SAP courses, all courses that apply toward the program of study must be counted no matter when the courses were taken. However, students may use the mitigating circumstances of academic renewal to support a financial aid appeal.

## **FINANCIAL AID WARNING & PROBATION STATUS**

A student who fails to establish good academic standing or to make satisfactory academic progress (SAP) after a Financial Aid Warning period or after transferring in from other institutions becomes ineligible for financial aid. If the student has mitigating circumstances beyond his/her control that affected his/her ability to meet SAP standards, the student may appeal the loss of his/her eligibility. The law gives some examples where allowances might be made for mitigating circumstances; these examples are not limited to just these mitigating circumstances:

- Student becomes very ill or is severely injured (Must provide a statement from physician on official letterhead verifying illness with aligning dates included. Do not submit bills.)
- A student's immediate family member dies (Must provide death certificate and/or obituary. Immediate family members are parents, grandparents and siblings.)

To appeal the loss of eligibility, a student must complete a Nunez Community College "Financial Aid Appeal Form" and submit it with appropriate documentation to the Financial Aid Appeals Committee. A student may complete and submit a Financial Aid Appeal form by the last day to withdraw from a class with a "W". The documentation must be directly related to the events that affected the student's ability to meet SAP standards. The appeal should also include the steps the student is taking to ensure progress in the future. After completing and submitting the Financial Aid Appeal form, the committee will meet and render a decision within a week after receipt of the appeal form. The Financial Aid Appeal committee meets every Friday (more often during registration periods). If the appeal form is submitted on Thursday then the committee will notify the student in writing and mailed to the student's address listed on the Financial Aid Appeal Form by the Monday following the Appeal Committee meeting.

If the appeal is approved, the student will be placed on Financial Aid Probation and it will list specific requirements the student must meet to continue to receive financial aid. Financial Aid Probation means that a student may receive Title IV Higher Education Act (HEA) program funds

for one payment period. Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV aid during the period. Additionally, the student may have to submit an Academic Plan to the Committee for approval. The student must adhere to the Satisfactory Academic Progress (SAP) terms and conditions.

Students who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV funds for the following payment period. A student must meet SAP prior to having eligibility for Title IV HEA funding reinstated.

If a student's appeal is denied, the student may regain eligibility by meeting the conditions listed in the following section. Since there is no guarantee that Title IV, HEA financial aid will be reinstated by the Financial Aid Appeals Committee, students should be aware that they will need to pay their tuition and fees in order to secure their enrollment in selected classes. Students will be reimbursed if the appeal is approved by the Financial Aid Committee.

## REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

If a student fails to meet standards of academic progress and does not have mitigating circumstances; or the student fails to meet the conditions of an appeal, the student may apply for his/her aid reinstated after:

- Enrolling in at least 6 credit hours of courses required for a degree and
- Paying his/her fees without the use of **Title IV** financial aid and
- Complete all courses attempted with at least a "C" (2.0) grade in each course (**Grades of "W", "I", "D" or "F" need not apply for reinstatement.**)

Once the student has met all three requirements, he/she may submit an appeal form, based on the semester's final grade report. All requests for reinstatement will be reviewed and a decision will be made by the Financial Aid Committee. The Financial Aid Committee will review the appeal form and ensure that the student did, in fact, complete at least 6 semester credit hours and passed each class with a grade of "C" or better (2.0) (Appeal forms can be accessed from the Nunez Community College website ([www.nunez.edu](http://www.nunez.edu)) under Financial Aid. If the appeal is not received within 10 business days before the weekly meeting, the appeal will be reviewed in the following weekly meeting. Please allow up to two weeks for the Financial Aid Committee to respond in writing with a decision on the appeal.

## ACADEMIC RENEWAL

Academic Renewal does not apply towards federal student aid programs. When evaluating Satisfactory Academic Progress (SAP), all courses that apply toward the program of study must be counted no matter when the courses were taken. However, students may use the mitigating circumstances of academic renewal to support a financial aid appeal.

## DEVELOPMENTAL EDUCATION

The guidelines for the application of federal financial aid are outlined by the United States Department of Education in the Federal Student Aid Handbook. The limits to the application of federal financial aid to payment for developmental education are as follows: the maximum number of hours that a student may receive Title IV federal aid for developmental education courses is 30 hours within 12 consecutive months or one academic year. For students taking developmental education courses at Nunez Community College, the limit applies to repeat coursework as follows: a student may receive federal financial aid to take a developmental education course a maximum of two times; any additional attempts to complete the course will not be covered by federal financial aid, and the credit hours for the course will not count toward the student's enrollment status (full-time or part time). In other words, from that point forward, the credit hours for that specific developmental education course will not count in the enrollment status and the student will no longer be eligible to receive federal financial aid for developmental education courses.

## REPEATED COURSES

Repeated courses will count in the cumulative attempted hours. Only **one** repeated course may be funded with Title IV federal aid if the student has previously passed the course.

## WITHDRAWALS

A student who desires to withdraw from a course may do so, with the approval of the student's advisor or department head, during the period allowed for dropping a class. It is the student's responsibility to review the Nunez Community College Academic Calendar for the specific date by which one may drop a course. No notation of courses attempted will be made on the permanent record of a student who withdraws from the College by the last day to add classes in a particular semester. After that, the withdrawal from a course will be noted on the student's permanent record. It is the student's responsibility to consult the Academic Calendar for the specific date by which one may withdraw without receiving a grade notation.

*Official Withdrawal (completely withdraw from all courses)*

An Official Withdrawal occurs when the student notifies the Admissions Office, the Registrar's Office, or withdraws completely through LoLA:

- Completes a Notice of Enrollment Termination Form and a Financial Aid Exit Interview (for Loan repayment amount).
- If a student notifies the school of a withdrawal in writing then the date of withdrawal will be the date on the written notification.
- Completely withdraws on Nunez Community College's LoLA software system.
- An instructor notifies the Registrar's Office that the student has not been in attendance or withdraws student through LoLA.

Any course in which a grade of "W" is given is counted in hours attempted. Be aware that excessive withdrawals from classes could result in the loss of eligibility for financial aid. Additionally, students may be required to repay unearned aid for complete withdrawals and



will lose their eligibility if they fail to do so. Please see Nunez Community College's R2T4 policy on the web at [www.nunez.edu](http://www.nunez.edu).

All students, who have withdrawn and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal. Nunez Community College does not offer Leaves of Absences to students.

## RETURN OF TITLE IV FUNDS POLICY

This policy applies to students who withdraw (official or unofficial) or are dismissed from enrollment at Nunez Community College. It is separate and distinct from the Nunez Community College's Refund Policy. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

Nunez Community College must provide within 30 days of the date of the college's determination that the student withdrew, a written notification to the student.

The college has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement, if applicable. If a response is not received from the student within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

In accordance with federal regulations the calculated amount of the Return of Title IV Funds is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants
- Academic Competitive Grants (ACG)
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

## ENROLLMENT CERTIFICATION

Nunez Community College will certify the student's enrollment at the official 14<sup>th</sup> (7<sup>th</sup> in summer if the student is receiving summer financial aid) class day for the purpose of determining financial aid awards. After a student has submitted all required documentation, has completed the verification process, and is certified eligible for financial aid, students' status is considered as being a financial aid recipient. Students whose financial aid awards satisfy the minimum amount due to the College will be considered officially registered. Students are responsible for any amount not covered by their financial aid awards.

## FINANCIAL AID CONTACTS

**1-800-4-FEDAID (1-800-433-3243)**

TTY users may call:

**1-800-730-8913**

Students may also contact their Financial Aid Director at:

504-278-6478

Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*\*This policy is subject to change at any time, and without prior notice.*

## STUDENT SERVICES AND ACTIVITIES

### CAREER SERVICES

Nunez Community College's Career Services Office is a valuable tool that students can utilize to ease their transition into College, whether from high school, or after returning to College after an extended period of time. The services are available to all students in need of assistance with choosing a major, developing an academic plan that will lead to success in the student's chosen career field, researching occupational information such as job requirements and salary information, resume writing, personal presentation and interviewing skills, mock interviews, current job opportunities, job placement assistance, and transfer information for students planning to continue their education. An annual Job Fair is sponsored each year for students and the general public. The Career Services Office can be reached by calling 504-278-6257.

### DISABILITY SERVICES OFFICE (ADA)

Nunez Community College's Disability Services Office provides and coordinates tools, reasonable accommodations, and support services to allow students with disabilities to participate fully in the academic environment. Nunez complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments.

The Disability Services Coordinator is responsible for meeting individually with students identified as having a documented disability or impairment to review submitted documentation and arrange the appropriate accommodations, as required under the ADA and Section 504, and can be reached at 504-278-6422.

**It is the responsibility of the student to notify the ADA Coordinator for continued accommodations prior to the beginning of each semester.** Requests for special accommodations or services should be submitted to the Disability Services Office at least (4) weeks prior to the first official day of classes each semester.

**It is the responsibility of the students requesting or receiving services from the Disability Services Office to inform the ADA Coordinator regarding any changes in the status of their disability, their environment, or their accommodations.**

### VOTER REGISTRATION

The Disability Services Office provides assistance, in compliance with the National Voter Registration Act of 1993, with completing and submitting Louisiana Voter Registration Applications and Voter Declaration Forms to any student filing for Disability Services. This service is supplied to student with disabilities on an ongoing basis. For more information contact the Disability Service Office at 504-278-6422.

## MEDICAL EMERGENCIES

Family members who must reach students for a medical emergency should call Student Affairs at 504-278-6467. Only in cases of true medical emergencies will campus officials attempt to locate students. If students cannot be located, College personnel will attempt to notify the caller.

## STUDENT HEALTH SERVICES

The Nunez Community College Health Center is located in trailers J-11 & J-12. Employees and students may utilize health services and are encouraged to contact a Health Center representative at 504-278-6318.

The Clinic is staffed by a multi-disciplinary team of healthcare professionals. Before students and employees can be treated, a signed written consent form must be on file. Insurance is billed when available and a small fee assessed when applicable.

In the event of an emergency requiring medical attention, the instructor or other College employee will determine the severity of the injury and call 911 immediately, if necessary. In some cases, health care professionals on campus may provide temporary care or health counseling for students who are ill or injured. In an emergency situation, the professional may administer **first aid only** (including CPR) as indicated, until the services of a physician or EMS can be obtained.

In case of a major accident, one that requires immediate medical attention, the instructor or other College employee will call 911 for an ambulance and the person will be sent to an Emergency Room or Urgent Care Facility as determined by EMS personnel. The College will attempt to notify the student's emergency contact as soon as possible. The student will be responsible for the medical costs. A report of any accident or injury should be made by the College employee to Administrative Services as soon as possible.

In cases of questionable mental health or instability leading to possible accident, injury, or violence, the instructor or other College employee should call campus police (504-278-6332) and then the administrator on duty should be contacted.

All students are required to identify emergency contact information during the admissions application process. Students should list individuals who can be notified of accidents, injuries, or serious illness that occurs during school hours. Responsibility for treatment is to be assumed by the parents of minor students and by adult students themselves.

In addition to the Health Center on campus, the nearest medical care facility cooperating with the College is:

**St. Bernard Parish Hospital**  
**8000 W. Judge Perez Dr.**  
**Chalmette, LA 70043**  
**Phone 504-826-9500**

## OVERALL GOOD STANDING

Students must be in “overall good standing” to be eligible for student organizations, honors, and other extracurricular activities. Students are in overall good standing with the College when they have met the requirements of academic good standing, do not owe any money or property to the College or any of its departments, and do not have any disciplinary sanctions on file in the Office of Student Affairs.

## STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official body that represents all of the students of the College. All regularly-enrolled College students are automatically members of the SGA upon payment of tuition and fees. The membership has the authority to elect officers and senators. The SGA president serves on the Chancellor’s Council and is the voice of the students in the governance of the College. The SGA sponsors social, cultural, and educational events on campus and funds these activities through the self-assessed student activity fee, which is paid each semester by all students.

Through student petitions and referenda, the SGA has the authority to approve expenditures from the SGA self-assessed fees. Such requests also require the approval of the SGA Advisor. The SGA recommends expenditures from the technology fee paid by all students. The technology fee was reauthorized by the Spring 2013 student body. The technology fee funds computer equipment, computer technicians, essential supplies, and equipment for academic programs and student services that increase the level of technology available to students and improve student life and learning.

There are many College committees that include students as members. Meetings and other activities are posted on bulletin boards in campus buildings. Meetings of the SGA are open to all students and students are encouraged to get involved by attending meetings, seeking appointments as senators, and running for office in the spring election.

## STUDENT LIFE

The co-curricular activities of students are important to personal growth and development. At Nunez, all such programs are planned and coordinated through the Office of Student Affairs. Scholastic, professional, and service organizations have been developed in response to expressed interest and to provide leadership opportunities for students. Officers of all student organizations must maintain overall good standing. This also applies to all members of student organizations unless otherwise specified by the organization’s charter or constitution. Several organizations offer membership to College faculty and staff and the community, as well as students.

Intramural sports may be offered at the College at the request of a sufficient number of students.

Student activities are offered in cooperation with the Student Government Association, student organizations, and faculty sponsors. In addition, groups and students who have specialized needs and/or interests may petition the Dean of Academic Affairs and/or the Dean of Student Affairs for official recognition as a student organization.

Interested students may choose to become active in one or more of the following approved organizations:

**Culinary Club** is comprised of students with an interest in the Culinary Arts. The Culinary Club hosts fundraising food sales through the year and organizes and presents the annual King Cake Competition.

**EMS Student Organization** is comprised of EMT and Paramedic students interested in promoting awareness of Emergency Medical Services in the community through service. In addition to service, the organization promotes from within by having experienced paramedic students mentor new EMT students.

**Gamma Beta Phi National Honor and Service Society (GBP)** is a national non-profit, honor and service organization for students in higher education. Students must be committed to excellence in education, good character, and service. To qualify for membership, students must have completed 12 or more credit hours of college-level work and have earned a cumulative grade point average of 3.20 or better.

**INDT Club** is comprised of students who are currently pursuing the AAS in Industrial Technology. The Club often hosts workshops and roundtable events to promote knowledge of the industry and career attainment.

**Nursing** is comprised of students who have been admitted into the Practical Nursing program.

**Phi Theta Kappa Honor Society (PTK)** is an international, co-educational honorary society for students attending two-year colleges. To be eligible for membership, students must be currently enrolled in at least 3 hours of degree course work, have a 3.50 or higher grade point average on 12 or more hours earned from Nunez, be of good moral character, and show evidence of leadership abilities. Membership in Phi Theta Kappa is by invitation only.

**Warriors Prayer Club** is a Christian organization that meets weekly for prayer and fellowship.

## HAZING

The College has adopted the following policy to be followed by all students and student organizations, including but not limited to organizations, clubs, and intramural teams on its campus.

- A. No student organization shall employ a program or event that includes hazing.
- B. Hazing shall be defined as:
  - a. Any action taken or situation created, whether on or off College property, that is life threatening to the person;
  - b. Kidnapping, paddling, slapping, branding, burning with a cigarette, or any such activities that are life threatening to the individual or are intended to hurt or to humiliate the individual physically or mentally.
- C. Hazing may include the following activities when these activities are life threatening or intended to hurt or humiliate physically or mentally:
  - a. Physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;
  - b. Wearing apparel that is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste;
  - c. Engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) that is distasteful or designed to provoke nausea or inebriation;
  - d. Any form of verbal harassment, any action or situation that subjects an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
  - e. Any activities that interfere with the student's scholastic responsibilities;
  - f. The use of obscenities and vulgarities in dress, language, or action.
- D. It shall be the duty of all student organization members, pledges, and advisors to report immediately, in writing, any violation of this policy to the Dean of Academic Affairs and/or the Dean of Student Affairs. Any violation of this policy shall be investigated and appropriate disciplinary action taken. Officers and members of student organizations are expected to know and abide by all conduct regulations for student organizations.

## LOST AND FOUND

A Lost and Found box is located in the Student Success Center (AST building) and the Student Affairs Office (Administration building). Items turned in to Lost and Found must be claimed within 30 days. Unclaimed items will be discarded or donated to local agencies.

## **ADMINISTRATIVE AND BUSINESS SERVICES**

### **BUSINESS AFFAIRS**

The Division of Business Affairs includes all business and fiscal functions of the College and is under the administration of the Chief Financial Officer (CFO).

### **BUSINESS SERVICES**

The accounts payable, accounts receivable, payroll, restricted funds, and purchasing departments provide for the business needs of the College and are under the supervision of the Controller.

### **BURSAR (STUDENT BILLING)**

The Bursar's Office is responsible for the billing of students and/or third parties and the collection of payments toward student accounts. Problems with the tuition and fee bills should be directed to the Bursar.

### **BOOKSTORE**

The College has contracted with BBA Bookstores to provide bookstore services to students, faculty, and staff. The College Chief Financial Officer monitors bookstore activities to ensure that the bookstore is meeting the needs of students and faculty.

### **HUMAN RESOURCES**

The Office of Human Resource is part of the Department of Business Affairs. Its function is to develop and administer Human Resource activities that are designed to fulfill the college mission through the fair, efficient, and economical use of personnel in accordance with the requirements of Nunez Community College and the Louisiana Community and Technical College System.

This office formulates and issues policies concerning placement and recruitment, employee relations, and training and employee development. In addition, this office develops and implements policies and procedures in alignment with current federal, state, and local laws, rules, and regulations governing personnel matters.

The Office of Human Resources serves as the liaison between the employee and the state agencies which handle the fringe benefits and cafeteria plan products, as well as serves as liaison between the employee, the College, and the various state retirement systems.



## ADMINISTRATIVE SERVICES

### FACILITIES MAINTENANCE/SAFETY

This area of the College is responsible for the physical facilities, property control, maintenance, facility planning, parking, and hazardous waste/safety concerns. Emergency procedures are posted in all buildings and hallways. Unsafe situations should be reported to maintenance by calling 504-278-6332.

### SMOKING AND TOBACCO-FREE CAMPUS

Nunez Community College is now a smoking and tobacco-free campus. This policy applies to all students, faculty, staff, contractors, vendors, and visitors to all college properties, events held on college properties, officially sanctioned college sponsored or affiliated events that are held off-campus. More information is available on the website under policies ([www.nunez.edu](http://www.nunez.edu)).

### CAMPUS POLICE

To ensure the safety of students and employees, the College employs commissioned police officers with full power of arrest. Officers are responsible for maintaining a safe campus through preventative measures such as educational activities, the enforcement of parking policies, and student ID card policy. To contact campus police, call 504-278-6332.

Potential criminal activity, sex offenses, and other emergencies on campus should be reported directly by any student or employee to a campus police officer in person or by calling 504-278-6332 or by dialing 911 for outside emergency assistance. Student victims of crime on campus are encouraged to contact the Dean of Academic Affairs and/or the Dean of Student Affairs as soon as possible in person or by calling 504-278-6285 or 504-278-6467.

Assistance will be provided in reporting the crime, preserving the evidence, and seeking outside help if needed.

### CAMPUS SECURITY POLICY AND CRIME STATISTICS

The College endeavors to provide consistently accurate information to our community regarding the safety of our campus. In accordance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S. C 1092f) and the Hate Crimes Statistics Act (28 U.S. C. 534), Nunez provides information relating to crime statistics and policies concerning campus crime to current students and employees. This same information is available to prospective students and employees upon request.

The campus crime statistics for Nunez and most other U.S. colleges during the three preceding years can be found at <http://ope.ed.gov/security/>. Crime reports are collected from campus

police, College employees with significant responsibility for student and campus activities, and local law enforcement officers who respond to reports of potential crimes on campus and on public property immediately adjacent to campus. These reports are maintained in the Facilities Department.

Criminal Offenses - On campus					
	Total occurrences On campus				
Criminal offense	2011	2012	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0
e. Robbery	1	0	0	0	0
f. Aggravated assault	0	0	1	0	0
g. Burglary	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0
i. Arson	0	0	0	0	0
<b>Caveat:</b>					

Criminal Offenses - Public Property					
	Total occurrences on Public Property				
Criminal offense	2011	2012	2013	2014	2015
a. Murder/Non-negligent manslaughter	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0
e. Robbery	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0
g. Burglary	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0
i. Arson	0	0	0	0	0
<b>Caveat:</b>					

## PLANNING, INSTITUTIONAL EFFECTIVENESS, AND RESEARCH

The Office of Planning, Institutional Effectiveness and Research (IE/IR) is vital to the College's planning and evaluation of its programs and services. Improvement in all areas is an important goal of the College. The satisfaction of students, employees, area employers, and business and industry is measured in a variety of ways by IE/IR.

Students are asked to complete course/instructor evaluations and satisfaction surveys each semester. The data gathered from these surveys are used by campus administrators to make critical decisions regarding the academic and support services offered at the College and by all campus personnel for planning, grant writing, and other resource-seeking activities.

This office produces an annual *Fact Book*, which contains a significant amount of data about the College and its students. The *Fact Book* is available in the Library and on the College's Website ([www.nunez.edu](http://www.nunez.edu)).

## **INSTITUTIONAL ADVANCEMENT**

### **ALUMNI ASSOCIATION**

The purpose of the Alumni Association is to promote the educational, physical, and athletic growth of the College and to preserve the friendships existing between former students and the College.

Membership is open to graduates and friends of the College who are interested in furthering its development. Former students of St. Bernard Parish Community College and Nunez Technical Institute are also encouraged to join. Contact the Office of Institutional Advancement at 504-278-6421 for additional information.

### **INFORMATION TECHNOLOGY**

This department is responsible for the maintenance of the campus computer network, instructional computer laboratories, and overall coordination of the College's computer resources. The Information Technology Department's personnel review computer equipment and software requests and maintain licenses for software programs supported by the College. The Information Technology Department is also responsible for providing network access to both faculty and staff; this department also provides e-mail access to students as well as assistance with access to various academic software suites.

### **PUBLIC AFFAIRS AND MARKETING**

Public Affairs and Marketing serves Nunez Community College primarily as the media link to the alumni, faculty, students, staff, and the community at large. The promotion of the College through literature is one priority, along with news releases that create an awareness of the many programs and services available to the College population and the community. The Public Information Officer can be reached at 504-278-6421.

### **NUNEZ COMMUNITY COLLEGE FOUNDATION**

The Nunez Community College Foundation provides an effective vehicle for local solicitation of funds, helps support programs and facilities at the College, and provides an open channel through which friends and organizations may contribute toward the present and future growth and development of the College. The Foundation is managed by a Board of Directors. The charter of this corporation is structured to promote the educational and cultural welfare of Nunez Community College.

Anyone interested in supporting the College through donations of any type should contact Institutional Advancement by calling 504-278-6491.

## WORKFORCE DEVELOPMENT

Nunez's Workforce Development department provides services that promote personal, professional, and economic development within our service area. It is designed to provide industry-driven assessment and training programs to respond to the needs of the regional workforce. Through comprehensive initiatives, the College assists employers to retrain, upgrade, and attract a skilled workforce to the region. Contact Workforce Development at 504-278-6420 to learn about current offerings or customized training.

## ACADEMIC AFFAIRS

## LEARNING RESOURCES

### CAMPUS LIBRARY

The Nunez Community College Library is a vital part of the educational program of the institution. The facility, opened in Spring 2000, includes approximately 25,000 square feet with seating for 165 at tables, carrels, and computers.

The librarians conduct library module sessions for all students and bibliographic instruction for classes as requested by the instructor. Instructors for some classes participate in course integrated library instruction, providing assignments that increase both information literacy skills and subject knowledge. The library instruction room contains multimedia projection equipment to enhance the learning experience. A librarian is available to help patrons with research needs during all open hours.

The Library houses a collection of over 38,000 volumes in an easily accessible open-shelf arrangement and over 48,000 electronic books that can be accessed on and off campus. The Library receives about 125 current periodical titles and has access to 1460 periodical titles in electronic format.

The Library is a selective depository for state documents. The Law Library's extensive collection supports paralegal students. The archives concentrate on materials concerning St. Bernard Parish and associated topics. Through collaboration with the history department, the Archives are accumulating a vast number of local oral histories. The St. Bernard Genealogical Society Library is housed near the Archives.

The Library is a member of LOUIS (Louisiana Library Network) and as such has access to full text databases through internet enabled computers. These electronic resources are also accessible off campus from the Library web page at <http://www.nunez.edu/Library.htm>. The Library staff is dedicated to assisting all students and faculty whether they are in the Library or accessing Library resources and services from off campus to meet their informational needs.

## LEARNING LABORATORIES

The Student Success Center provides personal computerized tutorials for most levels of mathematics, English, reading, and science. The Center also offers word processing, spreadsheets and database applications, and printing is available for course-related work. Students can also access the internet when doing academic research. Computers are available during normal school hours, and assistance is provided during posted hours. Also, instructors and tutors offer individualized and group study sessions during scheduled hours or by appointment. A number of programs provide specialized laboratories that are available for additional practice during scheduled hours. Additionally, student success activity workshops and seminars are available, the dates are posted on the Nunez website ([www.nunez.edu](http://www.nunez.edu)).

## EXPERIENTIAL EDUCATIONAL PROGRAMS

In recognition of the importance of on-the-job training as part of occupational and professional preparation of students, Nunez Community College offers three experiential educational programs: internships, practicums, and cooperative educational programs. These provide supervised work experience in the various curricula while granting academic credit according to the standards of the accrediting agencies. Students gain occupational experience to help prepare them for meaningful employment.

These programs provide the opportunity to:

1. Develop outside the classroom program-related knowledge and skills that are used in the work setting;
2. Explore, confirm, or modify career choices;
3. Develop professional experience and contacts;
4. In some cases, earn money while working;
5. Receive academic credit toward a degree for work experience while attending school.

## COLLEGE COOPERATIVE EDUCATION PROGRAMS

College cooperative education is an educational plan in which paid employment is integrated into college curriculum. Students on scholastic probation are not eligible. Agreements involving the student, the College, and the employer must be confirmed prior to registering for a cooperative course. A student must meet with his or her Department Chair or Program Manager before enrolling for cooperative credit.

## **INTERNSHIP**

Internship programs help to orient students to the world of work, emphasize practical aspects of the business world, and provide closer liaison and cooperation among the student, the College, and the work environment. Internships may be paid or unpaid.

## **PRACTICUM AND CLINICAL EXPERIENCES**

Supervised work experience is offered in the fields of Care and Development of Young Children, Culinary Arts, Emergency Medical Technology, Industrial Technology, Practical Nursing, and Teaching. Students work a minimum number of hours during the semester as specified in the course syllabus.

## **CONTINUING EDUCATION PROGRAM**

Continuing Education offers non-credit courses (not applicable to a degree or certificate program) that are designed to expand career opportunities and may be taught differently from traditional college courses. Additional offerings include courses and seminars that relate to recreation and lifestyle. These courses are concerned with the improved use of leisure time and personal development for both teenagers and adults. Special areas of interest include arts and crafts, physical fitness and health, cooking, and auto and home maintenance. For more information, call 504-278-6420.



# ACADEMIC POLICIES

## CREDIT HOURS AND GRADING SYSTEM

Credit hours are units of credit earned for successfully completing a course during a given semester. A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week together with the necessary outside preparation for a semester. The number of credit hours associated with each course is included in its course description. The value of each course of instruction and the amount of work required for graduation are stated in terms of semester credit hours. The “Program Descriptions” section of the *Catalog* identifies the number of credit hours required for completion of each credential awarded by Nunez.

At the end of each semester, students will receive a grade for every credited course in which they were enrolled. A letter grade is assigned for each credit course they complete. The syllabus for each course describes the criteria for determining the course grade, which indicates the student’s level of accomplishment in achieving the course objectives. Each letter grade is assigned quality points, as indicated in the chart below. Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours assigned to each course. The total number of quality points a student earns divided by the number of credit hours for those courses produces a grade point average (GPA) for the semester. Quality points are based on those credit hours of which a student registers and receives a grade of “A” – “F”. Credit courses for which a student receives a grade of “P” are included in earned hours but not quality hours. Courses for which students register but late withdraw with a grade of “W” are included in attempted hours but not quality hours.

The cumulative grade point average (GPA) is the result of the grade points earned in all courses for which a student receives a letter grade, divided by the total number of credits involved in those courses. Only grades of “A”, “B”, “C”, “D”, and “F” are computed in the GPA. Grade Point Averages are rounded to the second decimal place. A cumulative GPA of at least 2.0 for all courses applied to the student’s program is required for graduation.

For every course attempted, final grades are reported for each student according to the following grading system:

<b>Letter Grade</b>	<b>Description</b>	<b>Quality Points Per Credit Hr.</b>
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Passing Below Avg.	1
F	Failing	0
W	Withdrawn	Not Computed
I	Incomplete	Not Computed

P	Pass	Not Computed
NP	Not Passed	Not Computed
AUD	Audit	Not Computed
-E	Excluded	Not Computed
-E	Amnesty Renewal	Not Computed

Nunez Community College accepts only transfer credits that have been awarded a grade of “C” or better, including grades of “P” or “Pass”.

The grade of “P” will be awarded for non-traditional credit, non-credit, credit by exam, by-passed courses, and some lab or clinical courses accompanying a lecture course.

**Cumulative Quality Hours** are all hours for which a student has registered and received a final grade of “A” – “F” at the College as well as all quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of “F”).

**Adjusted Quality Hours** are all hours for which a student has registered and receives a grade “A” – “F”, excluding those credit hours removed from the calculation of the student’s grade point average (GPA) through repeat/delete policy and/or those credit hours removed through Academic Renewal.

## INCOMPLETE GRADES

An “I” grade is a temporary grade that may be assigned by the instructor only in circumstances where a finite amount of work has been missed. An “I” grade may result from failure to take a final exam or failure to complete required assignments. For an instructor to issue an “I” grade, the student **and** instructor must sign an Incomplete Grade Contract detailing the reasons for the “I” grade, the work that must be completed for the “I” to be converted to a computed letter grade, and the date all work is to be completed.

Completed “I” contracts must be submitted to the Dean of Academics or designee for approval at the time final grades are submitted. The work must be completed no later than the end of the semester following the semester in which the “I” grade was received unless an earlier date is agreed upon. If the “I” grade is not removed, it will convert to an “F” and will be calculated as such in the grade point average.

## REPEAT/DELETE POLICY

Students who repeat a course in which a grade of “C” or lower was earned may apply for the deletion of the earlier grade from cumulative grade point average calculations if both attempts were at Nunez. The form to apply for the Repeat/Delete Policy is available in the Student Affairs Office. The cumulative grade point average will reflect the adjusted average on grade reports and transcripts. Grades for the same course will be deleted no more than three times. Although the student may repeat a course more than three times, the prior grades will be deleted only for the first three attempts. The same limits apply to transfer students whose transcripts indicate deleted grades for repeated courses.

Students are cautioned that the grades earned in all courses attempted will remain on the transcript and that other college and universities may not honor the repeat/delete policy offered at Nunez.

## DEAN’S LIST

At the end of each semester, the College publishes a Dean’s List recognizing those students who have completed at least 12 hours with a semester GPA of at least 3.50. The Dean of Student Affairs will submit the list to the Public Affairs and Marketing Office and will provide the most accurate information list to the Public Affairs and Marketing Office and will provide the most accurate information available at the time of submission. Changes or corrections that occur after the list is published will not be submitted for publication.

# GRADUATION REQUIREMENTS

## GENERAL REQUIREMENTS

Students should meet on a regular basis with their advisor to be sure that they are making progress toward the completion of their certificate or degree program. To qualify for an associate degree or certificate, students must meet the following requirements:

1. Apply for graduation by the deadline noted in the *Catalog*. Applications are available online via LoLA. The college may initiate an application on behalf of the student.
2. Complete the requirements of their program as described in the *Catalog* in effect at the time they enrolled. As an alternative, students may follow the requirements in the *Catalog* in effect during their final semester as long as they have been continuously enrolled. If a student changes their major, or if they do not enroll at Nunez Community College for a fall or spring semester, they must follow the program requirement described in the *Catalog* that is in effect at the time of the change of major or the return to College.
3. Earn at least a “C” in each required major course, as identified in the *Catalog* program description, and any other courses identified in the program description. (The last grade earned is the official grade for a repeated course.) **The adjusted program grade point average must also be at least 2.00.**
4. Complete at least 25% of required courses applied toward the degree or certificate in residence at Nunez. This percentage may not include any credit from non-traditional sources, with the exception of credit earned through credit by examination. Courses applied toward the 25% residency requirement may include the 50% of required major courses reference in #7 below.
5. Earn no more than 25% of the total hours applied toward the degree or certificate from portfolio-based, non-traditional sources.
6. Earn no more than one-third of the credits needed in required major courses from non-traditional sources (not including credit by examination). Major courses are identified in the *Catalog* program description.
7. Earn no less than 50% of the required major courses in residence at Nunez. Major courses are identified in the *Catalog* program description.
8. Complete **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, however, an appropriate course substitution may

be approved by the Program Manager, Department Chair responsible for that program, or the Dean of Academic Affairs or designee.

9. Complete the required amount of 2000-level courses applicable toward an associate degree as described in the program description.
10. Receive, in writing, approval from the Dean of Academic Affairs or designee for any deviation from the required curriculum. Students may not apply toward graduation credit a lower-level course in a sequence after earning credit in the higher-level course.
11. Fulfill all obligations to the College, including financial obligations, prior to established dates. Student loan recipients must complete an exit interview online at [www.studentloans.gov](http://www.studentloans.gov) which will be sent to the institution.
12. The College strongly encourages participation in commencement. Students participating in the ceremony must adhere to Nunez graduation dress code. Information about specific graduation costs & procedures are sent to all applicants in the spring
13. The College reserves the right to confer a certificate, diploma or degree on any student who has fulfilled the program requirements.

Students must receive written approval from the Dean of Academic Affairs or designee for any deviation from these requirements.

## REQUIREMENTS FOR A SECOND DEGREE OR CERTIFICATE

A student must meet all course requirements for a second degree or certificate and must earn at least an additional nine semester hours for a second certificate or 15 semester hours for a second degree. These hours cannot apply toward the first degree or first certificate. In addition, an official declaration of major must be on file prior to applying for a second degree or certificate so that the appropriate *Catalog* requirements can be determined.

In degree and certificate programs (e.g., LA Transfer degrees, Business Technology, General Studies Degrees, etc.) where there are several possible concentrations, a student is not eligible for a second credential if an additional concentration is completed.

## STUDENTS IN DISCONTINUED MAJORS

Any student remaining eligible for a discontinued program who has completed 50% or more of the required courses in that program will be allowed to complete the program at Nunez. The student must complete the requirements within two years after the semester in which the program was discontinued. A student may be allowed to transfer into Nunez remaining required courses to complete the degree if Nunez cannot offer the courses. Exceptions to this policy may be granted by the Dean of Academic Affairs or designee.

## TRANSFER AND RE-ENTRY STUDENTS

Transfer and re-entry students applying for admission must note on the Application for Admission each regionally-accredited institution they have attended and must provide an official copy of each transcript in order for the College to determine their eligibility to enroll and in order to determine which transfer credits may be applied toward graduation requirements. Transfer students may be required to provide the Catalog and/or syllabi from each of the other institutions attended.

## GRADUATION HONORS

Three categories of honors are recognized at graduation. All honor graduates will wear an honor cord at graduation.

**4.0 Graduates** are graduates who have earned an “A” in every course completed in a degree program. These graduates will be identified as a perfect 4.00 graduate. The unadjusted cumulative/overall grade point average is used to determine this honor.

**Chancellor’s Honor Graduates (teal cord)** are students who have earned an associate’s degree and/or technical program with an adjusted program grade point average of at least 3.80 on the college-level work attempted for the degree or diploma program.

**Honor Graduates (silver cord)** are students who have earned an associate’s degree and/or technical diploma with an adjusted program grade point average of a 3.50-3.79 on the college-level work attempted for the degree or diploma program.

## DEGREE DESIGNATIONS & GPA

**Associate Degree Recipients** – An applied/academic degree program, with a general education core component. The Associate degree can prepare students to enter the workforce or for transfer to a 4-year university. A.A. degrees are usually offered by community colleges and two-year transfer institutions.

**Technical Diploma Recipients** - An applied, technical program (45-60 hours), often formed by combining multiple Certificates and/or Technical Competency Areas. Technical Diploma programs are strictly limited to technical and community colleges.

**Certificate Recipients** – An applied, academic, or technical program (16-34 hours), which marks completion of a trade or in some instances partial mastery in a subject area.

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

**Cumulative Grade Point Average** – This unadjusted grade point average is calculated using all grades earned from all institutions. This is the grade point average used to recognize “4.00 Graduates” at commencement.

## ACADEMIC STATUS

There are three categories of academic status: academic good standing, academic probation, and academic suspension. Specific programs within the institution may set higher academic status rules.

**Academic Good Standing** – Students whose grade point average is at least 2.00 are in academic good standing.

**Academic Probation** – A student is placed on academic probation whenever his or her adjusted cumulative grade point average (GPA) falls below a 2.00. Once on academic probation, a student remains on probation (as long as each semester's GPA is at least 2.00) until an adjusted cumulative GPA of 2.00 or higher is achieved. Students on probation are encouraged to meet with their academic advisor to discuss support services that are available to help students achieve academic success.

**Academic Suspension** – Students who are on academic probation and who fail to achieve a semester GPA of at least 2.00 will be suspended for one semester. If a student is put on academic suspension at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is put on academic suspension at the conclusion of a fall semester, the student is suspended for the following spring semester.

## ENROLLMENT DURING A SUSPENSION PERIOD

Students who have been suspended may appeal to the Dean of Student Affairs if they feel that extenuating circumstances contributed to their unsatisfactory academic performance. Appeals must be submitted prior to the end of regular registration for the semester for which the student wants to enroll. Appeals may be granted or denied. As a condition of enrollment during a suspension period, the courses in which the student is allowed to enroll may be limited. If a suspended student is granted permission to enroll, and earns a semester grade point average of less than 2.00, another one-semester suspension will occur.

Credits earned by students while on suspension may or may not be accepted toward a degree or certificate at other institutions. Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension. Therefore, all students on suspension who intend to transfer should confer with the transfer institution prior to enrolling.

## ACADEMIC STATUS DETERMINATION IN SPECIFIC MAJORS

Faculty in a given major may, with the approval from the Dean of Academic Affairs or designee, establish higher academic standards for admission to, continuation in, and/or re-entry to that major. At present, the only areas with such higher academic standards are Emergency Medical Technology, Industrial Technology-Fast Track, Practical Nursing, and Teaching.

## AWARDING OF NON TRADITIONAL CREDIT

### AWARDING OF CREDIT FOR PRIOR LEARNING AND EXPERIENCE

Nunez Community College offers a variety of ways for a student to receive college credit based on learning experiences outside the traditional college classroom:

1. College Board Advanced Placement (AP) Program.
2. Advanced Placement by ACT
3. Credit by Examination
4. Life Experience Assessment Program (LEAP)
5. Military Credits
6. Non-Traditional Credit from Other Institutions

When such credit is awarded, the student's transcript will indicate the method (e.g., examination, portfolio, military) by which the credit was granted.

### COLLEGE BOARD ADVANCED PLACEMENT (AP) PROGRAM

The College will grant credit to admitted students for certain courses in which the Advanced Placement (AP) exam score is a 3 or higher.

### AP CREDIT PROCEDURE

Credit for Advanced Placement must be requested during registration for the first semester of enrollment. A student must be both enrolled and in good standing at the time credit is awarded. A non-refundable \$8 per credit hour fee must be paid prior to the credit being granted. For more information on how to apply for AP credit, students should contact the Registrar.

### ADVANCED PLACEMENT BY ACT

A student who submits to Nunez Community College, American College Testing (ACT) scores of an acceptable level may request advance placement in English and mathematics. Credit for advanced placement courses must be requested during registration for the first semester of enrollment. A student must be both enrolled and in good standing at the time credit is awarded.

Advanced standing for mathematics and English is initiated by submission of official ACT scores to the Admissions Office. Upon verifying the ACT scores, the Registrar will enter the appropriate course credit on the student's transcript.



## CRITERIA AND PROCEDURES FOR ADVANCED PLACEMENT BY ACT

### ENGLISH

An English score of 28 or higher will result in advanced placement in ENGL 1020 – English Composition II and course credit for ENGL 1010 – English Composition I upon successful completion of English Composition II.

### MATHEMATICS

1. A mathematics score of 19-26 will result in advanced placement in MATH 1300 – College Algebra.
2. A mathematics score of 27 or higher will result in advanced placement in MATH 1400 – Trigonometry, and course credit for MATH 1300 upon successful completion of Trigonometry.
3. A student with transfer credit in a mathematics course higher than pre-calculus algebra may be awarded bypass credit for MATH 1300 if approved by the Chair of the Department of Mathematics.

### CREDIT EXAMINATIONS

A Nunez Community College student who believes he/she is qualified to earn college credit for experience or previous training may request credit by examination. A student who wishes to apply for credit by examination must get the approval of the Chair of the Department in which the course is offered.

If the examination involves shop or laboratory activities, a brief description of the examination also must be approved by the Department Chair. Credit examinations must test all the competencies required to pass a course as currently required for regularly enrolled students.

The following regulations govern the program:

1. Credit examinations are approved by the Department Chair only after the student is enrolled in at least one course at the College.
2. A non-refundable fee of \$8 per credit hour is charged prior to administration of the examination.
3. To receive credit, a student must demonstrate a minimum proficiency of 70% for all competencies in the course.
4. Semester hours of credit earned by credit examination are assigned a “P” grade. No quality points are earned. Such credit does not enter into grade point average computations.

5. Students intending to use credit by examinations to meet the degree requirements of other institutions should check the requirements of the receiving institution.
6. A student who wishes to take a credit examination for earlier courses in a sequence must take the examination by the end of registration for the semester in which he/she enrolls for the more advanced course. If proficiency is not demonstrated on the exam, the student will be administratively dropped from the higher-level course and placed into an appropriate-level course.
7. Students may take a credit examination in the same course only once.
8. Students may not take a credit examination in a course in which they are currently enrolled or which they have previously completed successfully at any regionally accredited college.
9. Students who are granted academic renewal may take credit examinations for any course completed with a grade of “C” or better prior to requesting renewal.
10. Students may not take credit examinations for a course that was audited.
11. Deviations from the policy described above must be approved by the Dean of Academic Affairs or designee.

## **PROCEDURES FOR CREDIT BY EXAMINATION**

1. The student requests an Application for Credit by Examination from the appropriate Division Office or the Student Affairs Office. Current enrollment is verified. If the student is enrolled, the date, student’s name, student ID number, course number, course title, and credit hours are entered on the form and the student is directed for approval to the Chair of the Department from which the course is offered.
2. The Department Chair for the student’s major must be consulted by the student to make certain that the credit earned through examination may be used to fulfill program requirements.
3. The student takes the form to the Bursar’s Office and pays the required fee when the request has been approved by the Department Chair.
4. The Bursar’s Office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.
5. The student completes the examination with the instructor designated by the Department Chair to administer the examination.
6. The instructor administering the examination completes the test information section (score, date of exam, etc.) and submits the form to the Student Affairs Office where the form is processed and a copy is distributed to the appropriate Division Office.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Nunez welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning by accepting a full range of College-Level Examination Program® (CLEP®) exams, which measure mastery of college-level, introductory course content. Students who achieve satisfactory scores on these exams can earn the credits and course exemptions.

### **PROCEDURES FOR CLEP CREDIT**

Students who have taken or wish to take CLEP exams should speak with the Program Coordinator for their major for acceptance criteria. Official score reports should be sent to Nunez once acceptance has been verified. A non-refundable \$8 per credit hour fee must be paid prior to the credit being granted.

## **LIFE EXPERIENCE ASSESSMENT PROGRAM (LEAP)**

In accordance with recent trends recognizing non-traditional learning experiences, Nunez Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP). College credit may be awarded for knowledge gained through reading and private study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

### **PROCEDURES FOR LEAP CREDIT**

1. The student requests an application for LEAP Credit from the appropriate Division Office or the Student Affairs Office. Current enrollment must be verified. If the student is enrolled, the date, student's name, student identification number, course number, course title, and credit hours are entered on the form and the student is directed for approval to the Chair of the Department in which the course is offered.
2. The Department Chair for the student's major must be consulted by the student to make certain that the credit earned through LEAP may be used to fulfill program requirements.
3. If the request for LEAP credit is approved, the Department Chair will instruct the student on the components of an acceptable portfolio.
4. The student pays the appropriate fee in the Bursar's Office, then completes the payment section of the form and issues a receipt to the student.
5. The student submits the completed form to the Department Chair, who requests that the student's portfolio be evaluated by the appropriate instructor.
6. The instructor evaluating the portfolio may request additional documentation from the student. Upon completion of the evaluation, the instructor submits his/her recommendation to the Department Chair.
7. If the instructor's recommendation is approved by the Department Chair, the Chair completes the form and submits it to the Student Affairs Office.

8. Once the LEAP credit is entered on the student's transcript, the student and the appropriate division office(s) will receive copies of the student's unofficial transcript.

## **MILITARY CREDITS**

Students who have earned credit through courses taken while in the armed services may apply to the Veterans Affairs Representative for acceptance of these credits. Credit recommendations from the American Council on Education (ACE) are usually accepted. The Dean of Academic Affairs or designee will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

## **PROCEDURES FOR REQUESTING CREDIT FOR MILITARY EXPERIENCE**

1. The student must provide an Appraisal Request, a transcript, or an American Council of Education (ACE) evaluation of military experiences after a review of the Tracking System (ARRTS).
2. Upon receipt of the official transcript and/or ACE evaluations, the Registrar will post the ACE credit recommendations to the student's transcript. Such credits are not counted as hours attempted; they count only as hours earned.
3. The student and the Dean of Academic Affairs or designee will be given an unofficial copy of the updated transcript.
4. The student should meet with the Dean of Academic Affairs or designee to discuss the applicability of military credit to fulfill degree or certificate requirements.

No more than 25% of the total hours applicable toward a degree or certificate may be from non-traditional, portfolio-based, and/or LEAP credit. Also, no more than one-third of the hours composing the major or area of concentration may be from non-traditional, portfolio-based, and/or LEAP credit. A student must be both enrolled and in good standing at the time of application and may make an application only once for any given course. A non-refundable fee must be paid prior to the application being accepted.

## **NON-TRADITIONAL CREDITS FROM OTHER INSTITUTIONS**

The College may accept non-traditional credits that have been awarded by other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do non-traditional credit for which a student is eligible.

Transfer students who have been awarded non-traditional credit at other institutions should meet with their Department Chair to discuss the acceptance of such credit toward meeting graduation requirements at Nunez.

## GENERAL POLICIES AND PROCEDURES

### ATTENDANCE

All students are expected to regularly and punctually attend all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the institution.

Each instructor must keep a permanent attendance record for each class. These records are subject to inspection by appropriate College officials. During the first week of class, faculty members are required to state in course syllabi and to explain their expectations regarding class attendance for students.

Students seeking excused absences must submit to their instructor the reasons for their absences within three days after returning to class. The instructor may excuse a student for being absent. The instructor shall accept an official excuse issued by the Dean of Academic Affairs or designee. However, excused absences do not excuse the student from making up any work missed during the absence. If a student accumulates excessive unexcused absences, the instructor may drop the student from the roll of that class. Faculty cannot drop a student once final exams have begun.

A student who is dropped for excessive absences may appeal this action first to the instructor, then to the Dean of Academic Affairs or designee, and finally to the Chancellor. The student must notify the Dean of Academic Affairs or designee of the appeal in writing within one week of receiving the notice from the Student Affairs Office. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course as if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

### MAJOR

A major is a program of study leading to a degree, certificate or other approved credential. The College offers many programs of study and these programs are considered majors. Major courses for each program are identified in the program description in this *Catalog*. These courses must be completed with a grade of "C" or higher.

### CHANGE OF MAJOR

A matriculating (degree-seeking or certificate-seeking) student may transfer from one degree or certificate program to another. A non-matriculating student may declare a major after meeting the admission requirements for a matriculating student. Such application is made in the Student Affairs Office. The *Catalog* in effect at the time the official change of major is processed must be followed for graduation purposes.

## DUAL MAJORS

A student may work towards a second degree or certificate if:

1. The second degree is worked on concurrently along with the first degree or certificate
2. Or after completion of the first degree.

However, a student must officially declare both majors prior to the final semester needed for the second degree or certificate by completing the appropriate form in the Student Affairs Office.

## COURSE LOAD

Only an exceptional student may, upon the approval of the Dean of Academic Affairs or designee, enroll in more than 19 credit hours (10 hours in summer session). The maximum allowable course load is 21 credit hours (13 hours in summer session). The Dean of Academic Affairs or designee must approve all requests for greater course loads.

## COURSES IN SEQUENCE

A student may not apply, towards graduation, credit earned in a course in its respective sequence after having received a passing grade in the higher-level course in that sequence, except with special permission from the Dean of Academic Affairs or designee. A course in a sequence is defined as a course for which it is necessary to successfully complete the first course prior to enrolling in the second (a prerequisite) when both courses are in the same series (e.g., Introduction to Algebra, Algebra for College Students, and College Algebra, or English Composition I and English Composition II).

## DROPPING COURSES AND WITHDRAWING FROM COLLEGE

Students may drop courses or may withdraw from the College with grades of “W” up to the specified date in the calendar published on the website ([www.nunez.edu](http://www.nunez.edu)). **Students leaving the institution must withdraw online in LoLA. Students who stop attending without officially withdrawing will receive failing grades in all courses.** Dropping a course or withdrawing from the College after the refund period will not reduce the student’s financial obligation to the College and may affect eligibility for continued financial aid.

Students may be administratively dropped from courses for which they do not have the appropriate pre-requisites.

Financial aid recipients should be aware that dropping courses and withdrawing from the College will have an effect on financial aid eligibility and should discuss their situations with the Financial Aid Director before or during the drop/withdrawal process.

## EXAMINATIONS AND PORTFOLIOS

Final examinations or final assessments are required and held at the end of each semester or summer term in accordance with the schedule published in the *Catalog*. When final examinations are inappropriate because of the nature of the course, the Dean of Student Affairs may approve exceptions to this requirement. Students who have more than two final exams scheduled on the same day may request that their instructor reschedule a final exam. Requests may be denied.

Some courses may require students to pass a proficiency “exit” examination or to complete an approved portfolio before they receive credit for the course or are eligible to enroll in subsequent courses.

## OFF-CAMPUS EDUCATIONAL EXPERIENCES

Off-campus educational experiences (OCEE) sponsored by Nunez Community College complement classroom instruction and are considered an important part of the educational process. While the College endorses the concept, it also stresses the importance of students performing all class work in a timely manner. If students have to miss other classes in order to participate in an off-campus experience, it is the students’ responsibility to make up all work covered during this absence. Participation in an OCEE will not in itself excuse students from attending other classes in which they are enrolled. OCEE as used in instruction, include all events (except athletic competitions), organized by a staff or faculty member in which Nunez students are taken off campus to participate in instructional or cultural activities directly related to their course of study.

Requests for OCEE must be approved by the Dean of Academic Affairs or designee at least one week prior to the scheduled event. Overnight OCEEs require special approval of the Dean of Academic Affairs or designee prior to making arrangements for the trip. Safety should be emphasized at all times. Proper instruction on conduct and safety should be given to the class prior to departure.

## STUDENT CLASSIFICATION

### CLASS STANDING

A student is classified as a freshman if he or she has earned fewer than 30 credit hours in college-level courses. A student is classified as a sophomore if he or she has earned 30 or more credit hours in college-level courses.

### FULL-TIME/PART-TIME STATUS

A student is classified as full-time or part-time in accordance with the number of credit hours pursued during a term of enrollment. Twelve or more hours constitutes full-time status in a regular semester (six hours in a summer session).

### OFFICIAL 14<sup>TH</sup> /7<sup>TH</sup> DAY ENROLLMENT

Students' classification is determined by registration information on the official 14<sup>th</sup> class day (7<sup>th</sup> in the summer) and again at the end of each semester according to the number of credit hours and quality points earned.



## CURRICULUM INFORMATION

### READING REQUIREMENTS

Reading competence can be demonstrated through successful completion of a reading course or through testing. Students requiring developmental reading courses are expected to fulfill these obligations within their first year of enrollment and will not be enrolled in any 2000-level course until all developmental reading requirements are completed. Students requiring DEVR 0740 cannot enroll in any general education courses above ENGL 1000 and MATH 1150. Students enrolled in DEVR 0780 may register for 1000-level general education courses concurrently with their reading course; however, dropping or withdrawing from the reading course may result in administrative withdrawal from the other general education courses. Students requiring a development reading course may not enroll in online courses.

### GENERAL EDUCATION COURSES

Courses to fulfill the general education requirements may be selected from the following:

#### ENGLISH

ENGL 1010-English Composition I (CENL 1013) and ENGL 1020-English Composition II (CENL 1023)

#### ANALYTICAL REASONING/MATHEMATICS

MATH 1150-Math for Technology, MATH 1190-Math for Allied Health, MATH 1200-Survey of Mathematical Concepts (CMAT 1103), MATH 1203-Applied Algebra (CMAT 1203), MATH 1300-College Algebra (CMAT 1213,) MATH 1400-College Trigonometry (CMAT 1223), MATH 1700-Finite Math (CMAT 1313), MATH 2000-Statistics (CMAT 1303), MATH 2010-Calculus I (CMAT 2115), MATH 2100-Calculus II (CMAT 2125), SPTP 1210/2210-Special Topics in Science and Math

#### ARTS

*FINE ARTS*: FIAR 1000-Introduction to Drawing, (CART 2203), FIAR 1010-Sculpture Fundamental ,(CART 1123), FIAR 1150-Figure Drawing (CART 2213), FIAR 1200-Art Appreciation (CART 1023), FIAR 1600-Introduction to Painting, FIAR 1700-Ceramics I, FIAR 1710-Ceramics II, FIAR 1800-Digital Photography, FIAR 1850-Introduction to Digital Art, FIAR 1900-Introduction to Printmaking, FIAR 2100-Intermediate Drawing, FIAR 2400-Survey of Visual Arts to 1400 (CART 2103), FIAR 2410-Survey of Visual Arts from 1400 (CART 2113), FIAR 2500-Watercolor; *MUSIC*: MUSC 1013-Music Appreciation (CMUSC 1013), MUSC 1100-Music Fundamentals, MUSC 1400-Survey of Music from Medieval to Classical, MUSC 1500-Survey of Music from Romantic to Present; *THEATER*: THEA 1100- Classical

Theater, THEA 1200-Modern Theater (CTHE 1013), THEA 1300-Introduction to Acting (CTHE 2013), THEA 1500, 1550, 1600, 1650-Acting Workshop (1 credit), THEA 2100-Direction and Production, THEA 2110-Advanced Acting (CTHE 2113); *Video Production*: VIPR 1100-Video Production I, VIPR 1200-Video Production II

## HUMANITIES

*ENGLISH*: ENGL 2010-Survey of English Literature I (CENL 2103), ENGL 2020-Survey of English Literature II (CENL 2113), ENGL 2100-Short Story and Novel, ENGL 2110-Poetry and Drama (CENL 2313), ENGL 2150-Introduction to Fiction Writing, ENGL 2210-Major American Writers (CENL 2173) ENGL 2600-World Literature I (CENL 2203), ENGL 2610-World Literature II (CENL 2213); *FINE ARTS*: FIAR 1200-Art Appreciation (CART 1023) FIAR 2400-Survey of Visual Arts to 1400 (CART 2103), FIAR 2410-Survey of the Visual Arts from 1400 (CART 2113); *FRENCH*: FREN 1010-Elementary French I (CFREN 1013), FREN 1020-Elementary French II (CFREN 1023); *HISTORY*: HIST 1010-History of Western Civilization I (CHIS 1013), HIST 1020-History of Western Civilization II (CHIS 1023), HIST 1500-World History I (CHIS 1113), HIST 1510-World History II (CHIS 1023), HIST 2010-American History to 1865 (CHIS 2013), HIST 2020-American History from 1865 (CHIS 2023), HIST 2100-Louisiana History (CHIS 2033); *MUSIC*: MUSC 1013-Music Appreciation (CMUSC 1013), MUSC 1100-Music Fundamentals, MUSC 1400-Survey of Music from Medieval to Classical, MUSC 1500-Survey of Music from Romantic to Present; *PHILOSOPHY*: PHIL 1100-Introduction to Philosophy; (CPHL 1013) *RELIGION*: HUMN 1100-Survey of World Religions; (CREL 2213) *SPANISH*: SPAN 1010-Elementary Spanish I (CSPAN 1013), SPAN 1020-Elementary Spanish II (CSPAN 1023), SPAN 2010-Intermediate Spanish I (CSPAN 2013), SPAN 2020-Intermediate Spanish II (CSPAN 2023); *SPEECH*: SPCH 1100-Fundamentals of Effective Speaking (CCOM 1013), SPCH 1310-Interpersonal Communication (CCOM 2213), SPCH 2150-Public Speaking (CCOM 2013), SPCH 2200-Argumentation and Debate (CCOM 2113); *SPECIAL TOPICS*: SPTP 1110/2100 Special Topics in Arts and Humanities; *THEATER*: THEA 1100-Classical Theater, THEA 1200-Modern Theater (CTHE 1013)

## NATURAL SCIENCES

*BIOLOGY*: BIOL 1010-Introductory Anatomy and Physiology, BIOL 1020-Introductory Anatomy and Physiology Lab, BIOL 1030-Nutrition for Food Service Personnel, BIOL 1040-Animal Behavior, BIOL 1050-Marine Biology, BIOL 1060-Principles of Biology I (CBIO 1013), BIOL 1070-Principles of Biology I Laboratory (CBIO 1011), BIOL 1080-Principles of Biology II (CBIO 1021), BIOL 1090-Principles of Biology II Laboratory (CBIO 1021), BIOL 1100-General Biology I (CBIO 1033), BIOL 1110-General Biology I Laboratory (CBIO 1031), BIOL 1200-General Biology II (CBIO 1043), BIOL 1210-General Biology II Laboratory (CBIO 1041), BIOL 1500-Nutrition & Diet Therapy (CBIO 2073), BIOL 2000-Microbiology (CBIO 2123), BIOL 2010-Microbiology Laboratory (CBIO 2121), BIOL 2050-Genetics, BIOL 2200-Louisiana Wetlands Ecology, BIOL 2210/ENVN 2210-Environmental Science (CEVS 1103),

BIOL 2220-General Botany (CBIO 2313), BIOL 2230-General Botany Lab, BIOL 2300-Human Anatomy and Physiology I (CBIO 2213), BIOL 2310-Human Anatomy and Physiology Laboratory (CBIO 2211), BIOL 2400-Human Anatomy and Physiology II (CBIO 2223), BIOL 2410-Human Anatomy and Physiology Laboratory II (CBIO 2221); *CHEMISTRY*: CHEM 1100-General Chemistry I (CCEM 1123), CHEM 1110-General Chemistry I Laboratory (CCEM 1121), CHEM 1200-General Chemistry II (CCEM 1133), CHEM 1210-General Chemistry II Laboratory (CCEM 1131), CHEM 2070/ENVN 2070-Chemistry of Water, Air, and Soil, CHEM 2200-Organic Chemistry I (CCEM 2213), CHEM 2210-Organic Chemistry I Laboratory (CCEM 2211); *GEOLOGY*: GEOL 1010-Physical Geology (CGEO 1103), GEOL 1030-Physical Geology Laboratory (CGEO 1101); *PHYSICAL SCIENCE*: PHSC 1000-Physical Science I (CPHY 1023), PHSC 1100-Physical Science I Laboratory, PHSC 1200-Physical Science II (CPHY 1033), PHSC 1300-Physical Science II Laboratory; *PHYSICS*: PHYS 1100-General Physics I (CPHY 2113), PHYS 1110-General Physics I Laboratory (CPHY 2111), PHYS 1200-General Physics II (CPHY 2123), PHYS 1210-General Physics II Laboratory (CPHY 2121); *SPECIAL TOPICS*: SPTP 1210/2210-Special Topics in Science and Math

## SOCIAL/BEHAVIORAL SCIENCES

*ANTHROPOLOGY*: ANTH 1100 Cultural Anthropology, ANTH 2100 Anthropology of Sex and Gender; *ECONOMICS*: ECON 2000-Microeconomics (CECN 2223), ECON 2020-Macroeconomics (CECN 2213), ECON 2250-Money and Banking (CECN 2313); *GEOGRAPHY*: GEOG 1200-Physical Geography (CGRG 2213), *POLITICAL SCIENCE*: POLI 1100-American Government (CPOL 2013), POLI 2610-Constitutional Law; *PSYCHOLOGY*: PSYC 1100-Introduction to Psychology (CPSY 2013), PSYC 1130- Psychology of Personal Adjustment, PSYC 2000-Social Psychology (CPSY 2413), PSYC 2100-Human Growth and Development (CPSY 2113), PSYC 2200-Child Psychology (CPSY 2313), PSYC 2220-Adolescent Psychology (CPSY 2213), PSYC-2250-Educational Psychology; *SOCIOLOGY*: SOCI 1100-Introduction to Sociology (CSOC 2013), SOCI 1510-Sociology of Sexual Behavior, SOCI 2090-Criminology (CCRJ 2113), SOCI 2100-Social Problems (CSOC 2113), SOCI 2200-Marriage and the Family (CSOC 2213), SOCI 2220-Drug Abuse, SOCI 2300-Society and the Person, SOCI 2400-Juvenile Delinquency, SOCI 2500-Sociology of Deviant Behavior; *SPECIAL TOPICS*: SPTP 1510/2510-Special Topics in Social Sciences

## ACADEMIC PROGRAM INFORMATION

### ACADEMIC PROGRAMS

The following are brief descriptions of the academic programs offered at Nunez Community College. Students are required to complete a minimum of 25% of the required hours in all degree or certificate programs in residence at Nunez. Additional graduation requirements are described in the “Graduation Requirements” section of the *Catalog*. Students who intend to transfer to another college should discuss these plans with a Nunez advisor and with a counselor from the other college so that maximum articulation of credits can be achieved.

**Technical Competency Area (TCA)** An applied course or a series of courses (1-16 hours), a TCA provides a student with a specific technical competency. TCA’s are often combined to form a technical certificate.

**Certificate of Technical Studies (CTS)** An applied, technical program (usually 16-33 hours) to provide a student with a broad technical competency. The CTS is not designed for transfer to an associate or baccalaureate degree program; the Certificate of Applied Science (CAS) is more appropriate for such transferability. After completion, students may consider pursuing a CAS in the same field.

**Certificate of Applied Science (CAS)** A more academically-oriented program (usually 30-42 hours) created by combining a CTS with a limited general education component (at least 9 hours). At a minimum, the general education component should be fully transferrable into any undergraduate academic program. After completion, students may consider pursuing an associate degree in the same field.

**Certificate of General Studies (CGS)** An academically-oriented program designed to provide students with a broad foundation of fundamental academic skills, primarily for personal growth or as preparation for further collegiate study. The CGS framework allows students an opportunity to tailor their courses to meet admission or pre-requisite requirements of a transfer institution. The 30-hour curriculum consists of eight general education courses (24 hours) and two elective courses. After completion, the students may consider pursuing an Associate of General Studies.

**Technical Diploma (TD)** An applied, technical program (45-60 hours), often formed by combining multiple C.T.S.s and/or T.C.A.s. T.D. programs are strictly limited to technical and community colleges.

**Associate of Applied Science (AAS)** An applied/academic degree program, with a limited general education core component, primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD with 15 hours of required general education or can be a distinct curriculum unrelated to any pre-existing program of technical studies. If technical coursework required of the degree is intended for transfer to a four-year institution, this coursework must meet appropriate SACSCOC requirements.

**Associate of Arts (AA)** An academic degree program with a significant general education core, designed primarily to serve as preparatory education for transfer to a related baccalaureate program. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

**Associate of Science (AS)** An academic degree program with a significant general education core, designed primarily to serve as preparatory education for transfer to a related baccalaureate program. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

**Associate (A)** An academic degree program with a significant general education core, designed to prepare students for immediate employment or career entry, but which also may serve as preparatory education for transfer to a related baccalaureate program. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

**Louisiana Transfer Associate (AA/LT or AS/LT)** An Associate of Arts or Associate of Science degree that follows a prescribed curriculum (providing both structure and flexibility) and assures transfer of the 60 hours in the degree plus credit for completion of the required general education block at any public university. To assure maximum acceptance of credit, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

## STUDENT LEARNING OUTCOMES

### College Wide General Education Outcomes

1. Students communicate effectively.
2. Students critically analyze information to identify and solve problems.
3. Students demonstrate awareness of historical culture and/or social issues.

### Business (Entrepreneurship, Accounting, Business Administration, Hotel Restaurant Tourism)

1. Demonstrate ability to gather relevant information from multiple sources and evaluate data from various sources and disciplines within business studies.
2. Apply basic ethical strategies for effectively managing and operating a business.
3. Demonstrate the ability to work in teams.
4. Application of verbal and presentation skills using appropriate technology while demonstrating the ability to properly use business terminology.

### Care and Development of Young Children

1. The student demonstrates consistent competence and professionalism as an educator of young children.
2. The student effectively applies the principles of developmentally appropriate practice in planning and practice.
3. The student effectively deals with common occurrences in early childhood setting independently or with minimal assistance from a professional educator.
4. The student communicates effectively with children and adults in early childhood setting.
5. The student demonstrates respect for children, individually and as a group.

### Culinary Arts

1. Demonstrate a mastery of food service sanitation concepts and practices.
2. Exhibits positive work ethic, including efficiently using time.
3. Uses professional cooking and baking procedures, equipment, and terminology to adequately meet industry standards.
4. Uses food management essentials of effective purchasing and cost control.

### Emergency Medical Technician/Paramedic

1. Cognitive-Upon completion of the program, the student will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry level EMT/Paramedic as defined by the U.S. Department of Transportation National Standard Curriculum goals and objectives.
2. Psychomotor-Upon completion of the program, the student will demonstrate technical proficiency in all the skills necessary to fulfil the role of an entry level EMT/Paramedic.
3. Affective-Upon completion of the program, the student will demonstrate personal behavior consistent with professional employer expectations for entry level EMT/Paramedic.

1. Students demonstrate understanding of thermodynamics, psychometrics, and electrical theory as related to refrigeration systems. The student will be able to use this knowledge to design and repair refrigeration systems.
2. Students demonstrate the ability to safely and effectively use tools and equipment required for repairing and installation of air conditioning and refrigeration systems.
3. Students demonstrate understanding of and recognize components used in refrigeration systems. Students will know function, construction, location, and interaction of these components in refrigeration systems.
4. Students obtain E.P.A. Type I and Type II Refrigerant Certification.

1. Safety, Health, and Environment-Demonstrates; Student applies an understanding of the safety, healthy, and environmental policy and exhibits this behavior. Applies safe work practices.
2. Mechanical Aptitude-Student demonstrates an understanding of the maintenance and operation of process equipment. Applies the reasoning behind proper equipment line up, safety, and process concerns while operating process equipment.
3. Technical Ability-Student demonstrates an understanding of the technical aspects of the process technology. Applies skills and knowledge systems and troubleshooting ability.
4. Communication-Student demonstrates and applies communicating clearly, effectively, and concisely in both verbal and written form, including the ability to interpret and carry out SOP and EOP.
5. Work Ethics-Student demonstrates and applies the following work ethics: a) Dependability, b) Quality of work, c) Work attitude, d) Adaptability, e) Human Relations Skills.

1. Students use proper medical terms.
2. Students evaluate administration of medical organizations.
3. Students demonstrate managerial skills.
4. Students demonstrate accurate CPT.
5. Students demonstrate accurate ICD 10.

1. Nursing student demonstrates knowledge of scientific principles & application of critical thinking skills in provision of care to clients.
2. Nursing student consistently demonstrates cultural sensitivity considering the ethnic, socioeconomic & life experiences of client in providing care.
3. Nursing student demonstrates safety & proficiency in performance of basic nursing skills and medication administration.
4. Nursing student demonstrates personal behavior consistent with professional employee expectations for entry level LPN.
5. Nursing student demonstrates knowledge of content appropriate for entry level LPN as defined by LBPNE (La. State Board of Practical Nurse Examiners).

### **Paralegal**

1. Student functions effectively in an office/court environment.
2. Student demonstrates the requisite written skills to communicate effectively in the legal community.
3. The student effectively drafts various legal pleadings and transaction documents.
4. The student demonstrates the ability to use appropriate technology in performing legal research.
5. The student demonstrates critical reasoning skills by analyzing laws and legal opinions.
6. The student identifies ethical issues that occur in the legal environment.

### **Patient Care Technician**

1. Communicate effectively through writing, speaking, listening, reading and interpersonal skills in both the classroom and clinical setting.
2. Demonstrate an understanding of professional ethics and legal responsibilities.
3. Apply infection control guidelines including techniques for maintaining isolation.
4. Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment.
5. Model work readiness traits required for success in the work place including integrity, honesty, accountability, punctuality, time management and respect for diversity.

### **Teaching**

1. Teacher candidates demonstrate knowledge of content appropriate for elementary teachers defined by the Louisiana Department of Education.
2. Teacher candidates communicate effectively with adults and children.
3. Teacher candidates use hardware, software, e-mail, and web-based resources and apply these to educational situation.
4. Teacher candidates will identify education career options and set a personal professional goal with plans for achieving it.

### **Welding**

1. Students practice safety in welding shop with tools and equipment.
2. Students complete American Welding Society student preparation.
3. Students weld a bend test within industry standards.
4. Students exhibit exemplary work ethics.



## **PROGRAMS OF INSTRUCTION**

### **TECHNICAL COMPETENCY AREAS**

**Care and Development of Young Children**  
**Certified Nursing Assistant—Limited Enrollment**  
**Culinary Arts—Basic**  
**Culinary Arts—Sanitation**  
**Data Tasking, Email, and Collaboration**  
**Databases**  
**EKG**  
**Emergency Medical Technician—Basic**  
**Emergency Medical Technician – Advanced**  
**Entrepreneurship**  
**Hotel, Restaurant, and Tourism**  
**Industrial Technology**  
**Paralegal**  
**Phlebotomy**  
**Presentations**  
**Spreadsheets**  
**Tack Welding**  
**Word Processing**

### **CERTIFICATE OF GENERAL STUDIES**

**General Studies**

### **CERTIFICATE OF APPLIED SCIENCE**

**Business Technology**  
**Care and Development of Young Children**  
**Medical Coding and Billing**

## **CERTIFICATE OF TECHNICAL STUDIES**

**Application Fundamentals**  
**Application Fundamentals – Advanced**  
**Business Fundamentals**  
**Culinary Arts**  
**Databases**  
**Electrical Construction**  
**Electrical Construction—Advanced**  
**Emergency Medical Technician-Paramedic—Limited Enrollment**  
**Heating, Ventilation, and Air Conditioning**  
**Industrial Maintenance**  
**Microsoft OS**  
**Paralegal Studies**  
**Patient Care Technician**  
**Software Development**  
**Spreadsheets**  
**Welding: ARC Welding**  
**Word Processing**

## **TECHNICAL DIPLOMAS**

**Business Information Technology**  
**Culinary Entrepreneurship**  
**Industrial Maintenance**  
**Practical Nursing—Limited Enrollment**

## **ASSOCIATE DEGREE PROGRAMS**

**General Studies**

## **ASSOCIATE OF ARTS**

**Louisiana Transfer General Business Concentration**  
**Louisiana Transfer Fine Arts Concentration**  
**Louisiana Transfer Humanities Concentration**  
**Louisiana Transfer Social Sciences Concentration**  
**Paralegal Studies**

## **ASSOCIATE OF APPLIED SCIENCE**

### **Business Technology**

**Accounting Concentration**

**Business Administration Concentration**

**Entrepreneurship Concentration**

**Hotel, Restaurant, and Tourism Concentration**

**Medical Office Management Concentration**

**Care and Development of Young Children**

### **Industrial Technology**

## **ASSOCIATE OF SCIENCE**

**Louisiana Transfer Biological Sciences Concentration**

**Louisiana Transfer Physical Sciences Concentration**

**Teaching (Grades 1-5)—Limited Enrollment**

## PROGRAM DESCRIPTIONS

The following section of the *Catalog* provides a description of each academic program offered by the College and of the program outcomes.

Major courses in each program must be completed with a grade of “C” or better. In some programs, as indicated on the respective program page, other courses in addition to the major must be completed with a grade of “C” or better. The total credit hours required by each program and any other program-specific requirements are also indicated on the program page. Students should consult their academic advisor or program manager prior to scheduling their classes each semester.

The College reserves the right to make changes to the courses and programs contained in this *Catalog* as necessary to keep the programs current to meet the needs of the students, business, and industry. All changes will be included on the website ([www.nunez.edu](http://www.nunez.edu)).

## CERTIFICATE OF GENERAL STUDIES

The General Studies Certificate program allows students to complete the first year of study toward an associate or baccalaureate degree. Students who plan to transfer after completion of the certificate should discuss their plans with an advisor from the college they will attend to determine what courses will transfer.

**General Education Requirements: Students must earn a grade of “C” or better in each. At least nine (9) credit hours must be earned in residence. General Education course should be carefully selected to satisfy requirements of the degrees to be pursued upon completion of the certificate.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MATH 1200 or Higher	Survey of Mathematical Concepts or Higher	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
<b>Subtotal</b>		<b>21</b>
<b>Approved Electives: Must earn a grade of “C” or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ELECTIVES	Two courses from a single category as described on the General Education Courses page of the Catalog. It is recommended that one course be at the 1000 level and one course at the	6
<b>Subtotal</b>		<b>6</b>
<b>Electives: Must earn a grade of “C” or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ELECTIVE	Select a course from one of the following categories: Humanities, Mathematics, Natural Science, or Social Science	3
<b>Subtotal</b>		<b>3</b>
<b>TOTAL</b>		<b>30</b>

## ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies degree program allows pre-baccalaureate studies in many areas. (To ensure the transferability of coursework, students should complete all required courses with a grade of “C” or better.) The degree also provides an opportunity for students with specific workforce needs to complete an associate degree not met by other degree options. A minimum of 12 hours must be taken at the 2000 level. Additionally, a minimum of 15 hours must be taken in residence. A student may not be awarded the Associate of General Studies more than once.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a ‘C’ or better.)	3
ENGL 1020	English Composition II	3
MATH 1200 or Higher	Survey of Math Concepts or Higher	3
ANY SPEECH		3
BUSN 1150	Survey of Microcomputer Applications	3
Humanities Elective	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Fine Arts Elective	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
Social/Behavioral Sciences Electives	See the General Education Courses page of the Catalog for eligible Social Sciences courses	6
Natural Sciences Electives	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	6
<b>Subtotal</b>		<b>33</b>
Area of Concentration: Grades of “C” or better are required for all courses in this area		
COURSE RUBRIC	DESCRIPTION	CREDIT
	Courses with the same prefix or prefixes in the same category. (Note: If the area of concentration is Natural Sciences or Social/Behavioral Sciences, the corresponding pair in General Education Requirements may be replaced with a pair of transferable courses from another subject area. If the area of concentration is Humanities or Fine Arts, the corresponding General Education Requirement may be replaced with another course.)	18
<b>Subtotal</b>		<b>18</b>
COURSE RUBRIC	DESCRIPTION	9
	Elective courses	
<b>Subtotal</b>		<b>9</b>
<b>TOTAL</b>		<b>60</b>

## ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE

The Associate of Arts/Louisiana Transfer (AA/LT) Degree provides a seamless transition to appropriate baccalaureate degree programs at public colleges and universities in Louisiana. Students should select courses carefully to ensure they satisfy the requirements of the desired degree at the receiving institution.

The degree includes 39 credit hours of General Education requirements and 21 credit hours of electives that prepare the student for the requirements of the desired bachelor's degree. All courses must be completed with a grade of "C" or better.

The Associate of Arts/Louisiana Transfer (AA/LT) Degree includes four concentrations: Business, Fine Arts, Humanities, and Social Sciences. Please see the following program pages for the requirements for each concentration.

*Students pursuing a Louisiana Transfer Degree should check the catalog of the institution to which they intend to transfer for specific course recommendations, depending on their anticipated major.*

*Completion of the AA/LT degree guarantees that the student has met, in full, all lower-division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AA/LT degree.*

**ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE  
BUSINESS CONCENTRATION**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
<b>English (6 Hours: Gen Ed)</b>		
ENGL 1010	English Composition I	6
ENGL 1020	English Composition II	
<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>		
MATH 1300	College Algebra	6
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog	
<b>Natural Sciences (9-10 Hours: 9 Gen Ed + 0-1 Lab)</b>		
BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences (6 Hours)	6
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence (3 Hours)	3
BIOL 1070, CHEM 1100, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures (0-1 Hours)	0-1
<b>Humanities (9-12 Hours = 9 Gen Ed + 0-1)</b>		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature (3 Hours)	3
SPCH 1100, 1310, 2150, 2200	Speech/Communication (3 Hours)	3
Humanities/Speech/Foreign Language	See the General Education Courses page of the Catalog for eligible courses (3-6 Hours)	3-6
<b>Social/Behavioral Sciences &amp; Business (21-24 HOURS= 6 GEN ED + 15-18)</b>		
Psychology/Sociology	Any Psychology/Sociology course as listed on the General Education Courses page of the Catalog (3 Hours)	3
ECON 2000	Microeconomics (3 hours)	3
ECON 2020	Macroeconomics (3 Hours)	3
MATH 2000	Statistics (3 Hours)	3
ACCT 2400	Financial Accounting (3 Hours)	3
ACCT 2150	Managerial Accounting (3 Hours)	3
BUSN 1150	Survey of Microcomputer Applications (3 Hours)	3
Free Elective	Any Social/Behavioral or Business course as listed not previously taken in the above courses	3
<b>Fine Arts (3 HOURS= 3 GEN ED)</b>		
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
<b>Total Possible Credits: 39 Gen Ed + 12-31 electives</b>		<b>51-70</b>
<b>Total Credits Required for Degree Completion: 39 Gen Ed + 21 electives</b>		<b>60</b>



**ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE  
FINE ARTS CONCENTRATION**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
<b>English (6 Hours: Gen Ed)</b>		
ENGL 1010	English Composition I (3 Hours)	6
ENGL 1020	English Composition II (3Hours)	
<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>		
MATH 1300	College Algebra	6
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog	
<b>Natural Sciences (9-10 Hours: 9 Gen Ed + 0-1 Lab)</b>		
BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences (6 Hours)	6
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence (3 Hours)	3
BIOL 1070, CHEM 1110, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures (0-1 Hours)	0-1
<b>Humanities (9-12 Hours = 9 Gen Ed + 0-1)</b>		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature (3 Hours)	3
SPCH 1100, 1310, 2150, 2200	Speech/Communication (3 Hours)	3
Humanities/Speech/ Foreign Language	See the General Education Courses page of the Catalog for eligible courses (3-6 Hours)	3-6
<b>Social/Behavioral Sciences &amp; Business (6-9 HOURS= 6 GEN ED + 0-3)</b>		
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog	6-9
<b>Fine Arts (15-24 Hours = 3 Gen Ed + 12-21)</b>		
Fine Arts Courses [include one from at least three areas: History; Appreciation; Theory; or Basic Skills]	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog (15-24 Hours)	15-24
Free Elective	Any transfer course as approved by a Transfer Advisor (0-3 Hours)	0-3
<b>Total Possible Credits: 39 Gen Ed + 12-31 electives</b>		<b>51-70</b>
<b>Total Credits Required for Degree Completion: 39 Gen Ed + 21 Electives</b>		<b>60</b>

**ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE  
HUMANITIES CONCENTRATION**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
<b>English (6 Hours: Gen Ed)</b>		
ENGL 1010	English Composition I (3 Hours)	6
ENGL 1020	English Composition II (3 Hours)	
<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>		
MATH 1300	College Algebra (3 hours)	6
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog (3 hours)	
<b>Natural Sciences (9-10 Hours: 9 Gen Ed + 0-1 Lab)</b>		
BIOL 1060-1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences (6 Hours)	6
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence (3 Hours)	3
BIOL 1070, CHEM 1110, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures (0-1 Hours)	0-1
<b>Humanities (24-30 HOURS = 9 GEN ED + 15-24)</b>		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature (3 Hours)	3
Humanities/Speech/ Foreign Language	See the General Education Courses page of the Catalog for eligible courses (21-27 Hours)	21-.27
<b>Social/Behavioral Sciences (6-12 Hours = 6 Gen Ed + 0-6)</b>		
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog (6-12 Hours)	6-12
<b>Fine Arts (3 Hours = 3 Gen Ed)</b>		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog	3
<b>Total Possible Credits: 39 Gen Ed + 15-31 electives</b>		<b>54-70</b>
<b>Total Credits required for degree Completion: 39 Gen Ed + 21 electives</b>		<b>60</b>

**ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE  
SOCIAL SCIENCES CONCENTRATION**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
<b>English (6 Hours: Gen Ed)</b>		
ENGL 1010	English Composition I (3 hours)	6
ENGL 1020	English Composition II (3 hours)	
<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>		
MATH 1300	College Algebra (3 Hours)	6
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog	
<b>Natural Sciences (9-10 Hours = 9 Gen Ed + 0-1 Lab)</b>		
BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences (6 Hours)	6
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence (3 Hours)	3
BIOL 1070/ CHEM 1110, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures (0-1 Hours)	0-1
<b>Humanities (9-21 Hours = 9 Gen Ed + 0-12)</b>		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature (3 Hours)	3
Humanities/Speech/Foreign Language	See the General Education Courses page of the Catalog for eligible courses (21-27 Hours)	21-27
<b>Social/Behavioral Sciences (15-27 Hours = 6 Gen Ed + 9-21)</b>		
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog (15-27 Hours)	15-27
<b>Fine Arts (3 Hours = 3 Gen Ed)</b>		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog	3
<b>Total Possible Credits: 39 Gen Ed + 9-34 electives</b>		<b>48-73</b>
<b>Total Credits Required for Degree Completion: 39 Gen Ed + 21 electives</b>		<b>60</b>

## ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER DEGREE

The Associate of Science/Louisiana Transfer (AS/LT) Degree provides a seamless transition to appropriate baccalaureate degree programs at public colleges and universities in Louisiana. Students should select courses carefully to ensure they satisfy the requirements of the desired degree at the receiving institution.

The degree includes 39 credit hours of General Education requirements and 21 credit hours of electives that prepare the student for the requirements of the desired bachelor's degree. All courses must be completed with a grade of "C" or better.

The Associate of Science/Louisiana Transfer (AS/LT) Degree includes two concentrations: Biological and Physical Sciences. Please see the following program pages for the requirements for each concentration.

*Students pursuing a Louisiana Transfer Degree should check the catalog of the institution to which they intend to transfer for specific course recommendations, depending on their anticipated major.*

*Completion of the AS/LT degree guarantees that the student has met, in full, all lower-division general education requirements at the receiving Louisiana public university. Graduates transferring with the transfer degree will have junior status. Courses or GPA requirements for specific majors, departments, or schools are not automatically satisfied by an AS/LT degree.*

**ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER DEGREE  
BIOLOGICAL SCIENCES**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
<b>English (6 Hours: Gen Ed)</b>		
ENGL 1010	English Composition I	6
ENGL 1020	English Composition II	
<b>Math /Analytical Reasoning (6-12 Hours: 6 Gen Ed + 0-6)</b>		
MATH 1300/1400	College Algebra/Trigonometry (0-3 Hours)	6-12
MATH 1400/2000	Trigonometry/Statistics (3-4 Hours)	
MATH 2000/2050	Statistics/Calculus (0-5 Hours)	
<b>Natural Sciences (18-28 Hours: 9 Gen Ed + 9-19)</b>		
BIOL 1100/1110, BIOL 1200/1210	Biology I & II and Labs (Choose options for Science Majors; 8 Hours)	8
CHEM 1100/1110	Chemistry & Lab (4 Hours)	4
<b>Choose at least 6 hours from the list below</b>		
CHEM 1200/1210	Chemistry II & Lab (4 Hours)	6-16
BIOL 2000/2010	Microbiology & Lab (4 Hours)	
Natural Science Courses	Any other Natural Science courses as listed on the General Education Courses page of the Catalog (6-16)	
<b>Humanities (9-21 Hours: 9 Gen Ed + 0-12)</b>		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Gen Ed Literature (3 Hours)	3
Humanities/Speech/ Foreign Language	See the General Education Courses page of the Catalog for eligible courses (6-18 Hours)	6-18
<b>Social Sciences/Behavioral Sciences (6 Hours: Gen Ed)</b>		
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses (3 Hours)	6
<b>Fine Arts (3 hours: Gen Ed)</b>		
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses ((3 Hours)	3
<b>Total Possible Credits: 39 Gen Ed + 9-37 electives</b>		<b>48-76</b>
<b>Total Credits Required for Graduation: 39 Gen Ed + 21 electives</b>		<b>60</b>

**ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER DEGREE  
PHYSICAL SCIENCES**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
<b>English (6 Hours: Gen Ed)</b>		
ENGL 1010	English Composition I	6
ENGL 1020	English Composition II	
<b>Math/Analytical Reasoning (8-10 Hours: 6 Gen Ed +2-4)</b>		
MATH 2050	Calculus I (4-5 Hours)	8-10
MATH 2100	Calculus II (4-5 Hours)	
<b>Natural Sciences (17-27 Hours: 9 Gen Ed + 8-18)</b>		
CHEM 1100/1110, 1200/1210, PHYS 1100/1110, 1200/1210	Sequence + Labs in Chemistry or Physics (Choose options for Science Majors: 8 Hours)	8
BIOL 1100	Biology I (3 Hours)	3
<b>Choose at least 6 hours from the list below</b>		
CHEM 1100/1110, 1200/1210	Chemistry & Lab if not used for sequence ( 3-8 Hours)	6-16
PHYS 1100/1110, 1200/1210	Physics & Lab if not used for sequence (3-8 Hours)	
Science/Engineering Math Courses	Any other Analytical Reasoning/Mathematics or Natural Science courses as listed on the General Education Courses page of the Catalog (6-16 Hours)	
<b>Humanities (9-21 Hours: 9 Gen Ed + 0-12)</b>		
ENGL 2010, 2020, 2100,2110, 2210, 2600, 2620	Gen Ed Literature (3 Hours)	3
Humanities/Speech/ Foreign Language	See the General Education Courses page of the Catalog for eligible courses (6-18 Hours)	6-18
<b>Social Sciences/Behavioral Sciences (6 Hours: Gen Ed)</b>		
Social Science	See the General Education Courses page of the Catalog for eligible Social Sciences courses (6 Hours)	6
<b>Fine Arts (3 Hours: Gen Ed)</b>		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog. (3 Hours)	3
<b>Total Possible Credits: 39 Gen Ed + 10-34 electives)</b>		<b>49-67</b>
<b>Total Credits Required for Graduation: 39 Gen Ed + 21 electives</b>		<b>60</b>

## ASSOCIATE OF SCIENCE TEACHING (GRADES 1-5)

The Associate of Science in Teaching program provides high-quality foundational coursework designed to produce teacher candidates for university colleges of education. This limited-admissions program is aligned with the state reform efforts and baccalaureate degree redesign. Its focus is on elementary grades 1<sup>st</sup> through 5<sup>th</sup>. Admission and completion requirements for this program are as follows:

- Must be a high school graduate with
  - A minimum high school GPA of 2.50 or
  - An ACT composite score of 19 or placement above development courses;
- Successfully complete an entrance interview;
- Have a background check that meets all state-identified regulations to interact with your children;
- Complete any required developmental courses with a grade of “C” or higher;
- Maintain a minimum cumulative GPA as follows:
  - 2.00 for 0-15 hours,
  - 2.20 for 16-30 hours,
  - 2.50 for 31-60 hours.
- Students must earn a grade of “C” or higher in all courses to ensure their transferability.

Program Outcomes:

1. Teacher candidates demonstrate knowledge of content appropriate for elementary teachers defined by the Louisiana Department of Education.
2. Teacher candidates communicate effectively with adults and children.
3. Teacher candidates use hardware, software, e-mail, and web-based resources and apply these to educational situation.
4. Teacher candidates will identify education career options and set a personal professional goal with plans for achieving it.

English Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
ENGL 2210	Major American Writers	3
ENGL 2020	English Literature II	3
<b>Subtotal</b>		<b>12</b>
Natural Sciences		
COURSE RUBRIC	DESCRIPTION	CREDIT
BIOL 1060	Principles of Biology I	3
BIOL 1070	Principles of Biology I Lab	1
BIOL 1080	Principles of Biology II	3
PHSC 1000	Physical Science I	3
PHSC 1100	Physical Science I Lab	1
PHSC 1200	Physical Science II	3
PHSC 1300	Physical Science II Lab	1
<b>Subtotal</b>		<b>15</b>
Mathematics		
COURSE RUBRIC	DESCRIPTION	CREDIT
MATH 1300	College Algebra	3
MATH 1600	Elementary Number Structures	3
MATH 1630	Elementary Geometry and Statistics	3
MATH 2000	Statistics	3
<b>Subtotal</b>		<b>15</b>
Fine Arts Elective		
COURSE RUBRIC	DESCRIPTION	CREDIT
	Select one transferable Fine Arts Elective from the General Education section of the catalog.	3
<b>Subtotal</b>		<b>3</b>
History		
COURSE RUBRIC	DESCRIPTION	CREDIT
HIST 1510	World History II	3
HIST 2010	American History to 1865	3
<b>Subtotal</b>		<b>6</b>
Social Sciences		
COURSE RUBRIC	DESCRIPTION	CREDIT
POLI 1100	American Government	3
GEOG 1200	Physical Geography	3
<b>Subtotal</b>		<b>6</b>
Teac Courses		
COURSE RUBRIC	DESCRIPTION	CREDIT
TEAC 2010	Teaching and Learning In Diverse Settings I	3
TEAC 2030	Teaching and Learning In Diverse Setting II	3
PPST	Praxis I: Reading, Writing, and Mathematics (These are standardized tests students must pass.)	0
PPCK	Praxis II: Elementary education: Content Knowledge (This is a standardized test students must pass.)	0
<b>Subtotal</b>		<b>6</b>
<b>TOTAL</b>		<b>60</b>



## CERTIFICATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY

The Certificate of Applied Science in Business Technology degree program prepares students for entry level positions in a wide array of business-related industries such as accounting; hotel, restaurant, and tourism; legal, medical, and general office management; computer information systems; or computer technology. A minimum of 9 hours must be taken at the 2000 level. Additionally, a minimum of 15 hours must be taken in residence. The Certificate of Applied Science in Business Technology will satisfy 30 hours for the Associate of General Studies degree program for students who want an associate degree.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
MATH 1200 or higher	Survey of Mathematical Concepts or higher	3
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics (satisfies the Social Science Requirement)	3
<b>Subtotal</b>		<b>9</b>
Major Courses		
COURSE RUBRIC	DESCRIPTION	CREDIT
Business Electives	Any ACCT, BUSN, CINS, CTEC, ECON, FINA, OADM, or OFCR	21
<b>Subtotal</b>		<b>21</b>
<b>TOTAL</b>		<b>30</b>

## ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY ACCOUNTING

The Business technology program prepares students for positions in business and industry. This track provides exposure to a broad range of business theory and skills with an emphasis on Accounting. To pursue a general business track, see the Associate of General Studies.

Program Outcomes:

1. Demonstrate ability to gather relevant information from multiple sources and evaluate data from various sources and disciplines within business studies.
2. Apply basic ethical strategies for effectively managing and operating a business.
3. Demonstrate the ability to work in teams.
4. Application of verbal and presentation skills using appropriate technology while demonstrating the ability to properly use business terminology.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must make a grade of 'C' or better	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
ECON 2000	Microeconomics (this fulfills the Social Science Requirement	3
Natural Science	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
<b>Subtotal</b>		<b>21</b>
Major Courses: Must earn a grade of "C" or better in each. At least 21 credit hours must be earned in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 1500	Payroll Accounting	3
ACCT 2100	Computerized Accounting	3
ACCT 2150	Managerial Accounting	3
ACCT 2400	Principles of Financial Accounting	3
Accounting Electives	Select two courses from the following: ACCT 2180, ACCT 2200, or ACCT 2330	6
BUSN 1100	Introduction to Business	3
BUSN 2100	Management	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1610	Spreadsheets	3
ECON 2020	Macroeconomics	3
<b>Subtotal</b>		<b>39</b>
<b>TOTAL</b>		<b>60</b>

## ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY BUSINESS ADMINISTRATION

The Business Technology Program prepares students for positions in business and industry. This track provides exposure to a broad range of business theory and skills with an emphasis on Business Management. To pursue a general business track, see the Associate of General Studies.

Program Outcomes:

1. Demonstrate ability to gather relevant information from multiple sources and evaluate data from various sources and disciplines within business studies.
2. Apply basic ethical strategies for effectively managing and operating a business.
3. Demonstrate the ability to work in teams.
4. Application of verbal and presentation skills using appropriate technology while demonstrating the ability to properly use business terminology.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of 'C' or better)	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
<b>Subtotal</b>		<b>21</b>
Major Courses: Must earn a grade of "C" or better in each. At least 21 credit hours must be earned in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 2400	Principles of Financial Accounting	3
BUSN 1100	Introduction to Business	3
BUSN 2000	Marketing	3
BUSN 2100	Management	3
BUSN 2150	Human Resource Management	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
BUSN 2700	Fundamentals of Strategic Management for Business Administration	3
BUSN 1150	Survey of Microcomputer Applications	3
ECON 2000	Microeconomics	3
ECON 2020	Macroeconomics	3
FINA 2010 or BUSN 1330	Finance or Personal Finance	3
MATH ELECTIVE	Select one course from the following: MATH 1400, MATH 1700, or MATH 2000	3
<b>Subtotal</b>		<b>39</b>
<b>TOTAL</b>		<b>60</b>

## ENTREPRENEURSHIP

The Technical Competency Area in Entrepreneurship (TCA Entrepreneurship) is designed to assist students in learning the basic concepts for successful business implementation or improvement. Each student will complete nine (9) credit hours of designated course work and will complete the WorkKeys National Career Readiness Certification.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1500	Introduction to Entrepreneurship	3
BUSN 1520	Marketing for Entrepreneurs	3
BUSN Elective	Select one course from the following: ACCT 2100, BUSN 1100, BUSN 1175, BUSN 1330, BUSN 1510, BUSN 1530, BUSN 2100, BUSN 2200	3
<b>Subtotal</b>		<b>9</b>

## ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY ENTREPRENEURSHIP

The Business Technology Program prepares students for positions in business and industry. This track provides exposure to a broad range of business theory and skills with an emphasis on Entrepreneurship and small business. To pursue a general business track, see the Associate of General Studies. Must earn a grade of “C” or better in all course work.

### Program Outcomes:

1. Demonstrate ability to gather relevant information from multiple sources and evaluate data from various sources and disciplines within business studies.
2. Apply basic ethical strategies for effectively managing and operating a business.
3. Demonstrate the ability to work in teams.
4. Application of verbal and presentation skills using appropriate technology while demonstrating the ability to properly use business terminology.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
MATH 1300	College Algebra	3
HUMANITIES	Any HUMANITY course other than SPCH or foreign language	3
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics (this fulfills the Social Science requirement)	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
<b>Subtotal</b>		<b>15</b>
Major Courses: Must earn a grade of “C” or better in each. At least 21 credit hours must be in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 2100	Computerized Accounting	3
BUSN 1100	Introduction to Business	3
BUSN 1500	Starting a New Business: Introduction to Entrepreneurship	3
BUSN 1510	Small Business Management	3
BUSN 1520	Marketing for Entrepreneurs	3
BUSN 2200	Business Law	3
BUSN 2400	Business Communication	3
BUSN 2500	Finance for Entrepreneurs	3
BUSN 2550	Foundations of Strategic Management for Entrepreneurship	3
BUSN 1150	Survey of Microcomputer Applications	3
<b>Subtotal</b>		<b>30</b>
6 Hours of Approved Business Electives		
BUSN Elective	Select two courses from the following: BUSN 1175, BUSN 1330, BUSN 1530, BUSN 2000, BUSN 2100, BUSN 2150	3
BUSN Elective		3
<b>Subtotal</b>		<b>6</b>
9 Hours of with the same prefix or prefixes in the same category.		
Elective		3
Elective		3
Elective		3
<b>Subtotal</b>		<b>9</b>
<b>TOTAL</b>		<b>60</b>

**TECHNICAL COMPETENCY AREA  
HOTEL, RESTAURANT, TOURISM ADMINISTRATION**

This TCA provides the completer a general survey of the functions and practices of a business. It provides an overview of accounting, marketing, general management, human resources management, finance, purchasing and production and operations management through the introduction to business course. Through the two hospitality courses, it provides an understanding of the scope and complexity of the hospitality industry, introduces key hospitality definitions, the opportunities available, and the training necessary to achieve a successful hospitality management career, a detailed presentation of lodging operations management in specific areas including office operations, housekeeping and sanitations; food and beverage; and facility operations. Risk management/security and accounting/financial operations are also provided. Both latter courses will follow the American Hotel and Lodging Association (AHLA) curriculum. Prior to the completion of this TCA, students will test for the Certified Guest Service Professional (CGSP) designation and Responsible Vendors License (TIPS) both industry based certifications. Micros Opera web based training is also included.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1100	Introduction to Business	3
BUSN 1800	Introduction to Hospitality Management	3
BUSN 2800	Lodging Management	3
<b>TOTAL</b>		<b>9</b>

**ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY  
HOTEL, RESTAURANT, AND TOURISM CONCENTRATION**

The Business Technology Program prepares students for positions in business and industry. This track provides exposure to a broad range of business theory and skills with an emphasis of Hotel, Restaurant & Tourism Administration. To pursue a general business track, see the Associate of General Studies.

**Program Outcomes:**

1. Demonstrate ability to gather relevant information from multiple sources and evaluate data from various sources and disciplines within business studies.
2. Apply basic ethical strategies for effectively managing and operating a business.
3. Demonstrate the ability to work in teams.
4. Application of verbal and presentation skills using appropriate technology while demonstrating the ability to properly use business terminology.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
<b>Subtotal</b>		<b>21</b>
Major Courses: Must earn a grade of “C” or better in each. At least 21 credit hours must be in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 2400	Principles of Financial Accounting	3
BUSN 1100	Introduction to Business	3
BUSN 1800	Introduction to Hospitality Management	3
BUSN 2100	Management	3
BUSN 2150	Human Resource Management	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
BUSN 2800	Lodging Management	3
BUSN 2820	Marketing for Hospitality and Tourism	3
BUSN 2890	Foundations of Strategic Management for Hospitality	3
BUSN 1150	Survey of Microcomputer Applications	3
CULA 1020	Basic Food Preparation	3
Approved Elective	3 credit hours of coursework in either BUSN or CULA	3
<b>Subtotal</b>		<b>39</b>
<b>TOTAL</b>		<b>60</b>

## CERTIFICATE OF APPLIED SCIENCE MEDICAL CODING AND BILLING

The Medical Coding and Billing Certificate of Applied Science program prepares students for employment in hospitals, medical billing offices, doctors' offices, and insurance offices as coders and billing specialists. All the courses in the Certificate Program can be applied to the Associate of Applied Science in Business Technology (Medical Office Management concentration.) To pursue a general business track, see the Associate of General Studies.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a "C" or better	3
BUSN 1150	Survey of Microcomputer Applications	3
MATH 1200	Survey of Mathematical Concepts	3
BIOL 1010	Introduction to Anatomy & Physiology (satisfies the Natural Science requirement)	3
Select one course from one of the following		
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	
<b>Subtotal</b>		15
Major Courses: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 1110	Basic CPT Coding	3
HSOM 2010	Legal Aspects of Medical Office	3
HSOM 2050	Medical Office Management	3
HSOM 2090	Advanced Medical Coding	3
HSOM 2150	Reimbursement and Patient Billing	3
HSOM 2700	Basic ICD10-CM Coding	3
<b>Subtotal</b>		24
<b>TOTAL</b>		39



## ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY MEDICAL OFFICE MANAGEMENT

The Business Technology Program prepares students for positions in business and industry. This track prepares students specifically for the Health Services industry and provides exposure to a broad range of business theory and skills with an emphasis on Medical Office Management. To pursue a general business track, see the Associate of General Studies.

Program Outcomes:

1. Students use proper medical terms.
2. Students evaluate administration of medical organizations.
3. Students demonstrate managerial skills.
4. Students demonstrate accurate CPT.
5. Students demonstrate accurate ICD 10

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
MATH 1300	College Algebra	3
HUMANITIES	Any Humanity course other than SPCH or Foreign language	3
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics (satisfies the Social Science requirement)	3
BIOL 1100	General Biology I (satisfies the Natural Sciences requirement)	3
BIOL 1110	General Biology I Lab	1
<b>Subtotal</b>		<b>16</b>
Major Courses: Must earn a "C" or better in each. At least 21 credit hours must be earned in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
BUSN 1100	Introduction to Business	3
BUSN 2400	Business Communication	3
BIOL 2300	Human Anatomy and Physiology I	3
BIOL 2310	Human Anatomy and Physiology I Lab	1
BIOL 2400	Human Anatomy and Physiology II	3
BIOL 2410	Human Anatomy and Physiology II Lab	1
BUSN 1150	Survey of Microcomputer Applications	3
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 1110	Basic CPT Coding	3
HSOM 2010	Legal Aspects of the Medical Office	3
HSOM 2050	Medical Office Management	3
HSOM 2090	Advanced Medical Coding	3
HSOM 2150	Reimbursement and Patient Billing	3
HSOM 2600	Human Disease for Allied Health	3
HSOM 2700	Basic ICD10-CM Coding	3
<b>Subtotal</b>		<b>44</b>
<b>TOTAL</b>		<b>60</b>

**Note:** According to AHIMA ([www.ahima.org](http://www.ahima.org), July 2014) students completing this program meet the following requirement to sit for AHIMA certification testing: *Completion of other coding training programs that include Anatomy and Physiology, Medical Terminology, Basic ICD, Diagnostics and Procedural, and Basic CPT Coding.*

**TECHNICAL COMPETENCY AREA  
PARALEGAL STUDIES**

The Technical Competency Area in Paralegal Studies (TCA Paralegal) is designed to assist student in learning basic legal concepts for immediate employment. Each student will complete the WorkKeys National Career Readiness Certification. This TCA can be taken alone or in conjunction with the Certificate of Technical Studies or the Associate of Arts in Paralegal Studies.

This TCA introduces student to paralegal concepts enabling them to gain understanding of basic legal principles.

<b>Major Courses: Must earn a grade of “C” or better in each.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
PARL 1000	Introduction to Law and Paralegal	3
BUSN 1150	Survey of Microcomputer Applications	3
OFCR 1400	College Keyboarding	3
	<b>Subtotal</b>	<b>9</b>
<b>Paralegal Elective: Must earn a grade of “C” or better.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Select one course from the following: PARL 1050, PARL 2350, BUSN 1600, or OADM 1510	3
	<b>Subtotal</b>	<b>3</b>
	<b>TOTAL</b>	<b>12</b>

**CERTIFICATE OF TECHNICAL STUDIES  
PARALEGAL STUDIES**

This certificate program is designed to provide intensive paralegal training to prepare students to enter the job market as paralegals in law firms, insurance companies, government agencies, title companies, banks and corporations. All of the courses in this certificate apply toward the Associate of Arts in Paralegal Studies.

<b>General Education Requirements</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CRE DIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1600	Word Processing	3
ENGL 1010	English Composition I (must earn a "C" or better)	3
OADM 1510	Legal Typing and Transcription	3
<b>Subtotal</b>		<b>12</b>
<b>Major Courses: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CRE DIT</b>
PARL 1000	Introduction to Law and Paralegal	3
PARL 1050	Litigation	3
PARL 1100	Legal Research	3
PARL 2000	Case Analysis	3
<b>Subtotal</b>		<b>12</b>
<b>Paralegal Elective: Must earn a grade of "C" or better.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CRE DIT</b>
	Select three courses from the following: PARL 2050, PARL 2100, PARL 2250, PARL 2300, or PARL 2350	9
<b>Subtotal</b>		<b>9</b>
<b>TOTAL</b>		<b>33</b>

## ASSOCIATE OF ARTS PARALEGAL STUDIES

This program is designed to educate and train paralegals to work independently under the supervision of attorneys in all areas of law. Graduates are prepared for careers in law firms, insurance companies, government agencies, title companies, banks and corporations. Paralegals organize and manage the flow of work in law offices and handle routine legal documents in other office settings. They also do background research and investigation for attorneys, research legal issues, and interview and prepare witnesses and clients for depositions and court appearances. They prepare drafts of motions, briefs or arguments and maintain files, documents, and correspondence about cases. They also organize, file, maintain case histories and may regularly interface with the police, attorneys, government officials, and a variety of court personnel.

### Program Outcomes:

1. Student functions effectively in an office /court environment.
2. Student demonstrates the requisite written skills to communicate effectively in the legal community.
3. The student effectively drafts various legal pleadings and transaction documents.
4. The student demonstrates the ability to use appropriate technology in performing legal research.
5. The student demonstrates critical reasoning skills by analyzing laws and legal options.
6. The student identifies ethical issues that occur in the legal environment.

<b>General Education Requirements</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
ENGL 1010	English Composition I (must earn a grade of 'C' or better)	3
ENGL 1020	English Composition II	3
MATH 1200 or MATH 1300	Survey of Mathematical Concepts or College Algebra	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses.	6
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	6
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
<b>Subtotal</b>		<b>30</b>
<b>Major Courses: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
PARL 1000	Introduction to Law and Paralegal	3
PARL 1050	Litigation	3
PARL 1100	Legal Research	3
PARL 2000	Case Analysis	3
PARL 2500	Practicum	3
<b>Subtotal</b>		<b>15</b>
<b>Paralegal Electives: Must earn a grade of "C" or better in each.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Select 4 courses from the following: PARL 1200, PARL 2050, PARL 2100, PARL 2150, PARL 2250, PARL 2300, or PARL 2350	12
<b>Subtotal</b>		<b>12</b>
<b>Approved Electives</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Select from: BUSN 1600, ENVN 1030, OADM 1510, OFCR 1410, POLI 1100, or POLI 2610 or any PARL approved by advisor	3
<b>Subtotal</b>		<b>3</b>
<b>TOTAL</b>		<b>60</b>

**TECHNICAL COMPETENCY AREA  
DATA TASKING, EMAIL, AND COLLABORATION**

The Technical Competency Area (TCA) in Data Tasking, Email, and Collaboration will provide basic skills training in microcomputer applications, customer service, and data tasking, email, and collaboration.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1640	Data Tasking, Email, Collaboration	3
<b>TOTAL</b>		<b>9</b>

**TECHNICAL COMPETENCY AREA  
DATABASES**

The Technical Competency Area (TCA) in Databases will provide basic skills training in microcomputer applications, customer service, and databases.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1630	Access	3
<b>TOTAL</b>		<b>9</b>

**TECHNICAL COMPETENCY AREA  
PRESENTATIONS**

The Technical Competency Area (TCA) in Databases will provide basic skills training in microcomputer applications, customer service, and presentations.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1620	Presentations	3
<b>TOTAL</b>		<b>9</b>

**TECHNICAL COMPETENCY AREA  
SPREADSHEETS**

The Technical Competency Area (TCA) in Databases will provide basic skills training in microcomputer applications, customer service, and spreadsheets.

<b>Major Course: Must earn a grade of “C” or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1610	Spreadsheets	3
<b>TOTAL</b>		<b>9</b>

**TECHNICAL COMPETENCY AREA  
WORD PROCESSING**

The Technical Competency Area (TCA) in Databases will provide basic skills training in microcomputer applications, customer service, and word processing.

<b>Major Course: Must earn a grade of “C” or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1600	Word Processing	3
<b>TOTAL</b>		<b>9</b>

**CERTIFICATE OF TECHNICAL STUDIES  
APPLICATION FUNDAMENTALS**

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of entry-level Microsoft certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1600	Word Processing	3
BUSN 1610	Spreadsheets	3
BUSN 1620	Presentations	3
BUSN 1630	Databases	3
BUSN 1640	Data Tasking, Email, and Collaboration	3
BUSN 2600	Advanced Word Processing	3
BUSN 2610	Advanced Spreadsheets	3
<b>TOTAL</b>		<b>27</b>

**CERTIFICATE OF TECHNICAL STUDIES  
ADVANCED APPLICATION FUNDAMENTALS**

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Technology Associate Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 2620	Databases	3
BUSN 2630	Microsoft Windows Operating Fundamentals	3
BUSN 2640	Networking and Security Fundamentals	3
BUSN 2650	Web Development Fundamentals	3
BUSN 2660	Software Development Fundamentals	3
BUSN 2670	Configuring and Supporting Windows	3
<b>TOTAL</b>		<b>27</b>



**CERTIFICATE OF TECHNICAL STUDIES  
BUSINESS FUNDAMENTALS**

This program is designed to serve as a training and skill building program for students seeking to gain access to careers in the field of office administration.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1100	Introduction to Business	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1330	Personal Finance	3
BUSN 2100	Management	3
BUSN 2400	Business Communication	3
ELECTIVE	Select 1 course from the following: BUSN 1600, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 1640, BUSN 2600, BUSN 2610, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670	3
<b>TOTAL</b>		<b>18</b>

**CERTIFICATE OF TECHNICAL STUDIES  
DATABASES**

This program is designed to provide students with the skills and training necessary to sit for and successfully complete Microsoft Access Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1630	Databases	3
BUSN 2620	Advanced Databases	3
BUSINESS ELECTIVE	Select two of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1600, BUSN 1610, BUSN 1620, BUSN 1640, BUSN 1640, BUSN 2600, BUSN 2610, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670	3
BUSINESS ELECTIVE		3
<b>TOTAL</b>		<b>18</b>

**CERTIFICATE OF TECHNICAL STUDIES  
MICROSOFT OS**

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Technology Associate Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 2630	Microsoft Windows Operating Fundamentals	3
BUSN 2640	Networking and Security Fundamentals	3
BUSN 2670	Configuring and Supporting Windows	3
BUSINESS ELECTIVE	Select one of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1600, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 2100, BUSN 2400, BUSN 2600, BUSN 2610, BUSN 2620, BUSN 2650, BUSN 2660	3
<b>TOTAL</b>		<b>18</b>

**CERTIFICATE OF TECHNICAL STUDIES  
SOFTWARE DEVELOPMENT**

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Technology Associate Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 2650	Web Development Fundamentals	3
BUSN 2660	Software Development Fundamentals	3
BUSN 2670	Configuring and Supporting Windows	3
BUSINESS ELECTIVE	Select two of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 2100, BUSN 2400, BUSN 2600	3
BUSINESS ELECTIVE	BUSN 2610, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2670	3
<b>TOTAL</b>		<b>18</b>

## CERTIFICATE OF TECHNICAL STUDIES SPREADSHEETS

This program is designed to provide students with the skills and training necessary to sit for and successfully complete Microsoft Excel Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1610	Spreadsheets	3
BUSN 2610	Advanced Spreadsheets	3
BUSINESS ELECTIVE	Select two of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1600, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 2100, BUSN 2400, BUSN 2600, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670	3
BUSINESS ELECTIVE		3
<b>TOTAL</b>		<b>18</b>

## CERTIFICATE OF TECHNICAL STUDIES WORD PROCESSING

This program is designed to provide students with the skills and training necessary to sit for and successfully complete Microsoft Word Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certifications which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1600	Word Processing	3
BUSN 2600	Advanced Word Processing	3
BUSINESS ELECTIVE	Select two of the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 1610, BUSN 1620, BUSN 1630, BUSN 1640, BUSN 2100, BUSN 2400, BUSN 2610, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670	3
BUSINESS ELECTIVE		3
<b>TOTAL</b>		<b>18</b>

**TECHNICAL DIPLOMA  
BUSINESS INFORMATION TECHNOLOGY**

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft data, the types of certification which will be incorporated into the proposed coursework can increase wage opportunities by as much as \$16,000 per year. Certifications range from administrative, covering all aspects of Microsoft Office, to IT support functions, covering operating system maintenance and coding.

<b>Major Course: Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1150	Survey of Microcomputer Applications	3
BUSN 1175	Customer Service, Sales, and Skills	3
BUSN 1600	Word Processing	3
BUSN 1610	Spreadsheets	3
BUSN 1620	Presentations	3
BUSN 1630	Databases	3
BUSN 1640	Data Tasking, Email, and Collaboration	3
BUSN 2600	Advanced Word Processing	3
BUSN 2610	Advanced Spreadsheets	3
BUSINESS ELECTIVE	Select seven courses from the following: BUSN 1100, BUSN 1330, BUSN 1530, BUSN 2100, BUSN 2400, BUSN 2620, BUSN 2630, BUSN 2640, BUSN 2650, BUSN 2660, BUSN 2670	3
		3
		3
		3
		3
		3
		3
ENGL 1000 or higher	Applied Writing or higher	3
MATH 1150 or higher	Math for Technology or higher	3
<b>TOTAL</b>		<b>54</b>

Note: Elective options are as follows:

BUSN 1100: Introduction to Business; BUSN 1330: Personal Finance; BUSN 1530: Special Topics in Entrepreneurship; BUSN 2100: Management; BUSN 2400: Business Communication; BUSN 2620: Advanced Databases SQL; BUSN 2630: Microsoft Windows Operating Fundamentals; BUSN 2640: Networking and Security Fundamentals; BUSN 2650: Web Development Fundamentals; BUSN 2660: Software Development Fundamentals; BUSN 2670: Configuring and Supporting Windows

**TECHNICAL COMPETENCY AREA  
CULINARY ARTS: BASICS**

The technical competency area in Culinary Arts prepares students for employment in a variety of food service occupations.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CULA 1020	Basic Food Preparation	3
BUSN 1800	Introduction to Hospitality Management	3
<b>Total</b>		<b>6</b>

**TECHNICAL COMPETENCY AREA IN CULINARY ARTS  
SANITATION**

The technical competency area in Culinary Arts prepares students for employment in a variety of food service occupations.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CULA 1000	Culinary Arts & Sciences	3
CULA 1050	Sanitation	3
<b>Total</b>		<b>6</b>

## CERTIFICATE OF TECHNICAL STUDIES CULINARY ARTS

The certificate program in Culinary Arts prepares students for employment in a variety of food service occupations.

Program Outcomes:

1. Demonstrate a mastery of food service sanitation concepts and practices.
2. Exhibits positive work ethic, including efficiently using time.
3. Uses professional cooking and baking procedures, equipment, and terminology to adequately meet industry standards.
4. Uses food management essentials of effective purchasing and cost control.

General Education Requirements: Must earn a grade of "C" or better in each.		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1000	Applied Writing or Higher	3
MATH 1150	Math for Technology or Higher	3
<b>Subtotal</b>		<b>6</b>
Major Courses: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
CULA 1000	Culinary Arts & Sciences	3
CULA 1020	Basic Food Preparation	3
CULA 1050	Sanitation	3
CULA 1500	Baking	3
CULA 1700	Foodservice Management I	3
CULA 1750	Meat, Poultry, Seafood	3
CULA 1800	Soups, Stocks, Sauces	3
Elective	Either CULA 1600, BUSN 1510, BUSN 1800, FIAR 1000, or FIAR 1010	3
<b>Subtotal</b>		<b>24</b>
<b>TOTAL</b>		<b>30</b>

## TECHNICAL DIPLOMA CULINARY ENTREPRENEURSHIP

The Technical Diploma in Culinary Entrepreneurship will enable students to master skills within the areas of Culinary Arts and Entrepreneurship. Students will be provided with a variety of Culinary Arts coursework in order to promote mastery in the field and the attainment of industry-based certifications. Students will also learn the skills necessary to successfully start and manage a small business within the food-service industry.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1000 or Higher	Applied Writing or Higher	3
MATH 1150 or Higher	Math for Technology or Higher	3
<b>Subtotal</b>		<b>6</b>
Major Courses: Must earn a grade of “C” or better in each.		
COURSE RUBRIC	DESCRIPTION	CREDIT
BIOL 1030	Nutrition for Food Service Personnel	3
BUSN 1500	Introduction to Entrepreneurship	3
BUSN 1520	Marketing for Entrepreneurs	3
BUSN 2900	Business Plan Basics	1
CULA 1000	Culinary Art and Science	3
CULA 1020	Basic Food Preparation	3
CULA 1050	Sanitation	3
CULA 1500	Baking	3
CULA 1700	Food Service Management I: Purchasing	3
CULA 1750	Meat, Poultry, and Seafood	3
CULA 1800	Soups, Stocks, and Sauces	3
CULA 1900	Garde manager Management	3
CULA 2020	Externship Program	3
CULA 2710	Food Service Management II: Cost Control	3
CULA 2730	Food Service Management III: Supervision	3
CULA 2800	Culinary Seminar	3
CULA 2850	Culinary Practicum	3
CULA 2900	International Cuisine	2
ELECTIVE	Course must be chosen from BUSN or CULA	3
<b>Subtotal</b>		<b>54</b>
<b>TOTAL</b>		<b>60</b>

**TECHNICAL COMPETENCY AREA  
CARE AND DEVELOPMENT OF YOUNG CHILDREN**

The single-course Technical Competency Area (TCA) in the Care and Development of Young Children serves as a credentialing course for child-care teachers at centers seeking a 2-Star level or above under Louisiana’s Quality Rating System.

<b>Major Course: Must earn a grade of “C” or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CDYC 1050	Introduction to the Care and Development of Young Children	3
<b>TOTAL</b>		<b>3</b>

**CERTIFICATE OF APPLIED SCIENCE  
CARE AND DEVELOPMENT OF YOUNG CHILDREN**

The Care and Development of Young Children certificate program provides significant training for child-care providers that meet the 5-Star requirements for lead teachers under Louisiana’s Quality Rating System and meets most training requirements for assistant directors.

<b>General Education Requirements</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
MATH 1200 or Higher	Survey of Mathematical Concepts or Higher	3
PSYC 1100	Introduction Psychology	3
PSYC 2200	Child Psychology	3
SPCH	Any Speech	3
<b>Subtotal</b>		<b>15</b>
<b>Major Courses: Must earn a grade of “C” or better in each course.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CDYC 1050	Introduction to the Care and Development of Young Children	3
CDYC 2300	Literature /Language Development	3
CDYC 2730 or CDYC 2130	Curriculum and Teaching Materials in Early Childhood or Infant and Toddler Curriculum Development	3
CDYC 2850	Guiding and Managing Child Behaviors	3
CDYC Elective	<b>One</b> course, to be approved by advisor	3
<b>Subtotal</b>		<b>15</b>
<b>TOTAL</b>		<b>30</b>



## ASSOCIATE OF APPLIED SCIENCE CARE AND DEVELOPMENT OF YOUNG CHILDREN

The Care and Development of Young Children program provides education and training in the care of young children. A student who completes this program is prepared to assure the health, safety, and well-being of young children who are in out-of-home care. This degree program meets the child development training requirement for a 5-Star child-care director under Louisiana's Quality Rating System. Students who intend to transfer to a teacher education program at a 4-year institution should consider the Associate of Science in Teaching (Grades 1-5) program. Students who intend to transfer the CDYC degree should be aware that any grades below "C" in General Education courses are unlikely to transfer.

The CDYC course prefix has replaced the ECDV, ECED, and EDUC course prefixes.

### Program Outcomes:

1. The student demonstrates consistent competence and professionalism as an educator of young children.
2. The student effectively applies the principles of developmentally appropriate practice in planning and practice.
3. The student effectively deals with common occurrences in early childhood setting independently or with minimal assistance from a professional educator.
4. The student communicates effectively with children and adults in early childhood setting.
5. The student demonstrates respect for children, individually and as a group.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1200 or Higher	Survey of Mathematical Concepts or Higher	3
SPCH	See General Education Courses page of the catalog for eligible courses	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
PSYC 1100	Introduction to Psychology	3
PSYC 2200	Child Psychology	3
BUSN 1150	Survey of Microcomputer Applications	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
<b>Subtotal</b>		<b>30</b>
<b>Major Courses: Must earn a grade of “C” or better in each. At least twelve (12) credit hours must be earned in residence.</b>		
COURSE RUBRIC	DESCRIPTION	CREDIT
CDYC 1050	Introduction to the Care and Development of Young Children	3
CDYC 1110	Observation and Participation	3
CDYC 2300	Literature/Language Development	3
CDYC electives	<b>Three</b> courses, to be approved by advisor	9
CDYC 2980	Practicum	6
<b>Subtotal</b>		<b>24</b>
<b>Approved Elective</b>		
COURSE RUBRIC	DESCRIPTION	CREDIT
Electives	Two courses, to be approved by advisor	6
<b>TOTAL</b>		<b>60</b>

## TECHNICAL COMPETENCY AREA CERTIFIED NURSING ASSISTANT

Nursing assistants provide basic bedside care and comfort to patients and residents in multiple healthcare settings. The Nursing Assistant TCA prepares students for employment in long-term care, hospitals, home healthcare, and other healthcare facilities.

Classroom instruction includes an introduction to healthcare, basic nursing skills, body structure and function, and infection control. The program includes instruction on the Federal Nursing Home Reform Act or OBRA national skills standards. Students must complete CPR certification (BLS for Healthcare Providers from the American Heart Association).

Students participate in clinical activities under the supervision of the instructor at approved healthcare facilities including local hospitals, long-term-care facilities, and/or nursing homes. Upon successful completion of this course, the student is qualified for certification (CNA) and employment in the areas of long-term care, home health, and acute care.

Course Requirements:

- Achieve ACT score of Composite 13, **OR**
- Achieve ACCUPLACER score of Reading 53, **OR**
- Eligibility for DEVR 0780

Program length: One semester

Drug testing is required upon admission and at various times during the nursing assistant program. A criminal history record, background check and credential evaluation are required of all students upon admission. Failure to meet these requirements will result in immediate dismissal from the program.

Students will be required to maintain current CPR certification (BLS for Healthcare Providers from the American Heart Association) throughout the program.

Students must attend several off-campus clinical sites using their own means of transportation. Clinical site times will vary depending on the facility and clinical availability.

COURSE RUBRIC	DESCRIPTION	CREDIT
NURS 1000	Nursing Assistant	7
<b>TOTAL</b>		<b>7</b>

### CNA to Practical Nurse Articulation Plan

Completion of this course may qualify for the CNA to PN articulation credit. A Certified Nursing Assistant (CNA) may receive credit for NURS 1010 Nursing Fundamentals I and NURS 1020 Nursing Fundamentals I Clinical in the Practical Nursing (PN) Program. Go to the College's website at [www.nunez.edu](http://www.nunez.edu) and click on the Practical Nursing link for more details. Students who successfully complete NURS 1010 and NURS 1020 will be awarded the Nursing Assistant TCA.

This program **is not eligible** for Federal Financial Assistance (PELL).

**TECHNICAL COMPETENCY AREA  
EKG SKILLS**

Electrocardiograph (**EKG**) technicians, also known as cardio graphic or electrocardiogram technicians, perform diagnostic tests to aid doctors in identifying and treating cardiovascular problems in patients. These tests help detect irregularities that may result in a heart attack or heart disease. TCA can be taken alone or as part of the Patient Care Technician CTS.

Major Courses that must be completed with a grade of “C” or better.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
HASC 1020	Introduction to EKG	3
HASC 1030	EKG II	4
<b>TOTAL</b>		<b>7</b>

**TECHNICAL COMPETENCY AREA  
PHLEBOTOMY**

**Phlebotomists** are people trained to draw blood from a patient for clinical or medical testing, transfusions, donations, or research. **Phlebotomists** collect blood primarily by performing venipunctures, (or, for collection of minute quantities of blood, finger sticks). TCA can be taken alone or as part of the Patient Care Technician CTS.

Major Courses that must be completed with a grade of “C” or better.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
HASC 1010	Phlebotomy	10
<b>TOTAL</b>		<b>10</b>

**CERTIFICATE OF TECHNICAL STUDIES  
PATIENT CARE TECHNICIAN**

Patient care technicians are allied health professionals who provide direct patient care within their regulated scope of practice. They perform basic nursing assistant tasks (as delegated by the nursing or medical staff) which may include obtaining patient vital signs and other data, communicating with the healthcare team and patients, assisting with activities of daily living (ADLs), complying with confidentiality requirements, and performing ECGs and phlebotomy tasks.

Major Courses that must be completed with a grade of “C” or better.		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
NURS 1000	Nursing Assistant	7
HASC 1020	Introduction to EKG	3
HASC 1030	EKG II	4
HASC 1010	Phlebotomy	10
HSOM 2050	Medical Office Management	3
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
<b>TOTAL</b>		<b>33</b>

## TECHNICAL DIPLOMA PRACTICAL NURSING

The Practical Nursing (PN) Program is designed to prepare students to become Licensed Practical Nurses. Students spend the first part of the program building the foundations of nursing care in the classroom and laboratory setting. As the program progresses, it provides clinical learning experiences under the direct supervision of qualified instructors. At the end of the program, the curriculum begins to focus on the profession of nursing and preparing the student for the licensing process. Graduates of the Practical Nursing Program are eligible to apply to write the national Council Licensure Examination (NCLEX) for Practical Nurses. The student must pass the NCLEX PN to become a licensed practical nurse (LPN).

A practical nurse cares for the sick, participates in the prevention of illness, and assists in the rehabilitation of patients. A licensed practical nurse must practice under the direction of one of the following: licensed physician, optometrist, dentist, psychologist, registered nurse or licensed independent practitioner. Licensed Practical Nurses find employment in hospitals, nursing homes, physicians' offices, community healthcare agencies, schools, outpatient clinics, and other healthcare facilities.

The Nunez Community College Practical Nursing program is a limited, competitive, admission program. The number of qualified applicants may exceed the number of positions in a class. Individuals who are not selected into the class for which they apply will be given the opportunity to be considered for the next scheduled class by written request only. Applicants to the Practical Nursing Program must be registered students at Nunez Community College and meet all admission requirements of the College before applying to the nursing program. To register with the College, please contact the Admissions Office at (504) 278-6467 for further information or visit [www.nunez.edu/admissions](http://www.nunez.edu/admissions).

Applications for the Spring PN entry will be accepted August 15<sup>th</sup> through September 30<sup>th</sup>.  
Applications for the Fall PN entry will be accepted February 1<sup>st</sup> through March 15<sup>th</sup>.

### Requirements for Application:

- High school diploma or GED. (High School seniors may apply in the spring of their senior year for the August PN program. Call office (504) 278-6380 for more information)
- Registered student at Nunez Community College
- Acceptable placement exam scores from one of the listed placement exams:

	Math	Reading	Language
TABE	12	12	12
ACT	18	20	18
ACCUPLACER	48	65	74
COMPASS	55 (Pre-Algebra) 33 (Algebra)	85	70

\*\*Placement Exam Score (TABE, Accuplacer, Compass, or ACT) must be within three (3) years of the application to nursing.

Examinees may test a maximum of 2 times per year with a waiting period of 30 days between exams. Applicants must have completed any required remedial English, Reading and Math courses.

Links to placement and HESI PN Admission Assessment testing information may be found at <http://www.nunez.edu/pn>.

- Acceptable score on HESI Pre-Nursing Admission Assessment exam
- Minimum cumulative GPA of 2.0 for all previous college work attempted
- U.S. citizen or permanent resident of the U.S. Copy of permanent resident card will be required.

Health Requirements: Documentation of the following titer levels is required upon admission to the program: Measles, Mumps, Rubella, and Varicella. In addition, documentation of a tuberculin skin test, or chest x-ray if the skin test is positive, Hepatitis B vaccination or declination is also required. All students must be current with all health requirements throughout the practical nursing program. Students who fail to comply with the health requirements will be immediately dismissed from the program.

Students will be required to maintain current CPR certification (BLS for Healthcare Providers from the American Heart Association) throughout the program.

Students must attend several off-campus clinical sites using their own means of transportation. Clinical site times will vary depending on the facility and clinical availability.

Students who successfully complete NURS 1010 and NURS 1020 will be awarded the Nursing Assistant TCA.

Program Outcomes:

1. Nursing student demonstrates knowledge of scientific principles & application of critical thinking skills in provision of care to clients.
2. Nursing student consistently demonstrates cultural sensitivity considering the ethnic, socioeconomics, & life experiences of the client in providing care.
3. Nursing student demonstrates safety & proficiency in performance of basic nursing skills and medication administration.
4. Nursing student demonstrates personal behavior consistent with professional employee expectations for entry level LPN.
5. Nursing student demonstrates knowledge of content appropriate for entry level LPN as defined by LBPNE (La. State Board of Practical Nurse Examiners).

All PN courses require a “C” or better to continue in the nursing program. Grading is based on a modified scale, with 80.00% (“C”) being the lowest passing score. Failure of **one** course during the first semester will require the entire first semester to be repeated. Please see the *Practical Nursing Student Handbook* for further details.

Dosage calculation examinations requiring a minimum score of 90% are administered during the following courses: 1) NURS 1500 Pharmacology and Math of Nursing and 2) NURS 1050 Medical/Surgical Nursing II courses. Failure to meet these requirements will result in immediate dismissal from the program.

## PRACTICAL NURSING PROGRAM REQUIREMENTS

61 Hours of required Courses in Major. Must earn grade “C” or better in each course. Twenty-four hours must be in residence.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
NURS 1010	Fundamentals of Nursing I Theory	3
NURS 1020	Fundamentals of Nursing I Clinical	1
NURS 1025	Fundamentals of Nursing II Theory	8
NURS 1030	Medical Surgical Nursing I Theory	9
NURS 1040	Medical Surgical Nursing I Clinical	6
NURS 1500	Pharmacology and Math of Nursing	6
NURS 1050	Medical Surgical Nursing II Theory	9
NURS 1060	Medical Surgical Nursing II Clinical	6
NURS 1210	Intravenous Therapy	1
NURS 1090	Mental Health Nursing Theory	2
NURS 1150	Mental Health Nursing Clinical	1
NURS 1100	Maternal Child Nursing Theory	5
NURS 1110	Maternal Child Nursing Clinical	2
NURS 1130	PN Professionalism and Leadership Theory	2
NURS 1135	PN Professionalism and Leadership Clinical	1
<b>16 Hours of General Education Requirements. Must earn a grade of “B” or better in each.</b>		
BIOL 1010	Intro to Anatomy and Physiology **	3
BIOL 1020	Intro to Anatomy and Physiology Lab **	1
BIOL 1500	Human Nutrition	3
<b>TOTAL PN Program Credits</b>		<b>68 (72**)</b>

\*\* Student may complete BIOL 2300, 2310, 2400, and 2410 series in lieu of BIOL 1010 and 1020.

*The PN program reserves the right to make changes to the program, curriculum, or prerequisites without notice. Go to the College’s website at [www.nunez.edu](http://www.nunez.edu) and click on the Practical Nursing link for current information.*



## EMERGENCY MEDICAL SERVICES EDUCATION PROGRAMS GENERAL INFORMATION

The Emergency Medical Services Education programs prepare students to function as practitioners in the pre-hospital emergency medical environment. These curricula meet the requirements of local, state, and national accrediting agencies. Students who complete these programs successfully are eligible to write National Registry Examinations. Certified EMTs find employment in pre-hospital healthcare, fire departments, emergency dispatch, security and safety settings.

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMT faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses.

To enroll in the EMT Technical Competency Area (TCA), students must have completed all developmental reading requirements. Students must have the permission of the EMT faculty to begin the program.

### TECHNICAL COMPTENCY AREA EMERGENCY MEDICAL TECHNICIAN

**EMTs** are clinicians, trained to respond quickly to emergency situations regarding medical issues, traumatic injuries and accident scenes.

COURSE RUBIC	DESCRIPTION	CREDIT
<b>Must earn a grade of "C" or better.</b>		
EMSE 1020	Emergency Medical Technician I	3
EMSE 1021	Emergency Medical Technician II	3
EMSE 1030	Emergency Medical Technician Lab I	1
EMSE 1031	Emergency Medical Technician Lab II	1
<b>TOTAL</b>		<b>8</b>

### TECHNICAL COMPTENCY AREA ADVANCED EMERGENCY MEDICAL TECHNICIAN

**Advanced** Emergency Medical Technician (AEMT) is a mid-level provider of prehospital emergency medical services.

Before entering the Advanced Emergency Medical Technician program, students must complete BIOL 1010 and BIOL 1020 with a grade of "C" or better.

COURSE RUBIC	DESCRIPTION	CREDIT
EMSE 1100	Advanced Emergency Medical Technician	8
EMSE 1120	Advanced Emergency Medical Technician Capstone Practicum	1
<b>TOTAL</b>		<b>9</b>

**CERTIFICATE OF TECHNICAL STUDIES  
EMERGENCY MEDICAL SERVICES EDUCATION - PARAMEDIC**

To enroll in the Paramedic C.T.S. program, students must:

1. Be currently listed on the National Registry of EMT and maintain NREMT and Louisiana status as an EMT during enrollment;
2. Be eligible to enroll in MATH 0990;
3. Be eligible to enroll in ENGL 1010
4. Document evidence of current professional-level proficiency in CPR.

Before entering the Paramedic Program, students must complete BIOL 1010 and BIOL 1020 with a grade of “C” or better.

Program Outcomes:

1. Cognitive-Upon completion of the program, the student will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry level Paramedic as defined by the U.S. Department of Transportation National Standard Curriculum goals and objectives.
2. Psychomotor-Upon completion of the program, the student will demonstrate technical proficiency in all the skills necessary to fulfil the role of an entry level Paramedic.
3. Affective-Upon completion of the program, the student will demonstrate personal behavior consistent with professional employer expectations for entry level Paramedic.

<b>All courses must be completed with a grade of “C” or better.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BIOL 1010	Introduction to Anatomy and Physiology	3
BIOL 1020	Introduction to Anatomy and Physiology Lab	1
EMSE 1200	Principles of Paramedic Care	4
EMSE 1210	Principles of Paramedic Care Lab	2
EMSE 1300	Cardiac and Respiratory Emergencies	4
EMSE 1310	Cardiac and Respiratory Emergencies Lab	1
EMSE 1320	Paramedic Clinical Internship I	1
EMSE 1500	Medical Emergencies	4
EMSE 1510	Medical Emergencies Lab	1
EMSE 1520	Paramedic Clinical Internship II	1
EMSE 2200	Special Populations in EMS	4
EMSE 2210	Special Populations in EMS Lab	1
EMSE 2220	Paramedic Clinical Internship II	1
EMSE 2300	Trauma Emergencies	4
EMSE 2310	Trauma Emergencies Lab	1
EMSE 2320	Paramedic Field Practicum I	1
EMSE 2400	EMS Operations and Paramedic Review	2
EMSE 2420	Paramedic Field Practicum II	1
	<b>TOTAL</b>	<b>37</b>

**CERTIFICATE OF TECHNICAL STUDIES  
ELECTRICAL CONSTRUCTION**

This program includes NCCER Safety and Levels I and II into three classes totaling 19 credit hours.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CNST 1000	Introduction to Construction	5
ELEC 1000	Electrical Construction I	6
ELEC 1010	Electrical Construction II	8
<b>Subtotal</b>		<b>19</b>

**CERTIFICATE OF TECHNICAL STUDIES  
ADVANCED ELECTRICAL CONSTRUCTION**

This program includes NCCER Safety and Levels III and IV into two classes totaling 17 credit hours.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ELEC 2000	Electrical Construction III	8
ELEC 2010	Electrical Construction IV	9
<b>Subtotal</b>		<b>17</b>

## CERTIFICATE OF TECHNICAL STUDIES HEATING, VENTILATION, AND AIR CONDITIONING

The Heating, Ventilation, and Air Conditioning program prepares students for entry-level Service Technician employment.

Students who have completed a community college, technical college, or vocational technical school program in air conditioning, refrigeration, and heating should contact the Director of Technology programs to ascertain if they may challenge out of any HVAC courses.

### Program Outcomes:

1. Students demonstrate understanding of thermodynamics, psychometrics, and electrical theory as related to refrigeration systems. The student will be able to use this knowledge to design and repair refrigeration systems.
2. Students demonstrate the ability to safely and effectively use tools and equipment required for repairing and installation of air conditioning and refrigeration systems.
3. Students demonstrate understanding of and recognize components used in refrigeration systems. Students will know function, construction, location, and interaction of these components in refrigeration systems.

Students obtain E.P.A. Type I and Type II Refrigerant Certification.

General Education Requirements		
COURSE RUBRIC	DESCRIPTION	CREDIT
MATH 1200	Survey of Mathematical Concepts	3
<b>Select one course from one of the following areas:</b>		
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	
Major Courses: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.		
COURSE RUBRIC	DESCRIPTION	CREDIT
HVAC 1000	Basic Refrigeration I	3
HVAC 1020	Residential Instillation Techniques	3
HVAC 1060	Service Techniques Lab I	3
HVAC 1510	Basic Applied Electricity	3
HVAC 1570	Trouble-Shooting Techniques I	3
HVAC 1580	Trouble-Shooting Techniques II	3
HVAC 1590	Electrical Schematics	3
HVAC 2900	Industrial Cooperative Work Program	6
<b>Subtotal</b>		27
<b>TOTAL</b>		33

**CERTIFICATE OF TECHNICAL STUDIES  
INDUSTRIAL MAINTENANCE**

A Certificate of Technical Studies in Industrial Maintenance trains people to work as multi-craft maintenance workers in industrial/petrochemical plants. Students who complete the program have the ability to do routine maintenance on pumps, valves, and other machinery and also do small-scale fabrication and repairs on metal components. They learn safety, rigging, material handling, basic construction math, and job seeking skills. They know some basic maintenance procedures and when to recommend more expert intervention.

The courses can also be counted toward an Associate of Applied Science degree in Industrial Technology.

<b>Must earn a grade of "C" or better in each course.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
HVAC 1000	Basic Refrigeration	3
HVAC 1510	Basic Applied Electricity I	3
INDT 1100	Introduction to Industrial Maintenance Technology	1
INDT 1120	Material Handling	2
INDT 1200	Metal Fabrication	3
INDT 1210	Preventative Maintenance	4
<b>Subtotal</b>		<b>16</b>

**TECHNICAL DIPLOMA  
INDUSTRIAL MAINTENANCE**

This program prepares individuals to apply technical knowledge and skills to keep a building functioning, and to service a variety of structures including commercial and industrial buildings and mobile homes. The program includes instruction in the basic maintenance and repair skills required to service building systems, such as air conditioning, heating, electrical, major appliances, and other mechanical systems. A total of 45 credit hours are required to complete this program with a minimum of 15 credit hours in one discipline area. Students must complete each course with at least a grade of "C". Twenty-four (24) credit hours are required in residence.

<b>30 credit hours chosen from the following CNST, ELEC, HVAC, INDT, WELD. Must earn a grade of "C" or better.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
Electives	CNST, ELEC, HVAC, INDT, WELD	
<b>Subtotal</b>		<b>30</b>
<b>15 credit hours in one discipline area from CNST, ELEC, HVAC, INDT, WELD. Must earn a grade of "C" or better</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
Concentration Area	CNST, ELEC, HVAC, INDT, WELD	
<b>Subtotal</b>		<b>15</b>
<b>TOTAL</b>		<b>45</b>

**TECHNICAL COMPETENCY AREA  
INDUSTRIAL TECHNOLOGY**

The Technical Competency Area (TCA) program in Industrial Technology gives students who complete the program an OSHA 30 safety credential and the ability to gain an entry-level position with a plant maintenance contractor.

**Must earn a grade of “C” or better in each course.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
INDT 1010	Introduction to Process Technology	3
INDT 1030	Industrial and Plant Safety	3
<b>TOTAL</b>		<b>6</b>

**ASSOCIATE OF APPLIED SCIENCE  
INDUSTRIAL TECHNOLOGY**

The Industrial Technology (INDT Concentration) program prepares graduates to work as process technicians in refineries, chemical plants, and related industries.

Program Outcomes:

1. Safety, Health, and Environment-Demonstrates; Student applies an understanding of the safety, healthy, and environmental policy and exhibits this behavior. Applies safe work practices.
2. Mechanical Aptitude-Student demonstrates an understanding of the maintenance and operation of process equipment. Applies the reasoning behind proper equipment line up, safety, and process concerns while operating process equipment.
3. Technical Ability-Student demonstrates an understanding of the technical aspects of the process technology. Applies skills and knowledge systems and troubleshooting ability.
4. Communication-Student demonstrates and applies communicating clearly, effectively, and concisely in both verbal and written form, including the ability to interpret and carry out SOP and EOP.
5. Work Ethics-Student demonstrates and applies the following work ethics: a) Dependability, b) Quality of work, c) Work attitude, d) Adaptability, e) Human Relations Skills

<b>General Education Requirements</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of “C” or better	3
MATH 1300	College Algebra	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
CHEM 1100	General Chemistry I	3
CHEM 1110	General Chemistry I Lab	1
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
<b>Subtotal</b>		<b>16</b>
<b>Major Courses: Must earn a grade of “C” or better in each. At least eighteen (18) credit hours must be earned in residence.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
INDT 1000	Introduction to Hazardous Materials	3
INDT 1010	Introduction to Process Technology	3
INDT 1030	Industrial and Plant Safety	3
INDT 1310	Process Instrumentation I	3
INDT 1320	Process Instrumentation II	3
INDT 1610	Process Technology I: Equipment	3
INDT 2420	Process Technology II: Systems	3
INDT 2430	Process Technology III: Operations	3
INDT 2070	Quality Control	3
INDT 2630	Fluid Mechanics	3
INDT 2440	Process Troubleshooting	3
INDT 2910	Internship	3
<b>Subtotal</b>		<b>36</b>
<b>Enrichment Courses: Electives must be selected with advisor.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 2400 or INDT 2900	Business Communication or Job Readiness Skills	3
BUSN 1150	Survey of Microcomputer Applications	3
Elective		3
Elective		3
<b>Subtotal</b>		<b>12</b>
<b>TOTAL</b>		<b>64</b>

**TECHNICAL COMPETENCY AREA  
TACK WELDING**

The Tack Welding Technical Competency Area program of study provides students with the necessary skills to obtain an entry-level position as a tack welder.

All courses in the TCA may be applied to the Certificate of Technical Studies in Industrial Maintenance.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
<b>Subtotal</b>		<b>6</b>

**CERTIFICATE OF TECHNICAL STUDIES  
WELDING**

A Certificate of Technical Studies in Welding trains people to work as welders. The courses can also be counted toward an Associate of Applied Science degree in Industrial Technology.

Program Outcomes:

1. Students practice safety in welding shop with tools and equipment.
2. Students complete American Welding Society student preparation.
3. Students weld a bend test within industry standards.
4. Students exhibit exemplary work ethics.

<b>Must earn a grade of "C" or better in each course.</b>		
<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
WELD 1160	Welding Lab I	3
WELD 1070	Welding Lab II	3
WELD 1700	Advanced Arc Welding	4
<b>Subtotal</b>		<b>16</b>



## ARTICULATION AGREEMENTS

SI

### **Nicholls State University**

Business Administration  
Petroleum Services

### **Northwestern State University**

Allied Health

### **Southeastern Louisiana University**

Accounting  
Business Administration  
Entrepreneurship  
Human Resources  
Management  
Marketing  
Supply Chain Management

### **University of Holy Cross**

Business Administration  
Culinology  
Teaching Grades 1-5

### **University of New Orleans**

Accounting  
Business Administration  
Hotel, Restaurant, & Tourism Administration  
Finance  
Management  
Marketing

### **Notes:**

All Louisiana Transfer degrees are guaranteed to transfer to any public college or university in the State of Louisiana.

The AST in Teaching Grades 1-5 is considered a transfer degree and is accepted at any public college or university in the State of Louisiana with a corresponding education program.

For other system-wide articulation agreements visit [www.lctcs.edu](http://www.lctcs.edu).

For more information and details regarding articulation agreements, see Academic Advising.

## COURSE DESCRIPTIONS

### ACCT 1100 – Accounting for Office Careers

This vocationally-oriented course includes the accounting cycle, journalizing, positing, adjusting, and preparation of financial statements. Upon completion of this course, students are able to maintain a small set of books. *Credit is not applicable toward a degree or certificate if taken after ACCT 2010.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Levels: Undergraduate

Schedule Types: Lecture, Independent Study

### ACCT 1500 – Payroll Accounting

This course emphasizes methods of computing earnings and deductions, preparation of payroll records, and journalizing payroll transactions. It includes the use of a 10-key calculator, with emphasis on performing addition, subtraction, multiplication, and division using the touch system.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

PREREQUISITE: ACCT 1100 or ACCT 2010

Levels: Undergraduate

Schedule Types: Lecture, Independent Study

### ACCT 2010 – Principles of Accounting I (LCN: CACC 2313)

This course covers the principles, techniques, and tools of accounting. Includes principles of collecting, summarizing, and reporting financial information for sole proprietorships. *ACCT 2010 and 202 combined normally transfer to most baccalaureate programs as only one three-credit course.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

PREREQUISITE: Eligibility for MATH 0990

Levels: Undergraduate

Schedule type: Lecture, Independent Study

### ACCT 2020 – Principles of Accounting II (LCN: CACC 2323)

This course is a continuation of ACCT 2010. Partnerships, corporations, and analysis of financial statements. ACCT 2010 and 202 combined normally transfer to most baccalaureate programs as only one three-credit course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACCT 2010

**LEVELS:** Undergraduate

**Schedule Type:** Lecture, Independent Study

### ACCT 2100 – Computerized Accounting (LCN: CACC 2413)

This course teaches the student to perform practical accounting applications using a computer and QUICKBOOKS accounting software. It includes major components of computerized accounting: general ledger, accounts receivable, accounts payable, and payroll.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Levels:** Undergraduate

**Schedule Types:** Lecture Independent Study

### ACCT 2150 – Managerial Accounting (LCN: CACC 2213)

This course is an introduction to managerial accounting theory, tools and concepts, with emphasis on the techniques used to provide information for internal management decisions.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACCT 2010 or ACCT 2400

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ACCT 2180 – Introduction to Governmental and Not-For-Profit Accounting

This course surveys the different types of fund accounting used by federal and local governments and not-for-profit organizations such as public universities, public hospitals, and charitable organizations. It examines the financial statements that these organizations are required to prepare and their budgeting process. It also contrasts not-for-profit accounting with commercial accounting.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACCT 2020 or ACCT 2400

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ACCT 2200 – Tax Accounting (LCN CACC 2613)

This course covers Federal income tax principles and concepts with emphasis on individual income taxation and basic business transactions.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACCT 2020 or ACCT 2400

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### ACCT 2330 – Auditing Principles

This course covers the theory and procedures of (external) financial statement auditing including ethics and auditing standards generally accepted in the US.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACCT 2020 or ACCT 2400

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### ACCT 2400 – Principles of Financial Accounting (LCN: CACC 2113)

This course is an introduction to accounting and financial reporting concepts and the significance of financial accounting information in decision-making. Emphasis is on the accounting cycle; assets, liabilities, and stockholders' equity; and preparation of financial statements. Credit will not be awarded for this course and/or ACCT 2010 and ACCT 2020.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Eligibility for MATH 0990

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ANTH 1100 – Introduction to Anthropology (LCN CATR 1013)

This course provides an introduction to the study of culture and society in comparative perspective. It examines bio-cultural evolution, prehistory, language, and comparative social and cultural systems. It includes examples from societies around the world to illustrate basic principles of formation, structure, and distribution of human institutions. It focuses particularly on the contribution that knowledge of cultural diversity makes toward understanding the modern world.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Eligibility for MATH 0990

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ANTH 2100 – Anthropology of Sex and Gender

This course aims to introduce the anthropology of gender. We will explore a variety of gender concepts in a cross-cultural framework, such as: homosexuality, bisexuality, transgender, gay, lesbian. Students will learn how these concepts differ from culture to culture and are not as static as they may seem. We will also address gender inequalities through such topics as arranged marriages, same-sex marriage, gender based violence, human trafficking and prostitution.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Eligibility for MATH 0990

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web, Hybrid less 50%

### BIOL 1010 – Introductory Anatomy and Physiology

This course covers the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 1020 – Introductory Anatomy and Physiology Laboratory

This course covers the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** BIOL 1010

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 1030 – Nutrition for Food Service Personnel

This course covers nutrients, including functions, factors affecting their use, food sources, dietary allowances, food habits, special needs in the lifecycle, current issues in nutrition, and marketing nutrition in the food service industry.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### BIOL 1040 – Animal Behavior

This course provides a detailed analysis of non-human animal behavior with emphasis on vertebrate behaviors.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### BIOL 1050 – Marine Biology

This course surveys the biological, physical, and chemical components of the ocean ecosystem.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 1060 – Principles of Biology I (LCN: CBIO 1013)

This course for non-science majors introduces general biological concepts including biochemistry, cell structure, cellular metabolism, photosynthesis, cellular respiration, the life cycle of the cell, genetics, evolution, and ecology.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Students must have completed all developmental reading requirements.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web, LCTCS Online: BIO 101



### BIOL 1070 – Principles of Biology I Laboratory (LCN: CBUIO 101I)

Topics in this accompanying lab course include prokaryotic and eukaryotic cell structure, plant and animal cell structure, the properties of enzymes, respiration and photosynthesis, the cell cycle, genetics and inheritance.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 1060.

**Level:** Undergraduate

**Schedule Types:** Lecture, LCTCS Online: BIO 101L

### BIOL 1080 – Principles of Biology II (LCN: CBIO 1023)

This course for non-science majors introduces students to evolution, animal behavior, phylogeny, and biodiversity, including a survey of viruses and the five kingdoms.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Students must have completed all developmental reading requirements.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 1090 – Principles of Biology II Lab (LCN: CBIO 1021)

Topics in this accompanying lab course include plant and animal tissues and organ systems, animal development, a field study of animal behavior, and a survey of specimens representing the five kingdoms.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 1080

**Level:** Undergraduate

**Schedule Types:** Lecture

### BIOL 1100 – General Biology I (LCN: CBIO 1033)

This course introduces students to animal and plant structure and function from the cellular level through organ systems. Topics include digestion, circulation, respiration, excretion, chemical and neural coordination, sensory systems and effectors, reproduction, and development.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Students must have completed all developmental reading requirements.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 1110 – General Biology I Laboratory (LCN: CBIO 1031)

This accompanying lab course demonstrates several of the principles discussed in BIOL 1100, including the structure of plants and animals at the cell, tissue, and organ levels. Lab experiments explore functions of plants and animals, collect, and analyze quantitative data. Other topics include control of the internal environment, organismic integration, the cell cycle, and animal development.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 1100

**Level:** Undergraduate

**Schedule Types:** Lecture

### BIOL 1200 – General Biology II (LCN: CBIO 1043)

This course introduces the student to organismal biology. It considers the theory of evolution and its historical development and provides the framework for a survey of the diversity encountered in the five kingdoms. It also introduces basic principles of genetics and their relation to the process of evolution.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 1210 – General Biology II Laboratory (LCN: CBIO 1041)

This accompanying lab courses studies representatives of the groups of organisms discussed in BIOL 1200 and includes taxonomy, genetics and evolution.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 1200

**Level:** Undergraduate

**Schedule Types:** Lecture

### BIOL 1500 – Nutrition and Diet Therapy (LCN: CBIO 2073)

This course involves the principles of nutrition and their application in maintaining health and providing diet therapy. It focuses on the basic concepts of nutrition and its application to a balanced diet and healthy weight. The class entails a detailed study of nutrition with emphasis on metabolic pathways and relationships between nutritional intake and normal and pathological changes in the human organism.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Students must have completed all developmental reading requirements.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### BIOL 2000 – Microbiology (LCN: CBIO 2123)

This course addresses general concepts of microbiology including microbe structure and function, genetics, metabolism and diversity, host-microbe interactions, pathogens, and immunology.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 2010 – Microbiology Laboratory (LCN: C BIO 2121)

This accompanying lab covers general concepts of microbiology including microbe structure and function, genetics, metabolism and diversity, host-microbe interactions, pathogens, and immunology.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 2000

**Level:** Undergraduate

**Schedule Types:** Lecture

### BIOL 2050 – Genetics

This course covers cell division, Mendelian, molecular, and population genetics, and their applications in biotechnology.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 2200 – Louisiana Wetlands Ecology

This course examines the Louisiana wetlands, the delta formation, problems related to human activities, and the consequences of wetland loss.

*Course Fee: \$25.00 (Fees subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 2210 – Environmental Science (LCN: CEVS II03)

This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. *This course is cross-listed as ENVN 2210. Credit will not be awarded for both courses.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### BIOL 2220 – General Botany (LCN: CBIO 2313)

This course explores the ecology and distribution of vascular plants and includes the basic principles and methods of plant taxonomy: identification, classification, morphology, and herbarium techniques. This course includes lab and field experiences.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 2230

**PREREQUISITE:** Student must have completed Developmental Reading Requirements

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Online

### BIOL 2230 – General Botany Laboratory

This one-hour accompanying lab to Biology 2220 – General Botany, will explore the ecology and distribution of vascular plants. It will include basic principles and methods of plant taxonomy and will include identification, classification, morphology, and herbarium techniques. This course will also include planting for and care of various plants. Students will also perform propagation techniques.

*Lab Fee: \$25.00 (Fees subject to change)*

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 2220

**PREREQUISITE:** Student must have completed Developmental Reading Requirements

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Online

### BIOL 2300 – Human Anatomy and Physiology I (LCN: CBIO 2213)

This course provides a detailed study of the structure and function of the cell and skeletal, muscular, nervous, and integumentary systems.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BIOL 2310 – Human Anatomy and Physiology I Laboratory (LCN: CBIO 2211)

This accompanying lab course includes gross and microscopic study of the skeletal, muscular, nervous, and integumentary systems.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 2300

**Level:** Undergraduate

**Schedule Types:** Lecture

### BIOL 2400 – Human Anatomy and Physiology II (LCN: CBIO 2223)

This course covers the structure and function of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 2300

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

**BIOL 2410 – Human Anatomy and Physiology II Laboratory (LCN: CBIO 2221)**

This accompanying lab course includes dissections and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory and reproductive systems.

*Lab Fee: \$25.00 (Fees are subject to change)*

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BIOL 2400

**Level:** Undergraduate

**Schedule Types:** Lecture

### BTEC 1010 – Introduction to Biotechnology

This course introduces techniques used in biotechnology, including calculations and the preparation of solutions and sterile media. It emphasizes laboratory safety, the interpretation of technical protocols, and the handling of biohazards.

2.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed all developmental reading requirements and must be eligible for MATH 0990.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BTEC 1060 – Breeding of Captive Animals

This course introduces students to the science of vertebrate animal reproduction, including artificial incubation, artificial insemination, and in vitro fertilization.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



### BUSN 1050 – Business Mathematics (LCN: CBUS 1103)

This course reviews the basic operations of mathematics, particularly fractions, decimals, and percentages. It provides an intensive study of cash and trade discounts, commissions, retail selling, interest depreciation, payroll, taxes, purchasing, and inventory.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Eligibility for MATH 0980

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### BUSN 1100 – Introduction to Business (LCN: CBUS 1003)

This course provides a general survey of the functions and practices of a business. It introduces students to the functional activities of business organizations and to the external factors that affect the operation of business units. It provides an overview of accounting, marketing, general management, human resource management, finance, purchasing and production and operations management. **Students will take the WorkKeys National Career Readiness Certification as a component of this course.**

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### BUSN 1150 – Survey of Microcomputer Applications (LCN: CBUS 2203)

This course is a survey of computer applications for business and personal use. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management, web page authoring, internet, and email. Students work in a computer lab using PCs and a Popular integrated program such as Microsoft Office. This course will prepare students for the Microsoft Office Specialist (MOS) exams.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web, LCTCS Online CIS 105

### BUSN 1175 – Customer Service, Sales, and Skills

This course introduces students to various topics such as customer and human relations management, leadership, and sales through a series of lectures, class participation, and possible simulations. Emphasis will focus on maintaining healthy, productive, and professional relationships, with both internal and external customers, understanding gender and cultural influences, preventing and resolving conflicts, listening and feedback skills, increasing productivity through motivation, training, and evaluation, understanding the importance of both customer behavior and product knowledge, and the methods for improving customer service systems.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study, Web

### BUSN 1330 – Personal Finance (LCN: CFIN 2113)

This course surveys family finances and personal money management, including budgeting, housing, insurance, taxes, investments, and estate planning. It also examines the relationship between consumer finance and the economy.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study, Web

### BUSN 1500 –Introduction to Entrepreneurship (LCN: CMGM 2413)

This course is designed to introduce the student to early development, planning, formation, and management of entrepreneurial ventures. Emphasis will focus on: fundamental business concepts; start-up team issues; entrepreneurial thinking and creativity, business plan creation; life-cycle of opportunity and assessment; feasibility analysis; business implementation; new product introduction; and seeking funds.

*Course Fee: \$2.50* (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture

### BUSN 1510 – Small Business Management (LCN: CMGM 2313)

This course introduces students to the essentials of small business start-up and management. Students learn how to develop a business plan.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 1520 – Marketing for Entrepreneurs

This course introduces students to marketing for small and start-up businesses through a series of lectures, class participation, and computer simulations. Emphasis will focus on the principles of marketing, the marketing mix, demography, marketing strategies, Bootstrap and Guerilla marketing, social media marketing, e-marketing, SWOT analysis, niche marketing, and various pricing strategies. Additionally, students will develop and present a marketing plan.

**Course Fee:** \$10.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 1530 – Contemporary Issues in Entrepreneurship

This course introduces student to current relevant topics within the area of Entrepreneurship. Topics will vary by semester but will help to build and reinforce skills within the field. With the approval of the Dean of Academic Affairs or designee, this course may be repeated for credit and applied to the degree if the repeated course is on a different topic.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

## BUSN 1600 – Word Processing

This course focuses on creating and managing professional-looking reports and documents, multi-column newsletters, resumes, and business correspondence using Microsoft Word. Topics include formatting text, paragraphs, and sections, creating tables and lists, applying references, and inserting and formatting various objects. At the completion of this course students will take Exam 418 or equivalent Microsoft exam for Word as part of the Microsoft Office Specialist (MOS) certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE or COREQUISITE:** BUSN 1150 or permission from the instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 1610- Spreadsheets

This course focuses on creating and managing worksheets and workbooks, creating and managing cells and ranges, creating and managing tables, applying formulas and functions, and creating charts and objects using Microsoft Excel. Topics include formulas, functions, spreadsheet formatting, graphs, data projection, data analysis, creating Excel web pages, and file management. At the completion of this course students will take Exam 420 or equivalent Microsoft exam for Excel as part of the Microsoft Office Specialist (MOS) certificate program.

*Lab Fee \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** BUSN 1150 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 1620 – Presentations

This course focuses on creating and managing presentations, inserting and formatting shapes and slides, creating slide content, applying transitions and animations, and managing multiple presentations using Microsoft PowerPoint. Topics include planning, programming, and delivering a PowerPoint presentation. At the completion of this course, students will take Exam 422 or equivalent Microsoft exam for PowerPoint as part of the Microsoft Office Specialist (MOS) certificate program.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** BUSN 1150 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 1630 – Databases

This course focuses on creating and managing a database, building tables, creating queries, forms, and reports using Microsoft Access. Topics include database terminology, database design and creation, forms, queries, reports, macros, switchboards, web databases, file management, and database management. At the completion of this course, students will take Exam 424 or equivalent Microsoft exam for Access as part of the Microsoft Office Specialist (MOS) certificate program.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** BUSN 1150 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 1640 – Data Tasking, Email, and Collaboration

This course focuses on managing the OneNote environment, sharing and collaborating with other users, organizing and finding notes, and editing and linking content in Microsoft OneNote. Continuing, the course focuses on managing the Outlook environment, messages, schedules, contacts, and groups of people using Microsoft Outlook. Topics include email, scheduling, and listing contacts. Furthermore, this course focuses on creating and formatting content, managing SharePoint sites, participating in user communities, and configuring and consuming site search results using Microsoft SharePoint. At the completion of this course, students will take Exam 419, Exam 421, and Exam 423 or equivalent Microsoft exams for OneNote, Outlook, and SharePoint as part of the Microsoft Office Specialist (MOS) certificate program.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** BUSN 1150 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 1800 – Introduction to Hospitality Management

This course provides an understanding of the scope and complexity of the hospitality industry, and introduces key hospitality definitions, the opportunities available, and the training necessary to achieve a successful hospitality management career. The class will follow the American Hotel and Lodging Association (AHLA) curriculum. **At the completion of the class, students will test for the Certified Guest Service Professional (CGSP) industry based certification.**

*Course Fee:* \$40.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2000 – Marketing (LCN: CMKT 2003)

This course takes a managerial approach to marketing functions. It emphasizes market-related variable including place, product, price, and promotion.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100 and ECON 2000

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2100 – Management (LCN: CMGM 2103)

This course covers management processes such as planning, organizing, staffing, influencing, and controlling. It examines relationships between supervisors and employees, as well as among the members of groups in the business society. It establishes operating principles and policies through examining case material.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2150 – Human Resource Management (LCN: CMGM 2213)

This course is designed to provide the student with the concepts, theories, principles and techniques of personnel administration, including: job analysis; employment law; recruitment; selection, training and development; employee motivation and performance appraisal; compensation and employee benefit programs; grievances; labor relation; and the modern-day importance of strategic human resource management.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100, BUSN 1510, or BUSN 2100

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2190 – Legal Environment of Business

This course covers the fundamental legal principles and issues facing businesses. It introduces the student to legal institutions and agencies, as well as to business-related topics such as ethics, torts, labor law, employment law, and environmental law.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BUSN 1100

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2200 – Business Law (LCN: CBUS 2103)

This course covers the legal concepts related to contracts, negotiable instruments and secured transactions, and sales. Topics also include the forms of business organizations and agency law.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** BUSN 1100

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2400 – Business Communication (LCN: CCOM 2313)

Development and practice of oral communication skills necessary in business and professional settings. Includes experience conducting a job search and interviewing, making individual presentations, group problem solving, and adapting to organizational cultures.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1010

**Level:** Undergraduate

**Schedule Types:** Lecture



### BUSN 2500 – Financing for Entrepreneurs

This course introduces students to the various financial options and strategies available for entrepreneurs through a series of lectures, class participation, and computer simulations. Emphasis will focus on principles of entrepreneurial finance, venture capital, angel and institutional investor, private equity, measuring and evaluating financial performance, and the importance of cash flow. Additionally, students will develop and present a funding proposal.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100, BUSN 1500, BUSN 1510, ECON 2000

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2550 – Foundations of Strategic Management for Entrepreneurship

This capstone course in the Entrepreneurship Concentration allows students to develop, implement, and manage a new venture via a simulation platform. Students learn the strategic level decision making elements of running a virtual startup business.

**Course Fee:** \$10.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1500 and BUSN 1510

**Level:** Undergraduate

**Schedule Types:** Lecture

## BUSN 2600 – Advanced Word Processing

This course focuses on managing and sharing documents, designing advanced documents, creating advanced references, and creating custom Word elements using Microsoft Word. Topics in this course include merging, advanced text editing and writing tools, online documents and forms, and Visual Basic applications. At the completion of this course students will take Exams 425 and 426 or equivalent Microsoft exams for Word as part of the Microsoft Office Specialist (MOS) expert certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1600

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2610 – Advanced Spreadsheets

This course focuses on managing and sharing workbooks, applying custom formats and layouts, creating advanced formulas, creating advanced charts and tables using Microsoft Excel. Topics include spreadsheet databases, macros, Visual Basic applications, formulas, using multiple worksheets, pivot tables, pivot charts, and templates. At the completion of this course students will take Exams 427 and 428 or equivalent Microsoft exams for Word as part of the Microsoft Office Specialist (MOS) expert certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1610

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2620 – Advanced Databases

This course focuses on understanding core database concepts, creating database objects, manipulating data, understanding data storage, and administering a database using Microsoft SQL Server. Topics include database applications and the use of Structured Query Language. At the completion of this course, students will take Exam 364 or equivalent Microsoft exam for SQL as part of the Microsoft SQL Training: Entry Level: Database certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1630

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2630 – Microsoft Windows Operating Fundamentals

This course focuses on understanding operating system configurations, installing and upgrading client systems, managing applications, managing files and folders and devices, understanding operating system maintenance, understanding server installations, server roles, active directory, storage, server performance management, and server maintenance using the Microsoft Operating System. At the completion of this course, students will take Exam 349 AND 365 or equivalent Microsoft exam for Windows Operating System and Server Administration Fundamentals as part of the Microsoft Technology Associate (MTA) certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1150

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2640 – Networking and Security Fundamentals

This course focuses on understanding network infrastructures, network hardware, protocols and services, security layers, operating system security, network security, security software using Microsoft Windows Server. Topics include general security concepts, it addresses communication security, infrastructure security, cryptography basics, and operational/organizational security. At the completion of this course, students will take Exam 366 AND 367 or equivalent Microsoft exam for Networking and Security Fundamentals as part of the Microsoft Technology Associate (MTA) certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1150

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2650 – Web Development Fundamentals

This course focuses on programming web applications, working with data and services, troubleshooting and debugging web applications, working with client-side scripting, configuring and deploying web applications, understanding .NET Framework concepts, namespaces and classes in the .NET Framework, .NET code compilation, I/O classes in the .NET Framework, .NET security, .NET languages, and memory management using Microsoft Visual Studio. At the completion of this course, students will take Exam 363 AND 372 or equivalent Microsoft exam for Web Development and .NET Fundamentals as part of the Microsoft Technology Associate (MTA) certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1150

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2660 – Software Development Fundamentals

This course focuses on understanding core programming, object-oriented programming, general software development, web applications, desktop applications, understanding databases, game design, hardware, graphics, and animation using Microsoft Visual Studio. At the completion of this course, students will take Exam 361 AND 374 or equivalent Microsoft exam for Software and Gaming Development Fundamentals as part of the Microsoft Technology Associate (MTA) certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1150

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2670 – Configuring and Supporting Windows

This course focuses on installing and upgrading to the latest Microsoft Operating System software, configuring hardware, applications, network connectivity, accessibility to resources, remote access and mobility, system and data recovery options, monitoring and maintaining Windows client, and supporting the operating system and installations, resource access, and client and various devices using the Microsoft Windows platform. At the completion of this course, students will take Exam 687 AND 688 or equivalent Microsoft exam for Configuring and Supporting Windows Operating System as part of the Microsoft Certified Solutions Associate (MCSA) certificate program.

*Course Fee: \$20.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Non-Transferable*

**PREREQUISITE:** BUSN 1150

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid, Independent Study, Web

## BUSN 2700 – Foundations of Strategic Management for Business Administration

This capstone course will allow students to develop, implement, and manage a full scale business via a simulation platform. Students learn the strategic level decision making elements of running a virtual business. This course is an opportunity for students to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, practice at a higher level to provide the culmination of the student's studies.

*Course Fee:* \$10.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100, BUSN 2000, and BUSN 2100

**Level:** Undergraduate

**Schedule Types:** Lecture

## BUSN 2800 – Lodging Management

This course provides a detailed presentation of lodging operations management in specific areas including from office operations; housekeeping and sanitations; food and beverage; and facility operations, including risk management/security, accounting/financial operations, and hospitality services. In addition to the hotel and motel industry, other topical areas also include vacation ownership (time-share) industry and the casino and resort industry. The class follows the American Hotel and Lodging Association (AHLA) curriculum. At the completion of the class, students test for the Certified Front Desk Representative (CFDR) industry based certification.

*Lab Fee* \$50.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100, BUSN 1800

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2820 – Marketing for Hospitality and Tourism

This course examines the marketing of hospitality and tourism operations. Students explore destination-oriented marketing goals and strategies, trend issues, and challenges influencing hospitality and tourism destination organizations. Specific topics include fundamental marketing principles as they apply to hospitality and tourism services, customer behavior, advertising, publicity, and public relations.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100, BUSN 1800

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2890 – Foundations of Strategic Management or Hospitality

This capstone course in the Hotel, Restaurant, and Tourism Administration Concentration allows students to develop, implement, and manage a new hospitality based company via a simulation platform. Students learn the strategic level decision making elements of running a virtual hospitality business.

*Course Fee:* \$100.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1800, BUSN 2800, and BUSN 2820

**Level:** Undergraduate

**Schedule Types:** Lecture

### BUSN 2900 – Business Plan Basics

This course will discuss the necessary steps to create your business plan. Students will create a functional business plan that includes an Executive Summary, Company Overview, a Business Environment section, a Company Description section, a Company Strategy section, a Financial section, an Action Plan section, and an Appendix.

1.00 Lecture Hours

0.00 Lab Hours

1.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1500 and BUSN 1520. Students must have completed all developmental reading.

**Level:** Undergraduate

**Schedule Types:** Lecture

### CDYC 1050 – Introduction to the Care and Development of Young Children

This course provides an overview of early childhood education, from birth to age to age eight. Students explore philosophies, methods, materials, and activities appropriate to support the development of children in child-care centers and preschools.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 1110 – Observation and Participation

This course provides laboratory experiences for systematic, objective observation and assessment of children's development in a school or child care setting and use of assessment information in planning appropriate learning activities.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CDYC 1050 and any two additional CDYC courses

**COREQUISITE:** PSYC 2200

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 1120 – Health, Safety, and Nutrition for Young Children

This course focuses on issues of health, safety, and nutrition facing children ages birth to age eight, especially in a group care setting. It emphasizes practical information and techniques. It also reviews current child-care licensing regulations and school health and safety standards.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



### CDYC 1300 – Introduction to Children with Exceptions

This course provides students with a thorough introduction to the field of special education and focuses on infants, toddlers, and preschoolers with known and suspected developmental disabilities.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 1410 – Creative Experiences in Early Childhood

This course explores the creative development of young children, focusing on general principles, teaching materials, and experiences for supporting children's creative development through the arts. It includes discussion of visual arts, music, and dance, and dramatic expression.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 1810 – Math and Science in Early Childhood

This course explores the stages of children's math and science concept development. Students explore developmentally-appropriate methods and materials for math and science teaching.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 2130 – Infant and Toddler Curriculum Development

This course focuses on planning appropriate environments, activities, materials, and interactions for children from birth to three years.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 2300 – Literature and Language Development in Early Childhood

This course focuses on planning appropriate environments, activities, materials, and interactions for children from birth to three years.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 2610 – Families in the Educational Process

This course explores how involving families in children's learning can support positive outcomes. It employs case studies field experiences. It addresses methods of family/teacher communication and school/family partnerships. Students research and compile community referrals and resources.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 2730 - Curriculum and Teaching Materials in Early Childhood

In this course, students synthesize knowledge of how young children learn and grow into an understanding of age-appropriate curricula covering all areas of development. Students create materials and units for children's hands-on learning.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CDYC 1050

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 2800 - Administration of Early Childhood Programs

This course provides an overview of the responsibilities of administration in an early childhood program. It examines professionalism, budget, personnel decisions, development of staff and parent handbooks, and state and local regulations.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CDYC 1050

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CDYC 2850 – Guiding and Managing Child Behaviors

This course introduces student to typical age-related behavior patterns, child-guidance practices and their consequences, and techniques and procedures for successful classroom management.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## CDYC 2980 - Practicum

This course provides students with supervised work experience. Students must complete 200 clock hours of supervised work experience at a childcare facility. Students will also complete a resume, resource file, portfolio, and other activities as related to early childhood education.

6.00 Lecture Hours

0.00 Lab Hours

6.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Candidate for graduation, a grade of “C” or better in all CDYC courses taken, and permission of instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture

### CHEM 1100 – General Chemistry I (LCN: CCEM 1123)

This course introduces the fundamentals of chemistry including properties of matter, nomenclature, structure of elements and compounds, laws, theories, general principles, and problem-solving techniques.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 1300

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CHEM 1110 – General Chemistry I Laboratory (LCH: CCEM 1121)

This accompanying lab emphasizes basic calculations and equations, laboratory safety, and fundamental chemical operations.

*Lab Fee: \$25.00 (Fees are subject to change)*

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**COREQUISITE:** CHEM 1100

**Level:** Undergraduate

**Schedule Types:** Lecture

### CHEM 1200 – General Chemistry II (LCN: CCEM 1133)

This course addresses topics in organic and inorganic chemistry, including oxidation reduction, acid-base chemistry, electrochemistry, ionic equilibrium, and properties of the groups of elements.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** CHEM 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### CHEM 1210 – General Chemistry II Laboratory (LCN: CCEM 1131)

This accompanying lab uses experiments that include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds.

*Lab Fee: \$25.00 (Fees are subject to change)*

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**COREQUISITE:** CHEM 1200

**Level:** Undergraduate

**Schedule Types:** Lecture

### CHEM 2070 – Chemistry of Water, Air, and Soil

This course addresses basic concepts of the chemistry of air, soil, and water as applied to the environment. *This course is cross-listed as ENVN 2070. Credit will not be awarded for both courses.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**COREQUISITE:** CHEM 2200

**Level:** Undergraduate

**Schedule Types:** Lecture

### CHEM 2200 – Organic Chemistry I (LCN: CCEM 2213)

This course introduces the concept of carbon compounds and their differences from inorganic compounds. The structure, stereochemistry, reactivity, and synthesis of aliphatic compounds will be discussed. The concept of functional groups and their reactivity will be examined. An introduction to structure elucidation through spectroscopy will be included.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** CHEM 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## CHEM 2210 – Organic Chemistry Laboratory (LCN: CCEM 2211)

This accompanying lab course involves the preparation of compounds and reactions basic to organic chemistry. Emphasis on preparation, isolation, and purification of compounds will be examined.

*Lab Fee:* \$25.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**COREQUISITE:** CHEM 2200

**Level:** Undergraduate

**Schedule Types:** Lab

### CTEC 1550 – Networking Basics

This course is an introduction to network standards, concepts, topology, and terminology including LANS, WANS, the OSI model, cabling, routers, Ethernet, IP addressing, network hardware, and various protocols.

*Lab Fee:* \$45.00 (Fees are subject to change)

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 1600 – Wireless Computer Communications

This course is a hands-on guide to planning, designing, installing, and configuring wireless LANs from two of the principal wireless LAN vendors, Cisco and 3Com. Extensive step-by-step coverage of implementation and troubleshooting is reinforced with hands-on projects at the end of each chapter.

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 1550 or permission of instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 1650 – Routers and Routing Basics

This course focuses on initial route configuration, routing protocol configuration, TCP/IP, and creating access control lists.

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1150 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



### CTEC 1800 – A+ Certification Preparation Essentials

This course is designed to prepare the student with the latest tests and materials needed to pass the A+ Certification Exam on Essentials: A+ Operating Systems Exam (OS fundamentals, installation, configuration and upgrading, diagnosing and troubleshooting networks).

*Lab Fee:* \$45.00 (Fees are subject to change)

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 1801 – A+ Certification Preparation Practical Application

This course is designed to prepare the student with the latest tests and materials needed to pass the A+ Exam on Practical Application (Installation, configuration and upgrading, diagnosing and troubleshooting, preventive maintenance, motherboards, processors, memory, printer, and basic networking.)

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 1800 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 1850 – Network Security

This course provides a comprehensive overview of network security. Along with general security concepts, it addresses communication security, infrastructure security, cryptography basics, and operational/organizational security.

*Lab Fee:* \$45.00 (Fees are subject to change)

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 1550 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 2200 – Network Operating Systems I

This course introduces the latest industry network operating schemes and focuses on the management of network operating systems.

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 1550 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 2400 – Network Operating Systems II

Students in this course build a network from the ground up, design a directory structure, and install software, network printing, network menus, and login scripts. They also learn troubleshooting and repair techniques for the networks.

**Lab Fee:** \$45.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 1550 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CTEC 2550 - Switching Basics and Intermediate Routing

This course focuses on advanced IP addressing techniques, intermediate routing protocols, CLI configuration of switches. Ethernet switching, VLANs, and protocols.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 1650 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

## CTEC 2650 – Wide Area Network Technology

This course focuses on WAN technology and terminology, PPP, ISDN, DDR, Frame relay, NAT, PAT, DHCP, network management, and an introduction to optical networking.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CTEC 2550 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### CNST 1000 – Introduction to Construction

This course introduces industry trends, career levels, and future trends in construction.

5.00 Lecture Hours

0.00 Lab Hours

5.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CNST 1010 – Basic Tools

This course covers basic skills in math, print reading and sketching, general safety, materials, and project construction using power tools and hand tools.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CNST 1020 – Blueprint Reading

Students who complete this course are able to read and sketch simple plans.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CNST 1510/1520/1530/1540/1550/1560 – Construction Laboratory (1-6 hours each)

Students perform assigned construction tasks. The lab experiences may include both on- and off-campus locations. Off-campus sites require prior permission of the instructor. *No more than 12 hours of laboratory credit may be applied toward a certificate.*

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lab

## COOPERATIVE EDUCATION

Cooperative education courses are designed to fulfill the experiential educational component of a student's major. Co-op education courses are not for students enrolled in a high school cooperative program. Experience and education are gained from employment in an area related to the field of study of the student. Periodic reports by the student, evaluation by the employer, and a report by a faculty member in the discipline are required. Freshman and Sophomore level courses are offered in the six areas of study listed below.

*Not Transferable*

**PREREQUISITES:** As required by departments and programs

COOP 1010/2010	Business	Credit 1-9
COOP 1110/2110	Arts & Humanities	Credit 1-9
COOP 1210/2210	Science and Math	Credit 1-9
COOP 1310/2310	Applied Science and Technology	Credit 1-9
COOP 141/2410	Community Service	Credit 1-9
COOP 1510/2510	Social Sciences	Credit 1-9

### CULA 1000 – Culinary Art and Science

This course provides students with a basic understanding of the hospitality industry and serves as a foundation for later specialized courses in the food service industry.

*Course Fee: \$100.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1020 – Basic Food Preparation

This introductory-level cooking skills course covers methods, measurement, vocabulary terms, standard recipes, preparation, and presentations of soups, salads, meats, poultry, fish, vegetables, starches, sandwiches, hors d'oeuvres, breakfast, international cuisine, and baked products.

*Lab Fee: \$50.00 (Fees are subject to change)*

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** CULA 1050

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1050 - Sanitation

This course covers safe food-handling procedures and microbiological concerns. Students take a certification examination upon completion of the course. **National Restaurant Association ServSafe Manager Certification** available upon completion of course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** CULA 1020

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1500 - Baking

This course provides students with an overview of baking. Students perform practical baking applications. The course also includes the physical and chemical nature of yeast product, quick breads, cakes and icings, cookies, and pies.

*Lab Fee: \$50.00 (Fees are subject to change)*

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1600 – Advanced Baking

This course provides students with an in-depth study, including both theory and hands-on experience, of baking and performing advanced baking applications. These more complex areas of baking include artisan breads, specialty breads, brioche, Danish pastry, croissants, genoise, puff pastry, and gingerbread display pieces.

*Lab Fee: \$50.00 (Fees are subject to change)*

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1650 – World Cuisines

This course provides a history and progression of world cuisines, including influences of geography, politics, religion, and cultural characteristics. Emphasis is placed on international and regional America foodways.

*Course Fee: \$50.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1700 – Food Service Management I

This course covers the principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. It also covers U.S. D.A. grades for produce and meats. **National Restaurant Association Purchasing Certification available upon completion of the course.**

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1750 – Meat, Poultry, and Seafood

This course helps students develop the skills necessary to identify types of meat, poultry, and seafood; to evaluate grade, quality, and yield percentages; and to perform advanced preparations and presentations.

*Lab Fee: \$50.00 (Fees are subject to change)*

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CULA 1000, CULA 1020, and CULA 1050

**COREQUISTE:** DEVR 0780 if required by placement test score

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 1800 – Soups, Stocks, and Sauces

This course covers the foundations of basic stocks and their relationship to classic soups and sauces. Students prepare soups, stocks, and sauces in a commercial kitchen.

*Lab Fee: \$50.00 (Fees are subject to change)*

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CULA 1000, CULA 1020, and CULA 1050

**COREQUISTE:** DEVR 0780 if required by placement test score

**Level:** Undergraduate

**Schedule Types:** Lecture



### CULA 1900 – Garde Manger Management

This course covers preparations from the pantry station including hors d'oeuvres, pates, galantines, mousses, vegetable carvings, and tallow sculptures.

*Lab Fee: \$50.00* (Fees are subject to change)

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CULA 1000, CULA 1020, and CULA 1050

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 2020 – Externship Program

Under the supervision of a professional chef or manager in a related field, the student works for a minimum of 250 hours in a commercial food service establishment approved by the program manager. This externship provides students with the opportunity to develop speed with manual skills, to increase their professional experience, and to work in real-life situations.

0.00 Lecture Hours

20.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CULA 1500, CULA 1750, and CULA 1800

**Students must have completed all developmental reading requirements.**

**Level:** Undergraduate

**Schedule Types:** Externship

### CULA 2710 – Food Service Management II

This course addresses the methods of controlling cost in the food service industry through the four steps of establishing standards, training, monitoring, and correcting. These steps are applied to purchasing, receiving, and accounting for food, beverages, and labor. **National Restaurant Association Cost Control Certification** available upon completion of course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed all developmental

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 2730 – Food Service Management III

This course establishes principles of effective supervision, including human relations, motivation, communication, correct training principles, interview of staff, and discipline. It emphasizes working with supervisors in the food service and hospitality industries. **National Restaurant Association Supervision Certification** available upon completion of course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed all developmental

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 2770 – Desserts and Patisserie

This is a hands-on course in the production of classic desserts, including international and domestic desserts.

*Course Fee:* **\$50.00** (Fees are subject to change)

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed all developmental

**Level:** Undergraduate

**Schedule Types:** Lecture

### CULA 2800 – Culinary Seminar

This course acquaints students with trends and issues in the food service industry through workshops, demonstrations, and guest speakers. Topics include the marriage of food and wine, legal issues of the server's responsibility with alcoholic beverages, and food service computer applications. **TIPS Certification** available upon completion of the course.

*Course Fee:* **\$40.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed all developmental

**Level:** Undergraduate

**Schedule Types:** Seminar

### CULA 2850 – Culinary Practicum

This practical course uses kitchen and dining room areas to prepare and serve high-quality lunches. Students plan, organize, prepare, serve, and assure proper sanitation for every function. Managerial concepts of food and labor cost, scheduling, purchasing, and menu planning are an integral part of this course.

*Lab Fee:* \$75.00 (Fees are subject to change)

0.00 Lecture Hours

25.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed 12 hours in CULA at the 2000 level.

**Level:** Undergraduate

**Schedule Types:** Practicum

### CULA 2900 – International Cuisine

This is an advanced level cooking skills course covering the evolving nature of world cuisines. It will introduce preparation, taste, and evaluation of cuisines of Asia, the Mediterranean, and the Americas. The emphasis is ingredients, flavor profiles, preparation & techniques representative of food pathways leading toward modern fusion cuisines.

*Lab Fee:* \$50.00 (Fees are subject to change)

1.00 Lecture Hours

2.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CULA 1750 and CULA 1800. Students must have completed 12 hours in CULA at the 2000 level.

**Level:** Undergraduate

**Schedule Types:** Practicum

### DESL – 0640 English as a Second Language I

This is a course in the fundamentals of English language for non-native speakers. The course helps students develop speaking, listening, reading, and writing skills in English. Students do not have to know English to take this course.

*This is a skills-improvement course that may not be used as credit for a certificate or degree.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**Level:** Undergraduate

**Schedule Types:** Lecture

### DESL 0680 – English as a Second Language II

This course is a continuation of DESL 0640 for those students who need more time to develop basic skills in communication in the English language.

*This is a skills-improvement course that may not be used as credit for a certificate or degree.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**PREREQUISITE:** DESL 0640 or appropriate placement test score

**Level:** Undergraduate

**Schedule Types:** Lecture

## DEVE 0840 – Developmental English I

This is an introductory course in writing English prose that concentrates on sentences and paragraphs. The course includes intensive practice in the fundamentals of grammar, punctuation, and capitalization. Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.

*This is a skills-improvement course that may not be used as credit for a certificate or degree. Placement is based on ACT English or Accuplacer English test.*

**Course Fee: \$20.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**Level:** Undergraduate

**Schedule Types:** Lecture

## DEVE 0880 – Developmental English II

This is an introductory course in writing English prose that concentrates on paragraphs and essays. It includes essential concepts of grammar usage, writing mechanics, and critical reading. Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.

**Lab Fee \$20.00** (Fees are subject to change)

*This is a skills-improvement course that may not be used as credit for a certificate or degree. Students must complete a satisfactory writing portfolio to receive credit for the course.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**PREREQUISITE:** A grade of “C” or higher in DEVE 084 or appropriate placement test score.

**Level:** Undergraduate

**Schedule Types:** Lecture

## DEVR 0740 – Developmental Reading I

This course offers intensive practice in building foundational reading vocabulary and comprehension skills. The classroom component develops skills and strategies to increase vocabulary knowledge and comprehension and to interpret appropriate readings. The laboratory component focuses on individual prescription. Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.

*This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.*

**Course Fee: \$20.00** (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

4.00 Credit Hours

*Developmental*

**PREREQUISITE:** Appropriate placement test score or instructor recommendation.

**Level:** Undergraduate

**Schedule Types:** Lecture

## DEVR 0780 – Developmental Reading II

This course is a continuation of DEVR 0740 that emphasizes achieving success in reading college-level materials through the development of active reading strategies, vocabulary knowledge, and comprehensive skills and strategies. Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.

*This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course. A final grade of “C” or higher is required to enroll in general education courses at the 2000 level or above.*

**Course Fee: \$20.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**PREREQUISITE:** A grade of “C” or higher in DEVR 0740 or appropriate placement test score.

**Level:** Undergraduate

**Schedule Types:** Lecture

### DRDT 1000 – Basic Board Drafting

This course covers basic drafting processes including the use of drafting instruments, lettering and sketching, geometric construction, orthographic projection, and basic dimensioning techniques.

3.00 Lecture Hours

4.00 Lab Hours

5.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### DRDT 1030 – Basic CADD

This course introduces the use of CADD, focusing on basic drawing and editing commands, basic dimensioning practices, and printing techniques. It also includes basic computer literacy skills as they pertain to the drafting field.

3.00 Lecture Hours

4.00 Lab Hours

5.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### DRDT 1040 – Intermediate Board Drafting

This course provides further application of drafting processes, including sections, auxiliary views, intersections and developments, pictorial drawing, fasteners, dimensioning and tolerance practices, and working drawing.

4.00 Lecture Hours

2.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** DRDT 1030 and MATH 0990 or permission of the instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture

## DRDT 1050 – Intermediate CADD

This course further explores drawing and editing commands, as well as dimensioning practices that improve CAD efficiency.

2.00 Lecture Hours

4.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** DRDT 1030 and MATH 0990 or permission of the instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture



### ECON 2000 – Microeconomics (LCN: CECN 2223)

This course covers the principles of economics including the market structure of American capitalism, the economics of the firm, market demands, the cost of production, product pricing, and the employment of resources.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web, LCTCS Online: ECON 202

### ECON 2020 – Macroeconomics (LCN: CECN 2213)

This course covers the theory of aggregate income, employment and price level, economic stabilization policies, and economic growth and development.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web, LCTCS Online: ECON 201

### ECON 2250 – Money and Banking (LCN: CECN 2313)

This course is a survey of money, commercial banking, financial institutions, the Federal Reserve System, and the formulation and execution of monetary and economic stabilization policy.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ECON 2000 and ECON 2020.

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

## ELEC 1000 – Electrical Construction I

This course is designed as the first training course for entry level electrical construction workers. Topics include an overview of electrical construction, safety, electricity, electrical circuits, the National Electrical Code (NEC), device boxes, bending conduit, cable raceways, conductors, and cables, electrical construction drawing, residential electrical services, and electrical testing equipment. **Successful students in this course will receive NCCER Electrical Level 1 Certification.**

*Course Fee:* \$15.00 (Fees are subject to change)

3.00 Lecture Hours

6.00 Lab Hours

6.00 Credit Hours

*Not Transferable*

**COREQUISITE:** CNST 1000

**Level:** Undergraduate

**Schedule Types:** Lecture

## ELEC 1010 – Electrical Construction II

This is the second training course for entry level electrical construction workers. Topics include: (AC) alternating current, electric motors, lighting, pull boxes and junction boxes, conductor installation methods, cable trays, conductor terminations and splices grounding and bonding, circuit breakers and fuses, and control systems. **Successful students in this course will receive NCCER Electrical 2 Certification.**

*Course Fee:* \$15.00 (Fees are subject to change)

4.00 Lecture Hours

4.00 Lab Hours

8.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CNST 1000, ELEC 1000

**Level:** Undergraduate

**Schedule Types:** Lecture

### ELEC 2000 – Electrical Construction III

This course is for Commercial Electrical Construction and includes: load calculations, branch and feeder circuits, conductors, lighting, hazardous locations, distribution, transformers, commercial services, motor, and motor controls. **Successful students in this course will receive NCCER Electrical Level 3 Certification.**

*Course Fee:* **\$15.00** (Fees are subject to change)

4.00 Lecture Hours

4.00 Lab Hours

8.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CNST 1000, ELEC 1010

**Level:** Undergraduate

**Schedule Types:** Lecture

### ELEC 2010 – Electrical Construction IV

This course covers advanced commercial and industrial electrical issues and includes: health care facilities, emergency systems, specialty transformers, advanced controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations, and fundamentals of crew leadership. **Successful students in this course will receive NCCER Electrical Level 3 Certification.**

*Course Fee:* **\$15.00** (Fees are subject to change)

4.00 Lecture Hours

5.00 Lab Hours

9.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** CNST 1000, ELEC 2000

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1010 – Emergency Medical Responder

This course covers emergency conditions of victims of a medical or trauma emergency in the pre-hospital environment. It emphasizes scene stabilization, initial management of mass casualty incidents, recognition of patient condition or extent of injuries relative to airway, breathing and circulation, and skills fundamental to the role of a first responder. **Course content adheres to the National Standard Curriculum and prepares students for state and national registry examinations.**

*Lab Fee: \$35.00 (Fees are subject to change)*

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** DEVR 0780

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1020 – Emergency Medical Technician I

This course covers the foundations of Emergency Medical Services and the EMT's role within the system. Airway management, respiration, and ventilation, along with patient assessment and basic pharmacology for the EMT are also presented.

*Course Fee: \$75.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Students must have completed all developmental reading requirements.

**COREQUISITE:** EMTP 1030

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1021 – Emergency Medical Technician II

This course builds on the foundation of EMT training covered in EMSE 1020 and presents the pathophysiology, assessment, and current treatment modalities for the out of hospital medical, trauma, and special populations patient.

*Lab Fee: \$35.00 (Fees are subject to change)*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1020 and EMSE 1030

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1030 – Emergency Medical Technician Lab I

This skills lab will present the static skills of airway management, oxygen administrations, management of shock, vital signs, and lifting and moving.

*Lab Fee: \$35.00 (Fees are subject to change)*

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**COREQUISITE:** EMSE 1020

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1031 – Emergency Medical Technician II Lab

This skills lab will present the static skills of medical trauma and assessment, cardiac arrest management, and splinting.

*Lab Fee: \$35.00 (Fees are subject to change)*

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1020 and EMSE 1030

**COREQUISITE:** EMSE 1021

**Level:** Undergraduate

**Schedule Types:** Lecture

### EMSE 1040 – Emergency Medical Technician Capstone

This course is required to sit for national and state certification exams. It will include standardized preparation modules for the written exam as well as a mock skills exam. Hazmat awareness and defensive driving certification will also be included.

*Lab Fee: \$35.00 (Fees are subject to change)*

1.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1030 and EMSE 1031 within the last 2 years.

**Level:** Undergraduate

**Schedule Types:** Lecture

### EMSE 1100 – Advanced Emergency Medical Technician

This course prepares the Advanced EMT to provide out of hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. This class currently only offered in the Fall semester.

*Lab Fee: \$35.00 (Fees are subject to change)*

6.00 Lecture Hours

5.00 Lab Hours

8.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Student must be currently Louisiana licensed and National registered as EMT. Completion of BIOL 1010 & 1020 within last 3 years or permission of program manager.

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1120 – Emergency Medical Technician Capstone Practicum

This clinical and field practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers, and other approved clinical sites. It will include standardized preparation modules for the written exam as well as a mock skills exam and is required to sit for national and state certification exams.

*Lab Fee: \$110.00 (Fees are subject to change)*

0.00 Lecture Hours

8.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1100

**Level:** Undergraduate

**Schedule Types:** Lecture

## EMSE 1200 – Principles of Paramedic Care

This course presents preparatory and fundamentals of community paramedicine. Topics include EMS systems, roles and responsibilities, communication, documentation and the medical legal aspects of out of hospital care with an emphasis on personal well-being, injury prevention, research and ethics. The foundation of patient assessment is strengthened with concepts in cellular pathophysiology, pharmacology, and airway assessment.

4.00 Lecture Hours

0.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Student must be currently Louisiana licensed and National registered as EMT or Advanced EMT or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a “C” or better with in the last 3 years; and eligibility for ENGL 1010 and MATH 0990.

**COREQUISITE:** EMSE 1210

**Level:** Undergraduate

**Schedule Types:** Lecture

### EMSE 1210 – Principles of Paramedic Care Lab

This laboratory course develops the skills of IV access, fluid resuscitation, medication administration, and airway management. Students develop the techniques of history taking, physical exam, patient assessment, and therapeutic communications.

*Lab Fee: \$110.00 (Fees are subject to change)*

0.00 Lecture Hours

4.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Student must be currently Louisiana licensed and National registered as EMT or Advanced EMT or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a “C” or better with in last 3 years; and eligibility for ENGL 1010 and MATH 0990

**COREQUISITE:** EMSE 1200

**Level:** Undergraduate

**Schedule Types:** Lab

### EMSE 1300 – Cardiac and Respiratory Emergencies

This course presents the pathophysiology, assessment, and current treatment modalities for the out of hospital cardiac and respiratory patient. Emphasis is place on recognition and etiology of life-threatening cardio-pulmonary emergencies and current treatment modalities for these patients.

4.00 Lecture Hours

0.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1200 and EMSE 1210

**COREQUISITE:** EMSE 1310 and EMSE 1320

**Level:** Undergraduate

**Schedule Types:** Lecture



### EMSE 1310 – Cardiac and Respiratory Emergencies Lab

This laboratory course develops student skills in cardiac and respiratory patient assessment. Students learn ECG monitoring and interpretation, defibrillation, cardio-version and non-invasive external cardiac pacing. Advanced topics in 12-lead acquisition and interpretation are also introduced. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

*Lab Fee:* \$35.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1200 and EMSE 1210

**COREQUISITE:** EMSE 1300 and EMSE 1320

**Level:** Undergraduate

**Schedule Types:** Lab

### EMSE 1320 – Paramedic Clinical Internship I

This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.

*Lab Fee:* \$200.00 (Fees are subject to change)

0.00 Lecture Hours

8.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1200 and EMSE 1210

**COREQUISITE:** EMSE 1300 and EMSE 1310

**Level:** Undergraduate

**Schedule Types:** Practicum

### EMSE 1500 – Medical Emergencies

This course covers medical emergencies relating to neurology, endocrinology, immunology, gastroenterology, hematology, toxicology, urology and nephrology. It also presents the assessment and management of the infectious patient as well as the behavioral patient.

4.00 Lecture Hours

0.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1300 and EMSE 1310

**COREQUISITE:** EMSE 1510 and EMSE 1520

**Level:** Undergraduate

**Schedule Types:** Lecture

### EMSE 1510 – Medical Emergencies Lab

This laboratory course develops student skills in medical patient assessment. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

**Lab Fee: \$35.00** (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1300 and EMSE 1310

**COREQUISITE:** EMSE 1500 and EMSE 1520

**Level:** Undergraduate

**Schedule Types:** Lab

### EMSE 1520 – Paramedic Clinical Internship II

This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.

0.00 Lecture Hours

8.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1300 and EMSE 1310

**COREQUISITE:** EMSE 1500 and EMSE 1510

**Level:** Undergraduate

**Schedule Types:** Practicum

### EMSE 2200- Special Populations In EMS

This course presents the pathophysiology, assessment and current treatment modalities for the out of hospital pediatric and geriatric patient. Special considerations in EMS including victims of abuse, neglect and the chronic care patient in the home setting are also covered.

4.00 Lecture Hours

0.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1500 and EMSE 1510

**COREQUISITE:** EMSE 2210 and EMSE 2220

**Level:** Undergraduate

**Schedule Types:** Lecture

### EMSE 2210 – Special Populations In EMS Lab

This laboratory course develops student skills in the assessment and care of the obstetrical, pediatric, geriatric, and chronic care patients. The course presents the assessment, treatment, and pharmacological interventions through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

*Lab Fee:* \$35.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1500 and EMSE 1510

**COREQUISITE:** EMSE 2200 and EMS 22220

**Level:** Undergraduate

**Schedule Types:** Lab

### EMSE 2220- Paramedic Clinical Internship III

This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.

0.00 Lecture Hours

8.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 1500 and EMSE 1510

**COREQUISITE:** EMSE 2200 and EMSE 2210

**Level:** Undergraduate

**Schedule Types:** Practicum

### EMSE 2300 – Trauma Emergencies

This course presents the pathophysiology, assessment, and current treatment modalities for the out of hospital trauma patient. Lecture includes kinematics of trauma, hemorrhagic shock, burn management, and environmental trauma. It also covers musculoskeletal injuries, trauma to the spine, soft tissue, and abdomen.

4.00 Lecture Hours

0.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 2200 and EMSE 2210

**COREQUISITE:** EMSE 2310 and EMSE 2320

**Level:** Undergraduate

**Schedule Types:** Lecture

### EMSE 2310 - Trauma Emergencies Lab

This laboratory course develops student skills in the assessment and care of the trauma patient. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.

*Lab Fee:* \$35.00 (Fees are subject change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 2200 and EMSE 2210

**COREQUISITE:** EMSE 2300 and EMSE 2320

**Level:** Undergraduate

**Schedule Types:** Lab

### EMSE 2320 – Paramedic Field Practicum I

This field practicum at approved EMS agencies provides the student with patient care experiences in EMS. The student will function as part of the healthcare team under the guidance of an approved preceptor.

0.00 Lecture Hours

8.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 2200 and EMS 2210

**COREQUISITE:** EMSE 2300 and EMSE 2310

**Level:** Undergraduate

**Schedule Types:** Practicum

## EMSE 2400 – EMS Operations and Paramedic Review

This course presents topics in EMS Operations including management of rescue, hazmat, mass causality, triage, and terrorism utilizing the incident command system. It also includes a review of assessment based management of patient conditions covered in previous course work utilizing simulations and case studies in preparation of NREMT certification exams.

*Lab Fee:* \$40.00 (Fees are subject to change)

2.00 Lecture Hours

0.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 2300 and EMSE 2310

**COREQUISITE:** EMSE 2420

Level: Undergraduate

Schedule Types: Practicum

## EMSE 2420 – Paramedic Field Practicum II

This capstone field practicum at approved EMS agencies provides the student with patient care experience in EMS. The student will function as part of the healthcare team and progress to team leader under the guidance of an approved preceptor.

0.00 Lecture Hours

8.00 Lab hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** EMSE 2300 and EMSE 2310

**COREQUISITE:** EMSE 2400

Level: Undergraduate

Schedule Types: Practicum

## ENGL 1000 – Applied Writing

Applied Writing emphasizes basic writing and communication skills for the certificate level and specialized vocational and technical areas. *Credit in this course does not satisfy the general education requirement in English for an Associate Degree or Certificate of Applied Science program.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** DEVE 0840 or appropriate ACT English or Accuplacer placement test score.

**Level:** Undergraduate

**Schedule Types:** Lecture

## ENGL 1010 – English Composition I (LCN: CENL 1013)

This course, which emphasizes expository writing and effective reading, is an introductory course in writing for those students who demonstrate the ability to write at the expected college level. *Students must complete a satisfactory portfolio to receive credit for this course.*

**Lab Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACT English score of 18 or above, Accuplacer placement test score of 86-117, or grade of “C” or higher in DEVE 08800

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web, LCTCS Online : ENGL 101

### ENGL 1020 – English Composition II (LCN: CENL 1023)

English Composition II is a continuation and further development of material and strategies introduced in English Composition I, while introducing the major literary genres. Its primary emphasis is on composition, including research strategies, argumentative writing, evaluation, and analysis.

*Lab Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** English 1010 with a “C” or better

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web, LCTCS Online : ENGL 102

### ENGL 1150 – Traditional Grammar

This course focuses on traditional grammar and usage. It is intended to give students a strong foundation in the basics of Standard English grammar. It is designed to be a companion course to any designated DEVE or ENGL course. *Credit in this course does not satisfy the general education requirements in English for an Associate Degree or Certificate of Applied Science program.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENGL 2010 – Survey of English Literature I (LCN: CENL 2103)

This course covers selected works from Beowulf through the eighteenth century.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, LCTCS Online : ENGL 201



### ENGL 2020 – Survey of English Literature II (LCN: CENL 2113)

This course covers selected works from the eighteenth century through the present.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, LCTCS Online : ENGL 202

### ENGL 2100 – Short Story and Novel

This course is an introduction to the study of the short story and the novel.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENGL 2110 – Poetry and Drama (LCN: CENL 2313)

This course is an introduction to the study of poetry and drama.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENGL 2150 – Introduction to Fiction Writing

This course is an introduction to the theory and technique of fiction writing.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1010

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENGL 2210 – Major American Writers (LCN: CENL 2173)

This is a study of major American writers from the Colonial period to the present.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENGL 2600 – World Literature I (LCN: CENL 2203)

This course explores major trends and movements in the history of literature from its beginnings to the Renaissance.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

ENGL 2610 – World Literature II (LCN: CENL 2213)

This course continues the exploration of major trends and movements in the history of literature from the Renaissance to the present.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## ENSL 0640 – English as a Second Language I

A basic English course for non-native speakers. This course is designed to help students develop speaking, listening, reading, and writing skills in English. Students do not have to know English to take this course. This is a skills improvement course which may not be used as credit for a certificate or a degree.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study

### ENVN 1010 – Environmental Health and Safety

This course studies health and safety in the environment and in the workplace by focusing on topics of risk assessment, job safety analysis, safety audits for the workplace, appropriate laws that guide safety in the workplace, and mechanisms for a safe working environment.

*Course Fee:* \$25.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENVN 1030 – Environmental Law

This course provides an introduction to the major federal and Louisiana environmental agencies, programs, statues, and case law, and their impact on both the public and private sector.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENVN 2010 – Principles of Industrial Hygiene

This course studies the monitoring, recognition, evaluation, and control of workplace health hazards. Topics include current OSHA regulations, professional standards, permissible exposures, and workers' right-to-know.

*Course Fee:* \$25.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** ENVN 1010

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENVN 2020 – Introduction to Toxicology

This course introduces the basic principles and aspects of mammalian toxicology. It discusses exposure, dose-response and distribution of toxicants, metabolism, and detection of toxic agents, factors that affect toxicity, and chemical carcinogenesis.

*Course Fee:* \$25.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 1100 or CHEM 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENVN 2050 – Environmental Sampling

Students in this course learn the methodology of sampling, analyzing, and interpreting results of environmental surveys through required field projects.

*Course Fee:* \$25.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BIOL 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### ENVN 2070 – Chemistry of Water, Air, and Soil

This course addresses basic concepts of the chemistry of water, air, and soil as applied to the environment. *The course is cross-listed as CHEM 2070. Credit will not be awarded for both courses.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** CHEM 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## ENVN 2210 – Environmental Science (LCN: CEVS 1103)

This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. *The course is cross-listed as BIOL 2210. Credit will not be awarded for both courses.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web

### FINA 2000 – Funding and Financing for Entrepreneurs

This course develops the student's understanding of the basics of financial planning, financial reporting, and required capital for new ventures. It focuses on projection of revenues, expenses, capital expenditures, cash flows, and balance sheet amounts; and the creation of required financial statements.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** BUSN 1100, BUSN 1500, BUSN 1510, ECON 2000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### FINA 2010 – Finance

This course covers the organization of business firms, financial planning, funds for operation, short-and long-term capital, long-term debt, and business expansion.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ACCT 2010

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



### FIAR 1000 – Introduction to Drawing (LCN: CART 2203)

This studio course provides an introduction to the materials and techniques of basic drawing. It develops observational skills while exploring aesthetic issues that pertain to drawing. The course covers a range of techniques and media and includes still life, landscape, and portraiture.

*Lab Fee:* **\$15.00** (Fees are subject to change)

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FIAR 1010 – Sculpture Fundamentals (LCN: CART 1123)

This studio course introduces the concepts of three-dimensional art and includes technical and historical information. Studio assignments explore the elements, principles, and basic construction of 2-dimensional forms and structures.

*Lab Fee:* **\$20.00** (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FIAR 1150 – Figure Drawing (LCN: CART 2213)

This studio course focuses on drawing the human form. It uses live models, the skeleton, and a variety of drawing media for gesture and for short and long poses. It emphasizes basic anatomy, structure, and proportion.

*Lab Fee:* **\$50.00** (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** FIAR 1000

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FIAR 1200 – Art Appreciation (LCN: CART 1023)

This course introduces the origins and historical development of art. It emphasizes the relationship of design principles to various art forms, including but not limited to sculpture, painting, and architecture.

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

### FIAR 1600 – Introduction to Painting

This studio course introduces the basic principles, media, and techniques of painting. It emphasizes the development of understanding color mixing, exploration of form, content and space while working from realistic and abstract subject matters. It includes technical and historical information and uses a survey of selected painting traditions to build visual vocabulary.

**Lab Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FIAR 1700 – Ceramics

This studio course provides an introduction to basic techniques for forming, firing, and surfacing of clay. It includes technical and historical information. The course emphasis will be on students completing hand-building projects that further their individual technical and creative skills with a basic introduction to throwing on the pottery wheel.

**Lab Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## FIAR 1710 – Ceramics II

This studio course provides an introduction to basic techniques for forming, firing, and surfacing of clay. It includes technical and historical information. The course emphasis will be on the use of the pottery wheel.

*Lab Fee:* \$20.00 (Fees are subject to change)

2.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** FIAR 1700

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## FIAR 1800 – Digital Photography

This studio course introduces students to the fundamental tools of digital photography. Students will receive instruction in manual camera function, picture making techniques, photographic composition, editing and image control, digital image correction, image output and basic photography history.

This course requires students to have an approved camera with full manual functions and Camera Raw capabilities.

*Lab Fee:* \$20.00 (Fees are subject to change)

2.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### FIAR 1850 – Introduction to Digital Art

This studio course is intended to introduce students to basic digital imaging manipulation skills within the Fine Art context of creative expression. Focus on digital imaging manipulation techniques learned within a raster-based environment, primarily including the fundamentals of various special effects, filters, layers, and masks used to explore the creation of artistically expressive images. Students will use current computer-imaging software to create original art in a variety of final output formats. Hardware and image input processes are also discussed.

*Lab Fee:* \$20.00 (Fees are subject to change)

2.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### FIAR 1900 – Introduction to Printmaking

This studio course provides an introduction to a wide variety of printmaking processes. Topics include relief, intaglio, lithography, and mono printing. Students focus on the comprehension of techniques and materials and the relationship to the printed image and visual concepts.

*Lab Fee:* \$20.00 (Fees are subject to change)

2.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### FIAR 2100 – Intermediate Drawing

This studio course emphasizes the enhancement of technical skills while developing representational and subjective drawing using various media and techniques.

*Lab Fee:* \$20.00 (fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** FIAR 1000

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FIAR 2400 – Survey of Visual Arts to 1400 (LCN: CART 2103)

This course traces the history of art from antiquity through the Middle Ages with a focus on visual analysis.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study

### FIAR 2410 – Survey of Visual Arts from 1400 (LCN: CART 2113)

This course covers the history of art from the Renaissance to the 21th Century with special attention to visual analysis.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study

### FIAR 2500 – Watercolor

This studio course introduces the basic techniques and processes of watercolor. Students work from realistic and abstract subject matters to develop an understanding of color and to explore form, content and space.

*Lab Fee:* \$15.00 (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FREN 1010 – Elementary French I (LCN: CFREN 1013)

This course is a study of basic skills of listening, speaking, reading, and writing that emphasizes basic language acquisition as well as an appreciation for French culture.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### FREN 1020 – Elementary French II (LCN: CFREN 1023)

This course is a continuation of the study of elementary French with emphasis on francophone culture.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

**GEOG 1200 – Physical Geography (LCN: CGRG 2213)**

Physical Geography is a study of world patterns of weather, climate, soil, vegetation, landforms, and oceanic phenomena and their significance to the human habitat.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, LCTCS Online: GEOG 205

### GEOL 1010 – Physical Geology (LCN: CGEO 1103)

This course includes the study of the formation of rocks, minerals and land forms. Topics include the geological process of weathering, physical agents causing change, and the interpretation of evidence for these processes.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### GEOL 1030 – Physical Geology Laboratory (LCN: CGEO 1101)

This accompanying laboratory uses physical and chemical techniques to study rocks and minerals. It incorporates maps to demonstrate formation and change in land forms.

**Course Fee: \$25.00** (Fees are subject to change)

0.00 Lecture Hours

2.00 Lab Hours

1.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lab, Independent Study



## HASC 1010 – Phlebotomy

This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that the Phlebotomist may perform. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for a clinical externship of 100 hours.

*Course Fee:* **\$280.00** (Fees are subject to change)

5.00 Lecture Hours

12.00 Lab Hours

10.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all developmental reading requirements. Eligibility for ENGL 1010 and MATH 0980.

**Level:** Undergraduate

**Schedule Types:** Lecture

## HASC 1020 – Introduction to EKG

This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure, function, and electrophysiology of the heart, and basic 3 lead EKG interpretation.

*Course Fee:* **\$50.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all developmental reading requirements. Eligibility for ENGL 1010 and MATH 0980.

**COREQUISITE:** HASC 1030

**Level:** Undergraduate

**Schedule Types:** Lecture

## HASC 1030 – EKG II

This course teaches the advanced aspects of electrocardiography including 12 lead acquisition and interpretation, arrhythmias, pacemakers, and cardiac medications. Emphasis will be placed on identifying arrhythmias, axis deviation, heart blocks, and acute coronary syndrome. A supervised lab portion (30 hours) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.

*Course Fee:* \$280.00 (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** HASC 1020

**Level:** Undergraduate

**Schedule Types:** Lecture

### HSOM 1020 – Medical Terminology I

This course covers basic medical terms and focuses on work analysis, spelling, and pronunciation with an explanation of medical terms used to describe health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular system.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

### HSOM 1030 – Medical Terminology II

HSOM 1030 is a continuation of HSOM 1020. It covers the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

### HSOM 1110 – Basic CPT Coding

This course covers basic procedural coding guidelines and techniques for physician services and procedures. It provides an explanation of the HCPCS coding system for durable medical equipment, drugs, and select procedures.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### HSOM 2010 – Legal Aspects of the Medical Office

This course discusses legal issues including responding to subpoenas, patients' rights, required record keeping, confidentiality, risk management, and collection of debts.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### HSOM 2040 – Computerized Patient Billing

This course teaches general concepts to cover most patient accounting software intended for health-care providers. Students learn how to input and manage data, file claims, and generate reports.

**Course Fee:** \$20.00 (Fees are subject change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### HSOM 2050 – Medical Office Management

This course enhances the efficient and successful operation of a medical practice through basic management principles. It focuses on the business aspects of a medical practice, including such topics, as staff recruiting, development and management, office systems, revenue enhancement, regulatory compliance, quality and risk management, and cost containment.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### HSOM 2090 – Advanced Medical Coding

This course addresses comprehensive coding scenarios, coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits, and revenue loss. It enhances technical skills and improves efficiency and accuracy by reinforcing coding guidelines.

*Course Fees:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**PREREQUISITE:** HSOM 1110 and HSOM 2700

**Schedule Types:** Lecture, Independent Study

### HSOM 2150 – Reimbursement and Patient Billing

This course teaches general concepts to cover most patient accounting software and reimbursement strategies for use in the health care industry. It emphasizes compliance review. Students learn to increase billing efficiency through appropriate documentation and effective accounts receivable management operations.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### HSOM 2600 – Human Disease for Allied Health

This course prepares the changing healthcare field students with current disease pathology information and ICD-9 AND ICD-10 CM codes for more than 500 commonly encountered conditions with essential of human disease and conditions.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** HSOM 1110 and HSOM 1330

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## HSOM 2700 – Basic ICD-10CM Coding

This course is an introduction to the International Classification 10-CM and PCS of disease diagnostic and procedural coding guidelines and techniques. Students learn to translate written medical terminology into numeric and alphanumeric codes, compilation of data and reimbursement.

*Course Fee:* **\$50.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### HVAC 1000 – Basic Refrigeration

This course covers the fundamentals of safety, basic refrigeration cycle, theory, thermodynamics, and types of refrigerants.

*Lab Fee:* \$10.00 (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 1020 – Residential Installation Techniques

This course covers methods and field practices to successfully operate, install, and maintain residential, light commercial and commercial heating, ventilation, and air conditioning equipment. It includes system start-up procedures.

*Lab Fee:* \$10.00 (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 1060 – Service Technique I Laboratory

This course provides an opportunity of work on HVAC systems. It includes demonstration in the proper understanding of the principles needed to repair and service equipment. It includes the use of copper tubing, gauges, refrigerant recovery systems, and evacuating and charging.

*Lab Fee:* \$15.00 (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 1510 – Basic Applied Techniques I

This course covers electrical theory, safety, Ohm's law, alternating current, single-phase and three-phase power supplies, and motors. It introduces trouble-shooting of HVAC electrical systems.

*Lab Fee:* **\$15.00** (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 1570 – Troubleshooting Techniques I

This course covers field service techniques with both refrigeration tools and electrical meters. Students learn to identify and replace defective parts and to repair window units, refrigerators, ice machines, and other equipment.

*Lab Fee:* **\$15.00** (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** HVAC 1060 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 1580 – Troubleshooting Techniques II

Students in this course learn advanced diagnostic and troubleshooting skills. They troubleshoot and make repairs to split-system gas and electric air conditioning and heating systems.

*Lab Fee:* **\$15.00** (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** HVAC 1060 or permission of instructor

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab



### HVAC 1590 – Electrical Schematics

HVAC 1590 is the study of manufactures' wiring designs.

*Lab Fee:* **\$15.00** (Fees are subject to change)

1.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** HVAC 1510

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 2040 – Air Conditioning Controls

Students in this course study fundamental controls used by manufacturers to operate equipment. Topics include basic, primary, secondary, and operating controls.

*Lab Fee:* **\$15.00** (Fees are subject to change)

2.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### HVAC 2900 – Industry Cooperative Work Program

Assignments to air-conditioning companies allow students to work with trained technicians.

6.00 Lecture Hours

17.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** GPA of 2.0 and permission of instructor.

**Level:** Undergraduate

**Schedule Types:** Co-op

### HIST 1010 – History of Western Civilization I (LCN: CHIS 1013)

The course examines the western heritage—a political, literary, and philosophical legacy—from prehistoric times to the Renaissance.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: HIST 101

### HIST 1020 – History of Western Civilization II (LCN: CHIS 1023)

The course surveys the changes in the western heritage from the Renaissance to the twenty-first century and explores the influence that his heritage has had on world history.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: HIST 102

### HIST 1042 – History of Oil

The course is a survey of World History from the late 19<sup>th</sup> century to the present with a special emphasis on oil and the important role it played in shaping society.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%, Web

### HIST 1500 – World History I (LCN: CHIS 1113)

The course is a survey from the origins of civilization to the Age of Exploration focusing on geography, culture, and economics.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: HIST 101

### HIST 1510 – World History II (LCN: CHIS 1123)

This course is a survey of world history beginning with the Age of Exploration and focusing on geography, culture, and economics.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study, Hybrid less than 50%, Web

### HIST 2010 – American History to 1865 (LCN: CHIS 2013)

This course is a survey of American history from European colonization to the Civil War.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: HIST 201

### HIST 2020 – American History from 1865 (LCN: CHIS 2023)

This course is a survey of American history from Reconstruction to the twenty-first century.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: HIST 202

### HIST 2100 – Louisiana History (LCN: CHIS 2033)

This course explores major political, economic and cultural influences on the development of Louisiana.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study, Hybrid less than 50%, Web

### HUDV 1000 – Success in College

This is a study-skills course covering time management, note taking, preparing for and taking exams, listening skills, and the use of the library and other campus resources.

1.00 Lecture Hours

0.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### HUDV 1050 – Career Success Seminar

Students complete assessments and activities designed to measure and improve workplace skills including cognitive abilities, information literacy, and other job-readiness skills such as interviewing and writing resumes. Students may sit for WorkKeys certification.

**Course Fee:** \$20.00 (Fees are subject change)

1.00 Lecture Hours

0.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

### HUDV 1070 – Living-Learning-Working Skills

Students engage in discussions of study skills, communication, values, problem-solving, decision-making, and career goals.

**Course Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture

## HUMN 1100 – Survey of World Religions

This course is a survey of the world's major religions, including their historical development, beliefs, and impact on society. It introduces students to the three great monotheistic religions (Judaism, Christianity, and Islam) and to other religions that have a plurality of gods or other foci of worship (Hinduism, Buddhism, Confucianism, Taoism, Jainism, and the New Age). It also examines the role these religions play in society today.

1.00 Lecture Hours

0.00 Lab Hours

1.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture

### INDT 1000 – Introduction to Hazardous Materials

This course provides an overview of hazardous materials. It discusses the health effects of these substances on the ecosystem and introduces the legislation intended to minimize risks to the population at large. **HAZWOPER Certification available.**

*Course Fee:* **\$50.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all required developmental coursework.

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1010 – Introduction to Process Technology

This course introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate.

*Course Fee:* **\$15.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all required developmental coursework.

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1020 – Fundamentals of Safety

This course provides a comprehensive and integrated coverage of modern techniques in safety programming. It includes safety programs tailored to meet modern management practices and newly developed and tested concepts of safety organization and administration.

*Course Fee:* **\$50.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1030 – Industrial and Plant Safety

This course introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations. **OSHA certification available upon completion of course.**

*Course Fee:* **\$50.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all required developmental coursework.

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1040 – Lab Technician

The course familiarizes students with different petroleum refinery laboratory techniques involving products such as gasoline, kerosene, jet fuel, and diesel as well as product quality control. It emphasizes the theory, operation, and significance of each test covered.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1100 – Introduction to Industrial Maintenance

This course provides a general comprehensive study of industrial safety, including codes, standards, and regulations, that gives students a practical working knowledge of safety hazards. Students practice and reinforce all skills, philosophy, and comprehension in individual and group activities.

*Course Fee:* **\$20.00** (Fees are subject to change)

1.00 Lecture Hours

0.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1120 – Material Handling

This course studies the proper methods of storing, movement and securing both solid and liquid material in an industrial setting.

*Lab Fees:* \$20.00 (Fees are subject to change)

1.00 Lecture Hours

2.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1200 – Metal Fabrication

This course involves the study and practical application of metal fabrication. It includes design, material choices, and construction techniques.

*Lab Fees:* \$20.00 (Fees are subject to change)

1.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** WELD 1100 or WELD 1130

**COREQUISITE:** WELD 1100 or WELD 1130

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1210 – Preventative Maintenance

This course introduces safety procedures and the proper types of preventive maintenance and trouble-shooting practices for plane equipment.

*Lab Fee:* \$50.00 (Fees are subject to change)

2.00 Lecture Hours

4.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab



### INDT 1220 – Rigging

This course introduces the proper types of rigging equipment, hand signals, and safety procedures, along with the man-lift, forklift, and crane operations and procedures.

*Lab Fee:* **\$20.00** (Fees are subject to change)

1.00 Lecture Hours

2.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1310 – Process Instrumentation I

This course studies the instruments and instrument systems used in the petro-chemical industry. It covers terminology, process variables, symbol, control loops, and basic troubleshooting.

*Course Fee:* **\$15.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 1010

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1320 – Process Instrumentation II

This course is a continuation of INDT 1310 using actual demonstration units. It introduces switches, relays, the annunciator system, signal conversion, transmission, controllers, control schemes, advanced control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions.

*Course Fee:* **\$15.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all required developments coursework.

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1610 – Process Technology I (Equipment)

This course introduces the equipment used in the process industry. Students study process industry-related equipment and concepts, including purpose, components, and operation. The course emphasizes the process technician's role in operating and troubleshooting equipment.

*Course Fee:* \$15.00 (Fees are subject change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Completion of all required developmental coursework

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 1640 – Oil and Gas Production I

This course familiarizes students with the job of the oil and gas production technician. Students learn the history of the oil market, concepts surrounding exploration and geology, and the fundamentals of drilling and well completion. Upon completion of the course, they are able to describe and operate the equipment and systems used by the oil and gas production technician today.

*Course Fee:* \$15.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2070 – Quality Control

This course introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control.

*Course Fee:* \$15.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 2420

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2420 – Process Technology II (Unit Systems)

This course studies the interrelation of process equipment and process systems by arranging process equipment into basic systems, describing the purpose and function of specific process systems, explaining how factors affecting process systems are controlled under normal conditions, and recognizing abnormal process conditions. It also introduces the concept of system and plant economics.

*Course Fee:* **\$15.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 1010, INDT 1610, and MATH 0990

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2430 – Process Technology III (Operations)

This course teaches the operation of an entire unit within the process industry using the students' existing knowledge of equipment, systems, and instrumentation. It also examines concepts related to equipment, systems, and instrumentation. It also examines concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit.

*Course Fee:* **\$15.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 2420 and MATH 1300

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2440 – Process Troubleshooting

This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. It uses data from the instrumentation to determine the cause for abnormal conditions in an organized and regimented way.

*Course Fee:* \$15.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 1320, INDT 2420, and MATH 1300

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2630 – Fluid Mechanics.

This course addresses fluids, fluid types, and the chemical and physical natures and factors affecting fluids while in motion. It reviews basic calculations relative to flow and volume. It also addresses such topics as laminar/turbulent flow, viscosity, and Reynolds Number.

*Course Fee:* \$50.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 1010, INDT 1610, MATH 1300

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2900 – Job Readiness Skills

This course prepares students for pre-employment tests for the oil, gas, and petro-chemical industries by strengthening mechanical knowledge through exercise in spatial relations, reasoning with symbols, and mechanical aptitude. It also develops job-seeking skills such as resume writing and interviewing.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** INDT 1010 and INDT 1610

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### INDT 2910 – Process Technology Internship

Students work a minimum of 135 supervised hours in a local industrial setting. If an internship is not available, students complete an internal independent study.

*Course Fee:* \$65.00 (Fees are subject to change)

0.00 Lecture Hours

6.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** 15 Credit hours or less needed to graduate and permission of instructor.

**Level:** Undergraduate

**Schedule Types:** Internship

## JOUR 1150 – Introduction to Journalism

This course examines techniques in newsgathering, structures, theories, public relations, advertising, and the functions of mass media.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1010

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MACH 1050 – Introduction and Safety

Students who complete this course are able to discuss college and shop safety rules, demonstrate safe operation of equipment (lathes, drill press, grinders, milling machines, shapers, and oxygen-acetylene welding) and apply basic first aid.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MACH 1080 – Bench Work

Students in this course learn to identify and use layout tools, precision measuring tools, hand tools, metals, and grinding wheels; cut stock with hand and power hacksaws; and sharpen drill bits.

**Lab Fee:** \$20.00 (Fees are subject to change)

0.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MACH 1120 – Basic Lathe

This course covers the identification of types of lathes, their parts, and control period. Students calculate and adjust speeds and feeds. They also use cutting tools and work holding devices, turn between center, drill and ream holes, and perform knurling, filing and polishing operations.

**Lab Fee:** \$20.00 (Fees are subject to change)

1.00 Lecture Hours

4.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MACH 1150 – Basic Drill Press

Students in the course learn the types of drill presses, parts and controls, calculate and adjust feeds and speeds, drill holes, bore holes with a radial drill press, countersink, counter bore, and spot face holes.

*Lab Fee:* \$20.00 (Fees are subject to change)

1.00 Lecture Hours

3.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MACH 1450 – Forming and Shaping

This course covers powered metals and metalizing, hydraulic and arbor presses, and shapers.

*Lab Fee:* \$20.00 (Fees are subject to change)

2.00 Lecture Hours

3.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** MATH 1150, MACH 1050, MACH 1080, MACH 1120, and MACH 1150

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MACH 1500 – Precision Grinding

Students in this course grind machine parts and controls, perform wheel dressing and maintenance, learn the uses of a surface grinder, and perform precision grinding operations.

*Lab Fee:* \$20.00 (Fees are subject to change)

1.00 Lecture Hours

3.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab



## MACH 1600 – Milling Machine

This course covers the identifications of milling machine parts and controls. Students also calculate and adjust speeds and feeds, use cutting tools and work holding devices, cut keyways, and perform gang milling and indexing operations.

*Lab Fee:* **\$50.00** (Fees are subject to change)

1.00 Lecture Hours

6.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## MATH 0900 – Basic Mathematics

Basic Mathematics is a review of basic mathematic skills, including the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The course also covers ration and proportion, percent, systems of measurement, and an introduction to algebra. Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.

*This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.*

**Course Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**PREREQUISITE:** Appropriate placement test score.

**Level:** Undergraduate

**Schedule Types:** Lecture

## MATH 0980 – Foundations of Algebra I

This is a skills-development course that covers sets, systems of numeration, linear equations and inequalities, exponents, factoring, quadratic equations with rational roots, and systems of linear equations and inequalities. Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.

*This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.*

**Course Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Developmental*

**PREREQUISITE:** A grade of “C” or higher in MATH 0900, ACT Mathematics score of 12-16, or Accuplacer Elementary Algebra score of 46-64.

**Level:** Undergraduate

**Schedule Types:** Lecture

## MATH 0990 – Foundations of Algebra II

This course covers algebra topics including graphing lines, solving inequalities and systems of equations and inequalities, rational algebraic expressions, roots of numbers, radicals, rational and negative exponents, quadratic equations, complex numbers, and an introduction to functions. Satisfactory performance on a proficiency examination is required to receive credit for this course. This course is not usually accepted for transfer into a bachelor's degree program. **Students are required to complete a minimum of 10 clock hours of supplemental activities in the Student Success Center.**

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable, Developmental*

**PREREQUISITE:** A grade of 'C' or higher in MATH 0980, ACT Math score of 17-18, or Accuplacer Elementary Algebra score of 65-120.

**Level:** Undergraduate

**Schedule Types:** Lecture, Hybrid less than 50%

## MATH 1150 – Math for Technology

This course includes topics in arithmetic, algebra, geometry, and trigonometry with applications to technology. This course may not be used to fulfill the mathematics general education requirement for the associate degree.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** MATH 0900, ACT math score of 12-16, or Accuplacer Elementary Algebra Score of 46-64.

**Level:** Undergraduate

**Schedule Types:** Lecture

### MATH 1190 – Math for Allied Health

Students in this course study applications of mathematics related to allied health. Topics include the metric system, with a focus on unit conversions by proportionalities and dimensional analysis; dosage calculations, representations of linear functions verbally, graphically, numerically and algebraically, medication calculations and drip rates. This course is required for students entering into the Practical Nursing program. *This course may not be used to fulfill the mathematics general education requirement in associate degree or Certificate of Applied Science programs.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** MATH 0980 or higher

**Level:** Undergraduate

**Schedule Types:** Lecture

### MATH 1200 – Survey of Mathematical Concepts (LCN: CMAT 1103)

This course is a survey of selected branches of mathematics including sets, logic, probability, and statistics with examples and problems in each.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** A grade of 'C' or higher in MATH 0990, ACT Math score of 19 or higher, or Accuplacer College Level Math score of 45-98.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MATH 1203 – Applied Algebra (LCN: CMAT 1203)

Solving linear equations and inequalities including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions. Credit toward a degree or certificate cannot be earned in both MATH 1203 and MATH 1300. This course does not satisfy the prerequisite for MATH 1400 College Trigonometry.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** A grade of 'C' or higher in MATH 0990 ACT Math score of 19 or higher, or Accuplacer College Level Math score of 45-98.

**Level:** Undergraduate

**Schedule Types:** Lecture

### MATH 1300 – College Algebra (LCN: CMAT 1213)

College Algebra covers topics in algebra including solving and graphing equations and inequalities and working with functions including quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** A grade of 'C' or higher in MATH 0990, ACT Math score of 19 or higher, or Accuplacer College Level Math score of 45-98.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: MATH 110

### MATH 1400 – College Trigonometry (LCN: CMAT 1223)

This course is a study of trigonometric functions, identities, and equations. It also covers angle measure, graphing of trigonometric functions, inverse functions, polar coordinates, limits, and continuity. This is a course for students who plan to study Calculus.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 1300 or an ACT MATH score of 27 or higher.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MATH 1600 – Elementary Number Structures

This course covers topics that prepare teachers in elementary education. Topics include logic, sets, numeration systems, elementary number theory, rational numbers, and real numbers. *This course may not be used to fulfill the mathematics general education requirement of the associate degree or Certificate of Applied Science programs.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 0990

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MATH 1630 – Elementary Geometry and Statistics

This course covers topics in Euclidean geometry, the coordinate plane, and probability and statistics. It is designed to provide students with an understanding of the nature of mathematics. *This course may not be used to fulfill the mathematics general education requirement in associates degree or Certificate of Applied Science programs.*

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 0990

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MATH 1700 – Finite Math (LCN: CMAT 1313)

Systems of linear equations, vectors, matrices, and matrix algebra, linear inequalities, counting techniques, permutations and combinations, probability, basic concepts in mathematics finance (annuities included); and an introduction to statistics.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 1300

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MATH 2000 – Statistics (LCN: CMAT 1303)

This introduction to the study of probability and statistics emphasizes the relationship between them. Topics covered include discrete random variables, distributions (including the Binomial Distribution), sampling theory, testing of hypotheses, regression, correlation, and analysis of variance. The course gives special attention to decision-making and problem-solving related to business and experimentation.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 1300

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MATH 2010 – Calculus I (LCN: CMAT 2115)

This course covers the limits and continuity of functions; introduction of derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity; relative extrema; maximum and minimum value of a function; optimization; anti-differentiation; definite; definite integrals; Fundamental Theorem of Calculus; areas; applications of definite integrals; work and volume.

5.00 Lecture Hours

0.00 Lab Hours

5.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 1400

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web, LCTCS Online: MATH 110

### MATH 2100 – Calculus II (LCN: CMAT 2125)

This course covers definite integrals, transcendental functions, and applications of derivatives and integrals.

5.00 Lecture Hours

0.00 Lab Hours

5.00 Credit Hours

*Transferable*

**PREREQUISITE:** MATH 2010

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### MUSC 1013 – Music Appreciation (LCN: CMUSC 1013)

This course covers the basic elements and vocabulary of music, appreciation and understanding of diverse styles of music past and present, and developing listening skills. The course includes opportunities for experiencing music, both recorded and live performances.

*Lab Fee:* \$10.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MUSC 1100 – Music Fundamentals

This course covers the fundamentals of music including introductions to rhythm, melody, harmony and form, through note-reading, scales and chords, listening, sight-singing, and ear training.

*Lab Fee:* \$10.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### MUSC 1400 – Survey of Music from Medieval to Classical (450-1820)

This course studies the music and musicians of the pre-Renaissance, Renaissance, Baroque, and Classical eras. Listening is an integral part of the course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab



## MUSC 1500 – Survey of Music from Romantic to the Present (1820 –Present)

This course studies the music and musicians of the Romantic and Contemporary periods. Listening is an integral part of the course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## NURS 1000 – Nursing Assistant

The Nursing Course prepares students for employment in long-term care facilities and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and functions, infection control, and the job-seeking process. Students participate in clinical activities and lab skills under the supervision of the instructor.

*Lab Fee:* \$100.00 (Fees are subject to change)

3.00 Lecture Hours

7.00 Lab Hours

7.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Eligibility for DEVR 0780 *Students who successfully complete NURS 1000 and are subsequently admitted into the Practical Nursing program may be exempt from taking NURS 1010 and NURS 1020.*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## NURS 1010 – Fundamentals of Nursing I Theory

Classroom instruction in this course includes an introduction to health care, basic nursing skills, body structure and functions, and infection control. This course trains the entry-level student in all skills required of the nursing assistant, including measures to promote hygiene, comfort, safety, nutrition, exercise, and communication. The course includes concepts related to health and adaptations. It develops basic level skills through the application of the nursing process to assist and manage clients of all ages in long-term health-care settings. Supervised lab performance (32 hrs.) is an integral part of this course.

3.00 Lecture Hours

1.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** Admission into PN program, CPR certification,

**COREQUISITE:** NURS 1020 and NURS 1030

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## NURS 1020 –Fundamentals of Nursing I Clinical

This course provides clinical experience to enhance the understanding of and adeptness in basic nursing-assistant-level skills. It emphasizes hygiene, comfort measures, infection control, body mechanics, and medical asepsis. Students in this course are required to perform forty (40) hours of Nursing Home Clinical.

**Lab Fee: \$50.00** (Fees are subject to change)

0.00 Lecture Hours

8.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**COREQUISITE:** NURS 1010 and NURS 1030 *Taken together, NURS 1010 and NURS 1020 provide the theory, lab and clinical experience that foster the development of fundamental nursing skills, attitudes, and knowledge necessary to meet the basic human needs of adult non-critically-ill patients in structured health care settings and older adults in nursing home environments.*

**Level:** Undergraduate

**Schedule Types:** Clinical

## NURS 1025 – Fundamentals of Nursing II Theory

This course builds on the fundamentals of nursing care and includes an introduction to professional nursing; the nursing process; concepts related to health, behavior and cultural diversity; nursing theory; and higher levels of skills required of the licensed professional nurse. It continues the development of the foundation of nursing theories fundamental to the acquisition of skills needed to provide basic patient care. The course includes a review of the Louisiana Revised Statutes, Title 37, Chapter II, Subpart II-Practical Nurses and LAC 46: XLVII. Nursing, Subpart I-Parctical Nurses, vocational adjustment. It presents and discusses concepts related to health, behavioral psychology, adjustment, preventative measures, client-nurse communication, and the application of the nursing process. It also develops advanced skills through the application of the nursing process to assist and manage clients of all ages in a variety of health-care settings. This course also includes an introduction to medication administration and dosage calculation. Supervised lab performance (40 hrs.) is an integral part of this course.

**Lab Fee: \$150.00** (Fees are subject to change)

7.00 Lecture Hours

1.00 Lab Hours

8.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1000 or NURS 1010/102

**COREQUISITE:** NURS 1030, NURS 1040, and NURS 1500

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## NURS 1030 – Medical Surgical Nursing I Theory

This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN's role as a member of the health-care team, and effective communication and collaborate techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients who are adapting to acute and chronic health problems. This course concentrates on the health care needs and nursing care of hospitalized adult and geriatric patients. Focus areas include first aid, fluid and electrolyte imbalances, Cardiac Part I (hypertension, congestive heart failure, and occlusive disorders), respiratory, endocrine, integument, gastrointestinal, stoma care, reproduction, and the care of the surgical patient. The course introduces and implements medical terminology. It emphasizes concepts of gerontological nursing.

6.00 Lecture Hours

3.00 Lab Hours

9.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1010 and NURS 1020, NURS 1025

**COREQUISITE:** NURS 1040, and NURS 1500

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## NURS 1040 – Medical Surgical Nursing I Clinical

This course provides clinical experience in general medical-surgical, telemetry, oncology, neurological, ventilator, and orthopedic units emphasizing the care of the hospitalized adult and geriatric patient. The focus of the course is on the application of the nursing process in the care of patients with chronic and acute illnesses primarily affecting the cardiovascular, respiratory, gastrointestinal, integumentary, and endocrine systems and patients with fluid and electrolyte imbalances.

**Lab Fee: \$150.00** (Fees are subject to change)

0.00 Lecture Hours

10.00 Lab Hours

6.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1010 and NURS 1020, NURS 1025

**COREQUISITE:** NURS 1030, and NURS 1500

**Level:** Undergraduate

**Schedule Types:** Clinical

## NURS 1050 – Medical Surgical Nursing II Theory

This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN'S role as a member of the health-care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. This course concentrates on the health-care needs and nursing care of the adult and geriatric patients in multiple health-care setting. Focus areas include Cardiac Part II (cardiac dysrhythmias, surgical interventions, valve disorders, inflammatory and infectious cardiac vascular disorders), genitourinary, pain, shock syndromes, hematology, immunotherapy, neurology, muscular skeletal, care of the dying patient, complementary alternative medicine, oncology, and community nursing. Medical terminology and Pharmacology continue throughout the course.

6.00 Lecture Hours

3.00 Lab Hours

9.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030 and NURS 1040

**COREQUISITE:** NURS 1060

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## NURS 1060 – Medical Surgical Nursing II Clinical

This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN's role as a member of the health care team and effective communication and collaborative techniques. It provides opportunities for the nursing judgment and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. Clinical experience provides students with training in the hospital, home health, hospice, clinic, ambulatory surgery, health department, and school-based health centers. Students also participate in community events such as health fairs, health screening, immunizations, and other community education-based services.

**Lab Fee:** \$100.00 (Fees are subject to change)

0.00 Lecture Hours

24.00 Lab Hours

6.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030 and NURS 1040

**COREQUISITE:** NURS 1050

**Level:** Undergraduate

**Schedule Types:** Clinical

### NURS 1090 – Mental Health Nursing

This course emphasizes common psychiatric problems, therapies, nursing approaches and management, methods of treatment, and community resources. The clinical experience associated with this course enhances the student's conceptual knowledge and use of psychiatric theories.

2.00 Lecture Hours

0.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030 and NURS 1040

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### NURS 1100 – Maternal/Child Nursing

This course concentrates on the health-care needs and nursing care of families during the child-bearing experience and on the hospitalized newborn, infant, child, and adolescent. Pharmacology topics related to maternal-child care are included throughout the course.

6.00 Lecture Hours

0.00 Lab Hours

6.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1010, NURS 1020 , and NURS 1025

**COREQUISITE:** NURS 1030, NURS 1500

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### NURS 1110 – Maternal/Child Clinical

This accompanying clinical experience enhances the student's understanding of the health-care needs and nursing care of families during the child-bearing experiences and of the hospitalized newborn, infant, child, and adolescent.

*Lab Fee:* \$60.00 (Fees are subject to change)

2.00 Lecture Hours

0.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030, NURS 1040, and NURS 1500

**COREQUISITE:** NURS 1100

**Level:** Undergraduate

**Schedule Types:** Clinical

### NURS 1130 – PN Professionalism and Leadership

This course is designed to prepare the future LPN for compliance with the laws, rules, and regulations that govern licensure to practice practical nursing in the state of Louisiana. It includes a review of the Louisiana Revised Statutes, Title 37, Chapter II, Subpart II-Practical Nurses and LAC 46: XLVII. Nursing, Subpart I-Practical Nurses. It also discusses the procedures that facilitate the necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the obligations that accompany the privilege of service in health care. The course emphasizes legal responsibilities, confidentiality, and ethical practice along with concepts of management and supervision. It introduces preparation for employment by requiring students to evaluate job opportunities, compile a resume, and outline information essential to finding, applying for and terminating employment in the healthcare industry. This course includes a 40-hour clinical component.

2.00 Lecture Hours

0.00 Lab Hours

2.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030 and NURS 1040

**COREQUISITE:** NURS 1135

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### NURS 1135 – PN Professionalism and Leadership Clinical

This clinical experience is in the leadership/management role in the nursing home setting with delegation of duties to support staff. The clinical experience will enhance the understanding of the professional practical nurse's role in medication and administration and leadership responsibilities including supervision and delegation.

**Lab Fee:** \$45.00 (Fees are subject to change)

0.00 Lecture Hours

1.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030 and NURS 1040

**COREQUISITE:** NURS 1130

**Level:** Undergraduate

**Schedule Types:** Clinical

## NURS 1150 – Mental Health Nursing Clinical

This clinical experience, which accompanies Mental Health Nursing Theory, enhances the student's knowledge, understanding, and application of nursing care for the client with mental illness. Clinical experience provides the student with clinical opportunities in long-term, short-term, and/or acute treatment facilities.

*Lab Fee:* **\$25.00** (Fees are subject to change)

0.00 Lecture Hours

1.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030 and NURS 1040

**COREQUISITE:** NURS 1090

**Level:** Undergraduate

**Schedule Types:** Clinical

## NURS 1210 – Intravenous Therapy

This course discuss the role of the practical nurse, legal implications of intravenous (IV) therapy, equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy. Supervised lab performance (20 hours) is an integral part of this course.

*Lab Fee :* **\$90.00** (Fees are subject to change)

1.00 Lecture Hours

0.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** NURS 1030, NURS 1040, and 1500

**COREQUISITE:** NURS 1050 and NURS 1060, or NURS 1090, 1150, NURS 1100, and NURS 1110

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab



## NURS 1500 – Pharmacology and Math for Nursing

This course provides students with the concepts of basic pharmacology, terminology, classification of drugs, dosage calculations, math for nursing, and principles of medication administration. It reviews the Apothecary system, medical terminology, the metric system, and common measurements germane to the administration of medication. This course enhances the development of skills related to the interpretation and transcription of medication for administration, documentation of medication administration and nursing interventions, and patient outcomes related to medication administration. It includes an overview of actions, uses, side effects and nursing implication for system-related medications.

*Course Fee:* **\$75.00** (Fees are subject to change)

6.00 Lecture Hours

0.00 Lab Hours

6.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** MATH 1190, Admission to the PN program, NURS 1010 and NURS 1020

**COREQUISITE:** NURS 1025, NURS 1030, and NURS 1040

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### OADM 1450 – Medical Typing and Transcription

This course sharpens the typing skills required in a medical office and reviews the proper format of letters, memos, and medical documents, including but not limited to Chart Notes and History and Physical Examination Reports. It also provides a background in medical office procedures and introduces medical transcription using medical terms.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### OADM 1500 – Administrative Office Procedures

This course familiarizes students with professional responsibilities and duties in a modern office environment, including work ethic, office procedures, and time, stress, and records management.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### OADM 1510 – Legal Typing and Transcription

This course sharpens the typing skills required in a legal office and provides background in legal procedures. It familiarizes the student with legal terminology and emphasizes speed and accuracy when transcribing legal documents. It includes pronunciation of legal terms, transcription tests, and the transcribing of legal cases.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** OFCR 1400 or permission of the instructor

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### OADM 1710 – Advanced Legal Transcription

This course covers the transcription of legal documents, pronunciation of legal terms, and transcription tests. It helps students gain speed and accuracy when transcribing legal documents.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** OADM 1700

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### OADM 1810 – Advanced Medical Transcription

This course teaches advanced skills in medical transcription. It covers the transcription of patient cases, exercises on pronunciation of medical terms, and transcription tests. It helps students gain speed and accuracy when transcribing medical documents.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** OFCR 1450

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### OFCR 1400 – College Keyboarding

This course teaches keyboard mastery, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard and in the typing of business letters, memoranda, and reports.

**Course Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

### OFCR 1450 – Speed-Building Strategies

The Cortez Peters' method of typing uses a series of diagnostic tests to identify the student's typing weaknesses, and specific drills to eliminate these weaknesses for a dramatic reduction in errors and a substantial increase in speed. *The course may be repeated for credit but may count only once toward the completion of a certificate or degree.*

**Course Fee:** \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** OFCR 1400

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

### OFCR 2100 – Advanced Typing

This course emphasizes speed and accuracy in the production of multi-page documents, including letters, memos, reports, and tables with proofreaders' marks. It also covers the production of business, MLA, and APA style reports, including headers/footers, footnotes, citations, and reference pages. It reinforces the techniques, knowledge, and skills necessary to produce such documents, including but not limited to Agendas, Minutes, Cover Pages, and Resumes using Word 2010.

**Course Fee:** \$40.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** OFCR 1400 and OFCR 1500

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

## PARL 1000 – Introduction to Law and the Paralegal Profession

This course presents a general overview of the legal system in the United States. It contains a special unit on legal ethics for paralegals. The course also focuses on the various opportunities in the legal field and the necessary skills to obtain employment in the field.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## PARL 1050 - Litigation

This course presents an overview of civil litigation. It places special emphasis on the discovery component. It also covers selected portions of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## PARL 1100 – Legal Research

This course introduces the fundamental skills necessary to research legal issues. Students learn to use the law library resources effectively as well as the computerized research engine WESTLAW. An assigned research paper is a course requirement.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 1200 – Business Associations

This course serves as an introduction to various business entities and the laws that structure them. Among the topics covered are sole proprietorships, partnerships, corporations, Subchapter “S” corporations, and unincorporated associations. Students draft partnership agreements, articles of incorporation, and unincorporated associations. Students draft partnership agreements, articles of incorporation, and related documents.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 1300 – Legal Ethics

This course introduces students to the study of legal ethics. It will focus on the concept of “ethics” and “being ethical.” Students will research, read and study the rules of professional responsibilities that pertain to paralegals (and lawyers) in our state.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 1500 – Constitutional Law

This course is designed to introduce students to the underlying political structure of the American judiciary and to explore the political and legal foundations for constitutional law in the American political system.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2000 – Case Analysis and Writing

This course emphasizes the proper analysis of current case law and effective legal writing. Students are required to do research projects, draft legal memoranda, write opinion letters and prepare transaction documents.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**COREQUISITE or PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2050 – Evidence

This course introduces students to the federal and state rules of evidence and their applicability to civil and criminal litigation. It includes recent developments and current case law dealing with evidentiary issues.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2100 – The Law of Torts and Products Liability

This course introduces students to the general law of tort liability. It examines the topics of intentional torts, negligence, strict liability, and product liability through selected case law.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2150 – Insurance Law

This course presents an overview of Insurance law in Louisiana, concentrating on state jurisprudence and stator law. The specific topics it includes are the Direct Action statute, Automobile Liability Insurance, Commercial Liability Policies, Life Insurance, Health and Accident Insurance, and Property Insurance.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2200 – Contracts

This course introduces the general principles of contract law. It also examines the specific Louisiana law on contracts contained in the Obligations section of the Louisiana Civil Code.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2250 – Criminal Procedure

This course focuses on the major issues in American criminal procedures. It covers recent developments in U.S. and Louisiana case law. It also examines selected portions of the Louisiana Code of Criminal Procedure.

*Course Fee:* \$75.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



### PARL 2300 – Domestic Law and Litigation

This course focuses on the current case law involving marriage, divorce, and community property regimes. It also covers the ancillary topics of child support, alimony, custody and visitation.

**Course Fee: \$75.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2350 – Special Topics in Paralegalism

This course allows students and graduates to pursue special topics of interest in the legal field. It is offered as opportunity and need arise. *With the approval of the Dean of Student Affairs, this course may be repeated for credit and applied to the degree if the repeated course is on a different topic.*

**Course Fee: \$75.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000 and Special Permission of the Program Manager

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PARL 2400 – Legal Drafting

This course is an introduction to the skills essential to the effective identification and drafting of legal documents. Students will learn to draft such legal documents as Last Will and Testaments, Divorces and Successions. Completion of this course will result in a professional portfolio showcasing the student's legal writing skills, which can be used for interviewing purposes and everyday job performance.

**Course Fee: \$75.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000 and PARL 1050 (or as COREQUISITE)

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## PARL 2500 – Paralegal Practicum

This course presents an opportunity for students to work in one of the many different areas open to paralegals. Students are placed with area law firms and government offices, which provide them exposure to real-life paralegal work experiences prior to embarking on a career as a paralegal or legal assistant.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** PARL 1000, PARL 1100, PARL 2000, plus at least 3 additional credit hours of PARL.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

## PHIL 1100 – Introduction to Philosophy (LCN: CPHIL 1013)

This course is an introduction to philosophical thought from the Greek philosophers to the present. It exposes students to thinkers, history, and culture through the ages and reinforces the process of critical thinking.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** Completion of all developmental English and Mathematics requirements

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, LCTCS Online: PHIL 201

### PHSC 1000 – Physical Science I (LCN: CPHY 1023)

This course introduces the basic principles and general concepts in physics and chemistry, with practical applications to everyday life.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

Level: Undergraduate

Schedule Types: Lecture, Independent Study

### PHSC 1100 – Physical Science I Lab

This accompanying laboratory course uses hands-on activities, internet activities, and a project to introduce basic concepts of chemistry and physics.

Course Fee: \$25.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

COREQUISITE: PHSC 1000

Level: Undergraduate

Schedule Types: Lab, LCTCS Online: PHSC 101

### PHSC 1200 – Physical Science II (LCN: CPHY 1033)

This course introduces the basic principles and general concepts of earth science and astronomy, with practical applications to everyday life.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

PREREQUISITE: Completion of all developmental English and Mathematics requirements

Level: Undergraduate

Schedule Types: Lecture, Independent Study

## PHSC 1300 – Physical Science II Lab

This accompanying laboratory course involves hands-on activities, internet activities, and a project to introduce basic concepts of earth science and astronomy.

*Course Fee:* **\$25.00** (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**PREREQUISITE:** Completion of all developmental English and Mathematics requirements

**Level:** Undergraduate

**Schedule Types:** Lab

### PHYS 1010 – Elementary Physics

Introductory physics focuses on fundamental problem-solving strategies, motion in one and two dimensions, mechanical and gravitational energies, and the conservation of energy and momentum. Students without high-school physics may use this course to prepare for PHYS 1100.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** MATH 0980 or MATH 1150

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, LCTCS Online: PHY 201

### PHYS 1070 – Elementary Physics Laboratory (LCN: CPHY 2113)

This accompanying laboratory involves experiments that emphasize scientific method, data collection, and basic calculations as applied to basic physics.

*Course Fee:* \$25.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**CO-PREREQUISITE:** PHYS 1010

**Level:** Undergraduate

**Schedule Types:** Lab

### PHYS 1100 – General Physics I (LCN: CPHY 2113)

This course introduces the science student to the theories of kinematics, mechanics, and mechanical properties of materials, thermodynamics, and fluid mechanics.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** High-school physics or PHYS 1010

**COREQUISITE:** MATH 1400

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PHYS 1110 – General Physics I Lab (LCN: CPHY 2111)

This accompanying laboratory applies the principles of mechanics and thermodynamics.

*Course Fee:* \$25.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**COEREQUISITE:** PHYS 1100

**Level:** Undergraduate

**Schedule Types:** Lab

### PHYS 1200 – General Physics II (LCN: CPHY 2123)

This course introduces the science student to the theories of harmonic motion, waves, electricity and magnetism, and light.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** PHYS 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### PHYS 1210 – General Physics II Lab (LCN: CPHY 2121)

This accompanying laboratory applies the principles of electricity, magnetism, and light.

*Course Fee:* \$25.00 (Fees are subject to change)

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Transferable*

**COREQUISITE:** PHYS 1200

**Level:** Undergraduate

**Schedule Types:** Lab

### POLI 1100 – American Government (LCN: CPOL 2013)

This course provides a survey of the principles, institutions, processes, functions, and the structure of American government.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, LCTCS Online: POL 110

### POLI 2610 – Constitutional Law

This course provides a survey of the structure of American government.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



### PSYC 1100 – Introduction to Psychology (LCN: CPSY 2013)

This is an introductory course in the understanding, prediction, and control of human behavior, with special emphasis on personality development, motivation, and learning.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### PSYC 1130 – Psychology of Personal Adjustment

This course covers the psychology of daily living with emphasis on identifying and coping with the stressors of life. Topics include personality, stress and anxiety, interpersonal relationships, and substance abuse.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### PSYC 2000 – Social Psychology (LCN: CPHY 2413)

This course studies social and cultural factors as they impact the thoughts, behaviors, and interpersonal relationships of individuals.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** PSYC 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### PSYC 2100 – Human Growth and Development (LCN: CPHY 2113)

This course explores the psychology of human development through the major phases of the life-span. Topics include theories of development and genetic and cultural influences on behavior.

3.00 Lecture Hours  
0.00 Lab Hours  
3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### PSYC 2200 – Child Psychology (LCN: CPHY 2313)

This course studies the physical, cognitive, social, and psychological development of the child.

3.00 Lecture Hours  
0.00 Lab Hours  
3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### PSYC 2220 – Adolescent Psychology (LCN: CPHY 2213)

This course studies the physical, cognitive, social, and psychological development of the adolescent.

3.00 Lecture Hours  
0.00 Lab Hours  
3.00 Credit Hours

*Transferable*

**PREREQUISITE:** PSYC 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### PSYC 2250 – Educational Psychology

This course studies the psychological aspects of teaching, including learning processes and individual differences.

3.00 Lecture Hours  
0.00 Lab Hours  
3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 1100 – Introduction to Sociology (LCN: CSOC 2013)

This course covers the fundamental concepts and basic principles underlying human social relations. It includes basic understandings and theories from anthropology, biology, history, and psychology.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, LCTCS Online: SOCI 201

### SOCI 1510 – Sociology of Sexual Behavior

This course covers topics related to the sexual behavior of human beings. It explores concepts in human sexuality from such diverse subject areas as biology, anthropology, history, psychology, and sociology.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2090 – Criminology (LCN: CCRJ 2113)

The primary focus of this is on the criminal justice system in the United States from its inception to the present day. The course examines various criminological theories and the process by which definitions of criminal behavior emerge. It also addresses the operation of criminal justice systems.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2100 – Social Problems (LCN: CSOC 2113)

This course analyzes the maladjustment found in contemporary society and emphasizes the institutional and personal causes of various social problems. Topics include crime, sexual deviance, drug abuse, inequality, and mental illness. The course also covers various theories relating to social problems as well as their political implications.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** PSYC 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2200 – Marriage and the Family (LCN: CSOC 2213)

This course examines various aspects of family life. Areas of discussion include the courtship process, marital adjustment and problems, and parenting issues. Family theories are an integral part of the course.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2220 – Drug Abuse

This course is an overview of drug problems in the United States. It covers the history and philosophy of drug-control legislation. It examines theories of drug use as well as the impact of the media on the public's perception of drug use.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2300 – Society and the Person

This course provides an overview of the relationships between society and the person. It will examine human behavior and how one's feelings and actions can be influenced by other people.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2400 – Juvenile Delinquency

This course examines the nature and extent of juvenile delinquency in the United States. It discusses theories of delinquency and provides a historical perspective on the juvenile justice system in America.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SOCI 2500 – Sociology of Deviant Behavior

This course provides an overview of the sociological study of deviance. It examines various definitions of deviance within the context of individuals, behaviors, and groups who are considered deviant as well as of those who apply the deviant label. It explores a variety of theoretical perspectives of deviance and social control in order to better understand the social construction of deviance, the enforcement of social norms, and the social control systems that are established to respond to deviance.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%

### SPAN 1010 - Elementary Spanish I (LCN: CSPAN 1013)

This course is an Introduction to the Spanish Language. It addresses the four basic skills of listening, speaking, reading, and writing and develops an appreciation of Hispanic culture.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, LCTCS Online: SPAN 101

### SPAN 1020 –Elementary Spanish II (LCN: CSPAN 1023)

This course is a continuation of the study of elementary Spanish with an emphasis on Hispanic culture.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** SPAN 1010 or permission of the instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, LCTCS Online: SPAN 201

### SPAN 2010 – Intermediate Spanish I (LCN: CSPAN 2013)

This course continues the development of the language skills of speaking, listening, writing, reading, and the appreciation of Hispanic culture.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** SPAN 1020 or permission of the instructor

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, LCTCS Online: SPAN 102

### SPAN 2020 – Intermediate Spanish II (LCN: CSPAN 2023)

This course is a continuation of the study of intermediate Spanish with an emphasis on Hispanic culture.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** SPAN 2010 or permission of the instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, LCTCS Online: SPAN 202

### SPCH 1100 – Fundamentals of Effective Speaking (LCN: CCOM 1013)

This course serves as an overview of speech communication. It surveys the influence of the tradition of rhetoric from the past and the changes in current practice. Various communication theories are discussed, with attention towards topics such as interpersonal communication concepts, verbal and nonverbal messages, listening, public speaking skills, and presentation development.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### SPCH 1310 – Interpersonal Communication (LCN: CCOM 2213)

This course studies the dynamics of the types of communication skills essential to one-on-one relationships. Topics include self-concept, perception, emotions, language, nonverbal communication, listening, conflict management, intercultural communication, and listening,

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### SPCH 1350 – Oral Communication for Classroom Teachers

This course presents the basic principles of oral communication for classroom teachers. Topics include listening, interpersonal communication, and helping children communicate.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### SPCH 2150 – Public Speaking (LCN: CCOM 2013)

Basic principles of speech delivery are discussed and practiced. Students will uncover the foundations of public speaking and practice audience analysis and adaptation. Concepts such as speech topic development, researching and organizing information, and outline preparation will also be discussed. Course expectations include delivering, listening to, and critiquing a variety of speeches.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study

### SPCH 2200 – Argumentation and Debate (LCN: CCOM 2113)

This course is a study and application of theories of argumentation and debate and the development of critical thinking, research, and oral-advocacy skills. It includes informal and formal debating contexts as well as in-class debates.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** SPCH 2150

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study



## SPECIAL TOPICS

Special Topics courses are designed to accommodate studies in areas not available through regular college offerings. Topics to be covered in each will vary from year to year, and the topics covered will be maintained in students' permanent academic records. Freshman and sophomore level courses are offered in the six areas of study listed below. The transferability of special topics courses is determined by the receiving institution. Contact the Division Dean for more information. Special topics courses may include a lab fee.

SPTP 1010/2010	Business	Credit 1-9
SPTP 1110/2110	Arts and Humanities	Credit 1-9
SPTP 1210/2210	Science and Math	Credit 1-9
SPTP 1310/2310	Applied Technology	Credit 1-9
SPTP 1410/2410	Community Services	Credit 1-9
SPTP 1510/2510	Social Sciences	Credit 1-9
SPTP 1610/2610	Health Sciences	Credit 1-9

## TEAC 2010 – Teaching and Learning in Diverse Settings I

This course, the first of a two-course sequence, introduces the candidate to the field of teaching by focusing on the professional responsibilities of educators and the development of elementary school children. It addresses three primary topics: professional issues for education careers, child development, and technology for teaching and learning. Instruction involves a combination of lecture, group learning, reflection, and site-based experiences within schools.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1010, Passage of PRAXIS I Pre-professional Skills Test, Admission to the AS in Teaching Program, or permission of instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web, Hybrid less than 50%

## TEAC 2030 – Teaching and Learning in Diverse Setting II

This course, the second of a two-course sequence, focuses on the diverse needs of students and the role of educators in recognizing and addressing learners' needs. It addresses two primary topics: diverse ways of knowing and learning and professional issues of diversity in education. Instruction involves a combination of group of group learning, reflection, and site-based experiences within schools.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

2.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** ENGL 1020, TEAC 2010, candidate for graduation, or permission of instructor.

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web, Hybrid less than 50%

### THEA 1100 – Classical Theater

This course provides a historical survey of all aspects of theater, the design of visual elements, acting, and directing from the time of the Greeks through the Renaissance.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### THEA 1200 – Modern Theater (LCN: CTHE 1013)

This course provides an historical survey of all aspects of theater, including the design of visual elements, vocabulary of theater, dramatic arts, and directing from the Renaissance through modern theater.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture,/Lab

### THEA 1300- Introduction to Acting (LCN: CTHE 2103)

This course studies the basic fundamentals of acting. It is a practical class that uses theater exercise, improvisations, and scripted materials to give students an introduction to acting and its artistry. It puts special emphasis on stretching the imagination, honing discipline, and developing voice and body awareness.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### THEA 1500, 1550, 1600, 1650 Acting Workshop

This is a sequence of courses for students who participate in theatrical productions at Nunez.

0.00 Lecture Hours

3.00 Lab Hours

1.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Workshop

### THEA 2100 – Direction and Production

This is a course for students who participate in the production and direction of campus theater performances.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web, Hybrid less than 50%

### THEA 2110 – Advanced Acting (LCN: CTHE 2113)

This course is a detailed study of the fundamentals of performance. It is a practical course that uses theater exercises, improvisations, rigorous physical training, and scripted material as means of encouraging students to grow as professional performers. It places special emphasis on critical thinking skills, written exercises, voice/body awareness, and the field of performance in our communities.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Transferable*

**PREREQUISITE:** THEA 1300

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### VIPR 1100 – Video Production I

This introductory course familiarizes students with basic video production techniques including interviewing, storyboarding, pre-production, camera operation, editing and post production.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab, Independent Study

### VIPR 1200 – Video Production II

This course is a continuation of VIPR 1100. Students are responsible for organizing and producing a short film or feature length digital storytelling project.

*Course Fee:* \$20.00 (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** VIPR 1100

**Level:** Undergraduate

**Schedule Types:** Lecture, Independent Study, Web, Hybrid less than 50%

### WELD 1060 – Welding Lab I

Application of the basic operations of Shielded Metal Arc Welding. Activities will be lab oriented and will include machine setup, striking an arc, running a bead, and proper methods for handling typical welding positions and types of joints.

**Lab Fee: \$35.00** (Fees are subject to change)

0.00 Lecture Hours

5.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE or COREQUISITE:** WELD 1100 or WELD 1130

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### WELD 1100 – Oxy-Acetylene Cutting & Welding

In this course, students learn and practice the proper techniques for cutting metal and selecting equipment needed for handling various types of metals. The course also covers basic Oxy-Acetylene Welding and the proper handling and setup of gas cylinders and regulators. It emphasizes safety in all aspects of setup and execution.

**Lab Fee: \$35.00** (Fees are subject to change)

0.00 Lecture Hours

6.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### WELD 1130 - Basic Arc Welding

In this course, students learn and practice the application of the basic operations of a variety of welding techniques, including Shielded Metal Arc Welding, Flux core Arc Welding, and Tungsten Inert gas Welding. Activities are lab oriented and include machine setup, striking an arc, running a bead, and using proper methods for handling a variety of typical welding positions and types of joints. It emphasizes safety in all aspects of setup and execution.

**Lab Fee: \$35.00** (Fees are subject to change)

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### WELD 1140 – Blueprint Reading for Welding and Fabrication

This course provides instruction in and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

3.00 Lecture Hours

0.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### WELD 1170 – Welding Lab II

Recaps basic arc, includes V-Butt with backup and end, and takes students through techniques needed to test for certification. Also includes plate preparation for Destructive and Non-destructive testing in most welding procedures.

*Lab Fee \$35.00 (Fees are subject to change)*

0.00 Lecture Hours

5.00 Lab Hours

3.00 Credit Hours

*Not Transferable*

**PREREQUISITE:** WELD 1100 or WELD 1130

or

**COREQUISITE:**

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

### WELD 1700 – Advanced Arc Welding

This course provides advanced instruction in arc welding including V-Butt with backup and end. Preparation for certification is also provided.

*Course Fee: \$35.00 (Fees are subject to change)*

1.00 Lecture Hours

4.00 Lab Hours

4.00 Credit Hours

*Not Transferable*

**Level:** Undergraduate

**Schedule Types:** Lecture/Lab

## FACULTY

**Anthony Austin**, Assistant Professor

Developmental Reading  
M.Ed., University of New Orleans  
B.S., University of New Orleans  
2016 Lamarque Endowed Professor

**Greg Bazin**, Associate Professor

Mathematics  
B.S. Louisiana State University  
M.Ed., Louisiana State University  
2013 Lamarque Endowed Professor

**Michelle Bennett**, Instructor

Nursing  
Department Co-Chair Health Sciences  
Program Manager of Nursing  
A.D.N., Louisiana State University Medical Center  
R.N., Louisiana State University Medical Center

**Don Bordelon**, Instructor

Industrial Technology  
RETS Electronics School  
Electronics Associate Degree  
AAS, Nunez Community College

**Anna Brannan**, Instructor

Certified Nursing Assistant  
LPN, Nunez Community College

**Ron Chapman**, Professor

History  
B.A., University of New Orleans  
M.A., University of New Orleans  
2004 Lamarque Endowed Professor  
2009 Meraux Foundation Endowed Professorship

**Conrad Childress**, Associate Professor

Mathematics  
Department Chair of Mathematics  
B.S., University of Southwestern Louisiana  
M.Ed., University of New Orleans

**Jason Campagna**, Assistant Professor

Business and Entrepreneurship  
Department Chair of Business  
Program Manager  
B.S. Our Lady of Holy Cross College  
MBA, University of New Orleans



## FACULTY

**Keith Dampier**, Associate Professor

Welding  
Program Manager  
A.S., Delgado Community College

**Richard Defoe**, Instructor

Library Services  
B.I.D., Louisiana State University  
M.L.I.S., Louisiana State University

**Andrew Durta**, Assistant Professor

Mathematics  
B.A., Indiana University Bloomington  
M.A., Indiana University Bloomington

**Lauren Englade-Franklin**, Assistant Professor

Chemistry  
B.S., Louisiana Tech University  
Ph.D., Louisiana State University

**Rose Frazier**, Professor

Health Services Office Management  
Program Manager  
B.S., Dillard University  
M.A., University of Phoenix

**Juanita Gilbert**, Instructor

Nursing  
A.D.N., Nicholls State University  
R.N., Nicholls State University

**Christine T. Griggs**, Associate Professor

Mathematics  
Department Chair of Developmental Studies  
B.S., Southeastern LA University  
M.S., Southeastern LA University

**Daelyn Hartley**, Instructor

Emergency Medical Services Education  
A.S., Nunez Community College  
B.A.Sc., Northwestern State University

**Klaus Heyer**, Professor

Biology and Sociology  
B.A., Rhode Island College  
M.A., San Jose State University  
M.S., University of Rhode Island  
Ph.D., University of New Orleans

## FACULTY

**Sharmaine Hughes**, Instructor

Nursing  
A.S., Charity School of Nursing  
A.S., Delgado Community College  
B.S., Nicholls State University

**Donald Hoffman**, Assistant Professor

Computer Information Systems  
Director of Technology Programs  
B.S., Southeastern Louisiana University  
M.S., University of Southern Mississippi  
2002 Nichols P. Trist Endowed Professor of Computer Information Systems

**Lynn Irby**, Associate Professor

Office Administration  
B.S., University of New Orleans  
2005 Nicholas P. Trist Endowed Professor of Computer Information Systems

**Alaa Khalil**, Instructor

Biology  
Doctor of Medicine and Surgery, Al-Mustansiriya University

**Nora Kametani**, Associate Professor

Psychology  
B.A., University of Hawaii  
M.A., University of Montana

**Kathleen LeBlanc**, Assistant Professor

Developmental Studies  
B.S., University of New Orleans  
2017 Lamarque Endowed Professor

**Sandra LeBlanc**, Assistant Professor

Emergency Medical Services Education  
Department Co-Chair for Health Sciences  
Program Manager  
Emergency Medical Technician-Paramedic, Shelby Jackson Technical College  
B.S., Northeast Louisiana University  
2008 Lamarque Endowed Professorship

**Katherine Lemoine**, Assistant Professor

Teaching and Care and Development of Young Children  
Program Manager  
B.A., University of New Orleans  
M.Ed., University of New Orleans

**Tonia Loria**, Dean of Academic Affairs  
Professor

Care and Development of Young Children  
B.A., University of New Orleans  
M.Ed., University of New Orleans  
2005 Freeport/McMoran Endowed Professor of Arts and Sciences

## FACULTY

**Curtis Manning**, Professor

History  
B.A., University of the South  
M.A., University of Alabama at Birmingham  
M.Ed., University of New Orleans  
Ph.D., University of New Orleans

**Jesus Melendez**, Instructor

Welding

**Shirley Millbern**, Instructor

Nursing  
Program Manager for Certified Nursing Assistant  
B.S.N., William Carey University

**Charles Miller**, Instructor

Sociology  
B.A., Tulane University  
M.A., The University of Georgia  
M.A., The University of New Orleans

**Juliette Paul-Jackson**, Professor

Fine Arts  
Department Chair of Humanities  
B.F.A., Louisiana State University  
M.A.A.T., The School of the Arts Institute of Chicago  
2007 Lamarque Endowed Professorship

**Brian Quat**, Instructor

English  
B.A., Franklin and Marshall College  
M.A., University of New Orleans

**Gwendolyn Robinson**, Professor

English  
Department Chair of English  
B.A., Grambling State University  
M.A., Louisiana Tech University  
2009 Excellence in Teaching  
2009 Lamarque Endowed Professorship

**Richard Schmitt**, Associate Professor

English  
B.S., University of New Orleans  
M.F.A., University of New Orleans

## FACULTY

**Nicholas Slie**, Associate Professor

Theater  
B.A., Louisiana State University  
M.Phil., Trinity College Dublin

**Keith Tolleson**, Instructor

Industrial Technology  
Program Manager  
B.A., Nicholls State University

**Ruth Moise Varisco**, Professor

Culinary Arts and Occupations  
Program Manager  
C.E.P.C., American Culinary Federation  
C.C.E., American Culinary Federation  
B. S., Dominican College  
M.Ed., University of New Orleans

**Diana Velez**, Instructor

Paralegal  
Program Manager  
B.A., Louisiana State University  
Juris Doctor, Tulane University School of Law

**Stephen Waddell**, Professor

Biology  
Department Chair of Natural Sciences  
B.A., Livingston University  
M.Ed., Livingston University

**Thomas Warner**, Chancellor  
Assistant Professor

Education  
B.A., Tulane University  
M.Ed., Tulane University  
Ed.D., University of New Orleans

**Larry Whitmarsh**, Instructor

Industrial Technology  
B.S., East Texas Baptist University  
MST, Loyola University

**Earl Wilson**, Assistant Professor

Emergency Medical Technology  
Clinical Coordinator  
A.A.S., Nunez Community College  
B.S., University of New Orleans  
2009 Jack Rowley Endowed Professorship  
2015 Lamarque Endowed Professor

## FACULTY

**Dawn Wilson**, Professor

English  
B.A., University of Texas  
M.A., New York University

**Elsa Winsor**, Professor

Biology  
B.S., University of Arizona  
M.S., Tulane University  
Ph.D., Tulane University

**Lauren Winters**, Instructor

Nursing  
A.S., Delgado Community College  
B.S.N., University of Phoenix

Each year at graduation, an award is given to a full-time faculty member chosen by his or her peers for outstanding teaching. Significant participation in discipline-related organizations, curriculum development, implementation of innovative teaching strategies, and commitment to students both in and out of the classroom are the primary measures considered in determining the recipient of the award.

#### EXCELLENCE IN TEACHING AWARDS

RECIPIENT	DATE OF AWARD
Anthony M. Levata	May 24, 1995
Philip Homrighausen	May 15, 1996
Lynn Villemont	May 14, 1997
Mike Thiel	May 13, 1998
Scott Helkaa	May 12, 1999
Annette Accomando	May 22, 2000
Deborah Barbe	May 21, 2001
Carmen Bazile	May 20, 2002
Elsa Winsor	May 16, 2003
Ron Chapman	May 14, 2004
William McPherson	May 20, 2005
Juliette Paul	May 25, 2007
Sandra LeBlanc	May 22, 2008
Gwen Robinson	May 21, 2009
Donalyn Lott	May 20, 2010
Christine Thomas	May 23, 2011
Ruth Varisco	May 22, 2012
Greg Bazin	May 21, 2013
Lynn Irby	May 22, 2014
Earl Wilson	May 21, 2015
Anthony Austin	May 26, 2016
Kathleen LeBlanc	May 25, 2017

#### FREEPORT/McMORAN ENDOWED PROFESSORSHIP

The nominees are selected by a committee of their peers in the Arts and Humanities Division. The recipient receives a cash stipend for a period of five years.

RECIPIENT	DATE OF AWARD
Sharon Flanagan	May 12, 1999
Tonia Loria	May 20, 2005
Jeff Perigoni	May 21, 2009
Margaret Bader	June 25, 2014
Katherine Lemoine	August 17, 2017

**LAMARQUE ENDOWED PROFESSORSHIP**

The recipient of the Excellence in Teaching Award also receives this honor.

<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
Elsa Winsor	May 16, 2003
Ron Chapman	May 14, 2004
William McPherson	May 20, 2005
Juliette Paul	May 25, 2007
Sandra Leblanc	May 22, 2008
Gwen Robinson	May 21, 2009
Donalyn Lott	May 20, 2010
Christine Thomas	May 23, 2011
Ruth Varisco	May 22, 2012
Greg Bazin	May 21, 2013
Lynn Irby	May 22, 2014
Earl Wilson	May 21, 2015
Anthony Austin	May 26, 2016
Kathleen LeBlanc	May 25, 2017

**ARLENE SOPER MERAUX ENDOWED PROFESSORSHIP**

<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
George Villanueva	May 15, 1996
Michael Thiel	May 21, 2001
Chester Mock	May 21, 2009
Donald Bordelon	August 17, 2017

**DUKE ROBIN FAMILY ENDOWED PROFESSORSHIP**

<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
Ruth Varisco	May 20, 2005
Margaret Bader	May 21, 2009
Ruth Varisco	August 17, 2017

**MERAUX FOUNDATION ENDOWED PROFESSORSHIP**

<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
Ron Chapman	May 21, 2009
Dr. Klaus Heyer	June 25, 2014
Ron Chapman	August 17, 2017

**JOEY GEORGUSIS ENDOWED PROFESSORSHIP**

<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
Donalyn Lott	May 21, 2009
Christine Thomas	June 25, 2014
Christine Griggs	August 17, 2017

<b>JACK ROWLEY ENDOWED PROFESSORSHIP</b>	
<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
Earl Wilson	May 21, 2009
Sandra LeBlanc	June 25, 2014
Dr. Klaus Heyer	August 17, 2017

<b>STEWART ENTERPRISES ENDOWED PROFESSORSHIP</b>	
<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
William McPherson	May 21, 2009
Juliette Paul	June 25, 2014
Steve Waddell	August 17, 2017

<b>TATE &amp; LYLE NORTH AMERICA DOMINO ENDOWED PROFESSORSHIP</b>	
<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
David Hernandez	May 16, 2003
Cliff Wilson	May 21, 2009

<b>NICHOLAS P. TRIST ENDOWED PROFESSORSHIP</b>	
<b>RECIPIENT</b>	<b>DATE OF AWARD</b>
Don Hoffman	May 20, 2002
Lynn Irby	May 20, 2005
Mark Rice	May 21, 2009
Rose Frazier	August 17, 2017



# ADMINISTRATION AND STAFF

## OFFICE OF THE CHANCELLOR

**Thomas R. Warner, Ed.D** ..... **Chancellor**  
David Ballero ..... Maintenance  
Lisa Brown ..... Custodian  
Josephine DiCristina, A.G.S. .... Executive Secretary to the Chancellor  
Walter Dornan ..... Police Officer  
Marie Ecklund, B.G.S. .... Institutional Research Assistant  
Randy Fernandez ..... Police Officer  
Marvin “Buddy” Gore ..... Maintenance Technician  
James Harper ..... Security Officer  
Dawn Hart-Thore, A.S. .... Coordinator of Facilities, FEMA, & Security  
Clara Johnson ..... Custodian  
Marty Melerine ..... Police Officer  
Chester Mock ..... Electrician  
Lisa Phillips ..... Police Officer  
Errol Schultz ..... Police Officer  
Dennis Showalter ..... Maintenance Repairer  
Andrea Simien, B.A. .... Institutional Researcher  
Keithia Slyve ..... Custodian  
Leonard Unbehagen, M.Ed. .... Dean for Planning and Institutional Effectiveness  
Gaynell Williams ..... Custodian Supervisor

## ACADEMIC AFFAIRS

<b>Tonia Loria, M.Ed.</b> .....	<b>Dean of Academic Affairs</b>
Katie Charrier, B.S.....	Transition Coordinator/Career Services
Richard DeFoe, M.L.I.S.....	Librarian
Julie Heintz, A.S. ....	Administrative Assistant, Industrial Technology
Rachel Monson, B.S. ....	Library Specialist
Victoria M. Palmisano, M.B.A., Ph.D. ....	Career & Technical Education Advisor
Sandra Phillips, A.A.S. ....	Administrative Assistant, Academic Affairs
Hope Pitre .....	Operations Coordinator for Health & Natural Science
Christine Todd, M.L.I.S.....	Reference Librarian
Bobby Turner, B.A. ....	Instructional Technology Coordinator

## STUDENT AFFAIRS

<b>Becky Maillet, M.Ed.</b> .....	<b>Dean of Student Affairs</b>
Jenna Alfonso, B.S.....	Coordinator of Admissions and Recruiting
Natanya Baines .....	Records Coordinator
Brittney Barras, B.A. ....	Director of Admissions & Dual Enrollment
Kim Doty, A.B.S.....	Administrative Coordinator
Meg Greenfield, B.A.....	Registrar/Assistant Dean of Student Affairs
Stephanie Hoskins.....	Admissions & Records Assistant
Treasure Martin, B.I.S. ....	Administrative Coordinator
Michele Minor, A.G.S. ....	Coordinator of ADA & Testing
Maria Sanchez, B.S.....	Director of Financial Aid

## INSTITUTIONAL ADVANCEMENT

<b>Teresa Smith, M.A.</b> .....	<b>Vice Chancellor for Institutional Advancement</b>
John Cannon IV... ..	Chef of Pelican Bay Café/Café Manager
Lindsey B. Jakiel Diulus, Ed.M... ..	Public and Alumni Relations Officer
Ernest Frazier, B.A. ....	Director of Workforce Development
Chris Hintzen, A.A.S. ....	IT Analyst
Jason Hosch, M.S.M .....	IT Manager
Jessica Mire, A.A.S.....	IA/Grants Coordinator

**BUSINESS AFFAIRS**

**David Huff, M.S., C.P.A.** ..... **Chief Financial Officer**  
Bill Burton ..... Property and Receiving Supervisor  
Pam Cash, B.S. .... Budget Officer  
Winifred Christopher ..... HR/Payroll Coordinator  
Karen Dragon, B.S. .... Associate Controller for Restricted Funds  
Wendy Frazier, B.S. .... Assistant Controller for Acquisitions & Contracts  
Richard Greene, M.P.A. .... Director of Human Resources  
Yolanda Holmes, B.S. .... Human Resources Analyst  
Kim Le, A.A.S ..... Accounts Payable Coordinator  
Terence Phillips. .... Administrative Assistant  
Tachel Porch-Jones, B.S. .... Assistant Controller for Accounts Receivable and Bursar  
Danielle Santiago. .... Administrative Assistant  
Elizabeth Scallan. .... Procurement Specialist  
Pattie Timmons, A.A.S. .... Property Clerk  
Mary An Tran, B.S. .... Administrative Assistant

## FINAL EXAM SCHEDULES

### Fall 2017 Exam Schedule for Full Semester

<b>EXAM DAYS/TIMES</b>	<b>THURSDAY 12 7</b>	<b>FRIDAY 12 8</b>	<b>MONDAY 12 11</b>	<b>TUESDAY 12 12</b>	<b>WEDNESDAY 12 13</b>	<b>THURSDAY 12 14</b>
<b>8:00 AM 10:00 AM</b>	TR Classes Pre 8:30 AM START TIME		MW Classes Pre 8:30 AM START TIME	TR Classes 8:30 AM- 9:45 AM	MW Classes 8:30 AM-9:45 AM	
<b>10:00 AM 12:00 PM</b>	TR Classes 10:00 AM- 11:15 AM	Friday Morning Classes	MW Classes 10:00 AM- 11:15 AM	TR Classes 11:30 AM- 12:45 PM	MW Classes 11:30 AM- 12:45 PM	
<b>12:00 PM 2:00 PM</b>			MW Classes 1:00 PM- 2:15 PM			
<b>2:00 PM 4:00 PM</b>	TR Classes 2:30 PM- 3:45 PM	FRIDAY Afternoon Classes		TR Classes 1:00 PM- 2:15 PM	MW Classes 2:30 PM-3:45 PM	
<b>4:00 PM 6:00 PM</b>	TR Classes 4:00 PM- 5:15 PM		MW Classes 4:00 PM- 5:15 PM			
<b>6:00 PM 8:00 PM</b>	TR Classes 5:30 PM- 6:45 PM		MW Classes 7:00 PM- 8:15 PM	TR Classes 7:00 PM- 8:15 PM	MW Classes 5:30 PM-6:45 PM	
<b>8:00 PM 10:00 PM</b>			MW Classes 8:30 PM- 9:45 PM	TR Classes 8:30 PM- 9:45 PM		

### Fall 2017 Exam Schedule for Fast Lane

<b>EXAM DAYS/TIMES</b>	<b>Session I Tuesday October 10, 2017</b>	<b>Session II Thursday December 14, 2017</b>
<b>9:00 AM 11:00 AM</b>	8:30 AM-11:15 AM Classes	8:30 AM-11:15 AM Classes
<b>12:00 PM 2:00 PM</b>	11:30 AM-2:15 PM Classes	11:30 AM-2:15 PM Classes
<b>6:00 PM 8:00 PM</b>	6:00 PM-9:00 PM Classes	6:00 PM-9:00 PM Classes

<b>Spring 2018 Exam Schedule for Full Semester Classes</b>						
<b>EXAM DAYS/TIMES</b>	<b>THURSDAY 5 10</b>	<b>FRIDAY 5 11</b>	<b>MONDAY 5 14</b>	<b>TUESDAY 5 15</b>	<b>WEDNESDAY 5 16</b>	<b>THURSDAY 5 17</b>
8:00 AM 10:00 AM		<i>MW Classes Pre 8:30 AM START TIME</i>	<i>TR Classes Pre 8:30 AM START TIME</i>	<i>MW Classes 8:30 AM- 9:45 AM</i>	<i>TR Classes 8:30 AM-9:45 AM</i>	
10:00 AM 12:00 PM	<i>Friday Morning Classes</i>	<i>MW Classes 10:00 AM- 11:15 AM</i>	<i>TR Classes 11:30 AM- 12:45 PM</i>	<i>MW Classes 11:30 AM- 12:45 PM</i>	<i>TR Classes 10:00 AM- 11:15 AM</i>	
12:00 PM 2:00 PM		<i>MW Classes 1:00 PM- 2:15 PM</i>	<i>TR Classes 1:00 PM- 2:15 PM</i>			
2:00 PM 4:00 PM	<i>FRIDAY Afternoon Classes</i>			<i>MW Classes 2:30 PM-3:45 PM</i>	<i>TR Classes 2:30 PM-3:45 PM</i>	
4:00 PM 6:00 PM		<i>MW Classes 4:00 PM- 5:15 PM</i>	<i>TR Classes 4:00 PM- 5:15 PM</i>	<i>MW Classes 5:30 PM-6:45 PM</i>	<i>TR Classes 5:30 PM-6:45 PM</i>	
6:00 PM 8:00 PM		<i>MW Classes 7:00 PM- 8:15 PM</i>	<i>TR Classes 7:00 PM- 8:15 PM</i>			
8:00 PM 10:00 PM		<i>MW Classes 8:30 PM- 9:45 PM</i>	<i>TR Classes 8:30 PM- 9:45 PM</i>			

<b>Spring 2018 Exam Schedule for Fast Lane</b>		
<b>EXAM DAYS/TIMES</b>	<b>Fast Lane 1 Tuesday March 13, 2018</b>	<b>Fast Lane 2 Thursday May 17, 2018</b>
8:00 AM 10:00 AM	8:30 AM-11:15 AM Classes	8:30 AM-11:15 AM Classes
12:00 PM 2:00 PM	11:30 AM-2:15 PM Classes	11:30 AM-2:15 PM Classes
6:00 PM 8:00 PM	6:00 PM-9:00 PM Classes	6:00 PM-9:00 PM Classes

<b>Summer 2017 Exam Schedule for Full Semester</b>		
<b>EXAM DAYS/TIMES</b>	<b>WEDNESDAY July 31, 2018</b>	<b>THURSDAY August 1, 2018</b>
8:00 AM 10:00 AM	<i>MW Classes 8:00 AM - 10:25 AM</i>	<i>TR Classes 8:00 AM - 10:25 AM</i>
10:00 AM 12:00 PM	<i>MW Classes 10:30 AM - 12:55 PM</i>	<i>TR Classes 10:30 AM - 12:55 PM</i>
12:00 PM 2:00 PM	<i>ATYPICAL DAY CLASSES</i>	<i>ATYPICAL DAY CLASSES</i>
2:00 PM 4:00 PM	<i>MW Classes 2:00 PM - 4:25 PM</i>	<i>TR Classes 2:00 PM - 4:25 PM</i>
4:00 PM 6:00 PM	<i>ATYPICAL EVENING CLASSES</i>	<i>ATYPICAL EVENING CLASSES</i>
6:00 PM 8:00 PM	<i>MW Classes 5:00 PM - 7:25 PM</i>	<i>TR Classes 5:00 PM - 7:25 PM</i>
8:00 PM 10:00 PM	<i>MW Classes 7:30 PM - 9:55 PM</i>	<i>TR Classes 7:30 PM - 9:55 PM</i>

<b>Summer 2018 Exam Schedule for Fast Lane</b>		
<b>EXAM DAYS/TIMES</b>	<b>Fast Lane 1 Thursday June 28, 2018</b>	<b>Fast Lane 2 Wednesday August 1, 2018</b>
9:00 AM 11:00 AM	8:30 AM - 11:15 AM Classes	8:30 AM - 11:15 AM Classes
12:00 PM 2:00 PM	11:30 AM - 2:15 PM Classes	11:30 AM - 2:15 PM Classes
6:00 PM 8:00 PM	6:00 PM - 9:00 PM Classes	6:00 PM - 9:00 PM Classes

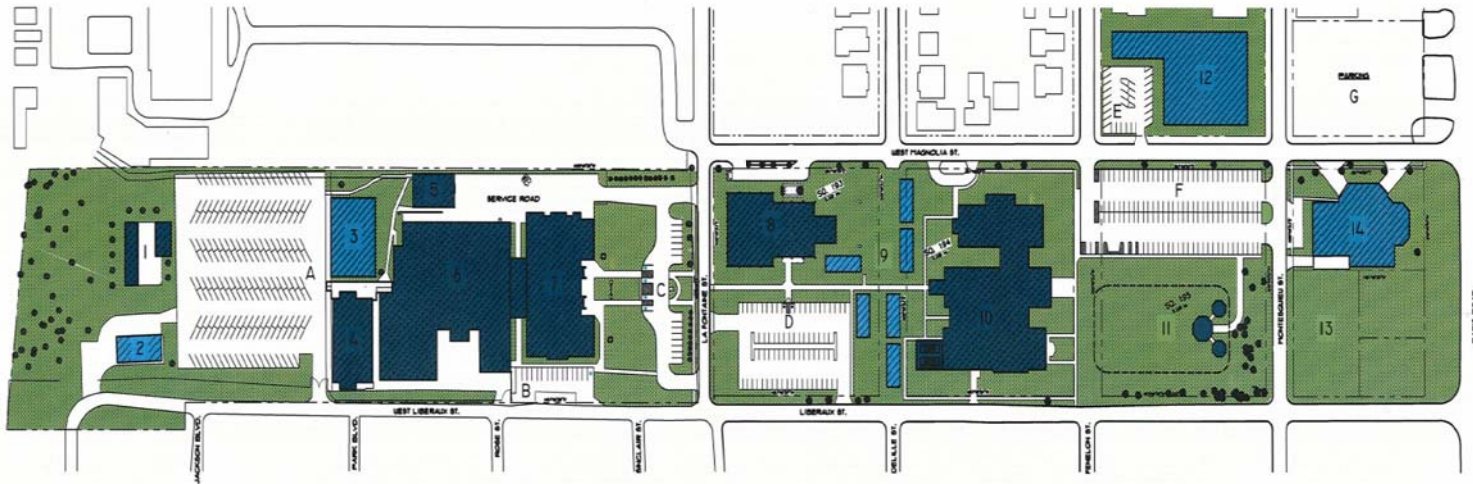
NUNEZ COMMUNITY COLLEGE - LEGEND:

- |                                      |   |
|--------------------------------------|---|
| 1-PROCESS TECHNOLOGY PLANT           | 8-PAC & GYM BLDG G                        |
| 2-CULINARY ARTS (TEMPORARY BUILDING) | 9-MOBILE CLASSROOMS (TEMPORARY BUILDINGS) |
| 3-FUTURE EXPANSION                   | 10-AS&T BLDG F WITH PHYSICAL PLANT        |
| 4-ALLIED HEALTH BLDG D               | 11-DETENTION POND & GAZEBO                |
| 5-BOOKSTORE BLDG C                   | 12-PLANNED FINE ARTS BUILDING             |
| 6-SHOPS BLDG B                       | 13-LEASED PROPERTY                        |
| 7-KANE TECHNOLOGY BLDG A             | 14-ADMINISTRATION BLDG E                  |

PARKING CAPACITY:

- |            |
|------------|
| LOT A: 190 |
| LOT B: 15  |
| LOT C: 19  |
| LOT D: 74  |
| LOT E: 27  |
| LOT F: 130 |
| LOT G: 90  |

TOTAL: 545



**ACADEMIC**

Academic Advising, Registration Procedures 32  
Academic Affairs 78  
Academic and Students Affairs, Administration and Staff 330  
Appeals Procedure, Academic 46  
Academic Growth 10  
Academic Policies 81  
Academic Program Information 100  
Academic Programs 100  
Academic Renewal 23  
Academic Standings/Eligibility in Courses and Programs 47  
Academic Status 87  
Academic Status Determination in Specific Majors 87  
Articulation Agreements, listing 161  
Administration and Staff 329  
Administrative and Business Services 72  
Administrative Services 73

**ADMISSIONS**

Admission Classifications 19  
Admission Requirements 15  
Admission to the College 14  
Admissions and Registration 14  
Admissions Office 35

**ADVANCED PLACEMENT**

Advanced Placement (AP) Program, College Board 88  
Advanced Placement by ACT 88  
Advanced Placement, English 89  
Advanced Placement, Math 89

Alumni Association 76

Americans with Disabilities Act (ADA) 18

Analytical Reasoning/Math Courses 97

Articulation Agreements 34

**ARTS AND HUMANITIES PROGRAMS**

AA Louisiana Transfer, Fine Arts Concentration 121  
AA Louisiana Transfer, Humanities Concentration 122  
AA Louisiana Transfer, Social Sciences Concentration 123  
AA Paralegal Studies 139-140  
AAS Care and Development of Young Children 152-153  
AS Teaching (Grades 1-5) 127-128  
Associate of General Studies 118  
Certificate of General Studies 117  
CAS in Care and Development of Young Children 151  
CTS in Paralegal 138  
TCA in Care and Development of Young Children 151

Arts Courses 97

**ASSOCIATE DEGREE PROGRAMS**

AAS in Business Technology, Accounting Track 122  
AAS in Business Technology, Business Admin Track 123  
AAS in Business Technology, Entrepreneurship Track 125  
AAS in Business Technology, Hotel, Restaurant, Tourism Track 127  
AAS in Business Technology, Medical Office Management Track 129  
AAS in Care and Development of Young Children 145-146  
AAS in Industrial Technology 158-159  
AA Louisiana Transfer, Business Concentration 112  
AA Louisiana Transfer, Fine Arts Concentration 113  
AA Louisiana Transfer, General Information 111  
AA Louisiana Transfer, Humanities Concentration 114  
AA Louisiana Transfer, Social Science Concentration 115  
AA Paralegal Studies 132-133  
Associate of General Studies 100  
AS in Teaching (Grades 1-5) 119-120  
AS, Louisiana Transfer, Biological Sciences Concentration 117  
AS Louisiana Transfer, General Information 116  
AS, Louisiana Transfer, Physical Sciences Concentration 118

**ATTENDANCE**

Attendance General Policies and Procedures 93  
Audited Course 25  
Auditing Students 33  
Awarding of Non-Traditional Credit 88  
Awarding of Credit for Prior Learning and Experience 88  
Board of Regents 4  
Board of Supervisors 3  
Bookstore 72  
Bookstore Charges, Financial Assistance 57

Bursar (Student Billing) 72

Business Affairs 72

Business Affairs, Administration and Staff 331

Business Services 72

Business Student Learning Outcomes 102

**BUSINESS TECHNOLOGY PROGRAMS**

AA Louisiana Transfer, Business Concentration 112  
AAS Business Technology, Accounting 122  
AAS Business Technology, Business Administration 123  
AAS Business Technology, Entrepreneurship 125  
AAS Business Technology, Hotel, Restaurant, Tourism 127  
AAA Business Technology, Medical Office Management 129  
AAS Industrial Technology 158-159  
CAS Business Technology 121  
CAS Medical Coding and Billing 128  
CTS Advanced Application Fundamentals 136  
CTS Advanced Electrical Construction 155  
CTS Application Fundamentals 136  
CTS Business Fundamentals 137  
CTS Culinary Arts 142  
CTS Databases 137  
CTS Electrical Construction 155  
CTS Heating, Ventilation, and Air Conditioning 156  
CTS Industrial Maintenance 157  
CTS Microsoft OS 138  
CTS Software Development 138  
CTS Spreadsheets 139  
CTS Welding 160  
CTS Word Processing 139  
TCA in Culinary Arts: Basic 141  
TCA in Culinary Arts: Sanitation 141  
TCA in Databases 134  
TCA in Data Tasking, Email, and Collaboration 134  
TCA in Entrepreneurship 124  
TCA in Hotel, Restaurant, and Tourism Administration 126  
TCA in Industrial Technology 158  
TCA in Presentations 134  
TCA in Spreadsheets 135  
TCA in Tack Welding 160  
TCA in Word Processing 135  
TD in Business Information Technology 140  
TD in Culinary Entrepreneurship 143  
TD in Industrial Maintenance 157

**CALENDARS**

Calendar, Fall Semester 5  
Calendar, Spring Semester 6  
Calendar, Summer Semester 7

Campus Police 73

Campus Security Policy and Crime Statistics 73

Care & Development of Young Children Student Learning Outcomes 102

Career Services 67

**CERTIFICATE PROGRAMS**

CAS in Business Technology 121  
CAS in Care and Development of Young Children 144  
CAS in Medical Coding and Billing 128  
Certificate of General Studies 109  
CTS in Advanced Application Fundamentals 155  
CTS in Advanced Electrical Construction 155  
CTS in Application Fundamentals 136  
CTS in Business Fundamentals 137  
CTS in Culinary Arts 142  
CTS in Databases 137  
CTS in Electrical Construction 155  
CTS in Heating, Ventilation and Air Conditioning 156  
CTS in Industrial Maintenance 157  
CTS in Microsoft OS 138  
CTS in Paralegal Studies 131  
CTS in Paramedic 154  
CTS in Patient Care Technician 149  
CTS in Software Development 138  
CTS in Spreadsheets 139  
CTS in Welding 160  
CTS in Word Processing 135  
Chancellor, Office of 329



Change of Major, General Policies and Procedures 93  
CLEP Credit, Procedures for 91  
College Level Examination Program (CLEP) 91  
College Sanctions 40  
**COMPLAINTS**  
Complaint Procedure, SACSCOC 46  
Complaint, Procedure for Filing 45  
Concurrent Enrollment 33  
Contact Information for Students 36  
Continuing Education Program 80  
College Cooperative Education Programs 79  
Course Descriptions 162  
Course Load, General Policies and Procedures 94  
Courses in Sequence, General Policies and Procedures 94  
Credit by Examination Fees 25  
Credit by Examination, Procedures for 90  
Credit by Examination 90  
Credit Hours and Grading System 81  
Cross-Enrollment Agreements 31  
Culinary Arts Student Learning Outcomes 102  
Curriculum Information 97  
Dean's List 83  
Degree Designations and GPA 86  
Disability Services Office (ADA) 67  
Disciplinary Procedures, Student 41  
Discontinued Majors, Students in 85  
Dropping Courses and Withdrawing from the College 94  
Drops for Excessive Absences 47  
Drug-Free Campus Policy 39  
Dual Majors, General Policies and Procedures 94  
Educational Experiences Off-Campus 95  
EMT/Paramedic Student Learning Outcomes 103  
English General Education Courses 97  
Enrollment, Concurrent 33  
Enrollment during a Suspension Period 87  
Equal Opportunity Statement 1  
Examinations and Portfolios 95  
Executive Officers 2  
Experiential Educational Programs 79  
Facilities, History of 9  
Facilities Maintenance/Safety 73  
Faculty 320  
**FACULTY AWARDS 326**  
Faculty Award, Arlene Soper Meraux Endowed Professorship 327  
Faculty Award, Duke Robin Family Endowed Professorship 327  
Faculty Award, Excellence in Teaching Award 326  
Faculty Award, Freeport/McMoran Endowed Professorship Award 326  
Faculty Award, Jack Rowley Endowed Professorship 328  
Faculty Award, Joey Georgusis Endowed Professorship 327  
Faculty Award, Lamarque Endowed Professorship 327  
Faculty Award, Meraux Foundation Endowed Professorship 327  
Faculty Award, Nicholas P. Trist Endowed Professorship 328  
Faculty Award, Stewart Enterprises Endowed Professorship 328  
Faculty Award, Tate & Lyle N. Am. Domino Endowed Professorship 328  
Family Education Rights and Privacy Act 36  
**FEDERAL FINANCIAL AID 48**  
Federal Financial Aid, Academic Renewal 63  
Federal Financial Aid, Attendance 58  
Federal Financial Aid, Awards 56  
Federal Financial Aid, Bookstore 57  
Federal Financial Aid, Contacts 66  
Federal Financial Aid, Developmental Education 64  
Federal Financial Aid, Eligibility for Federal Student Aid 48  
Federal Financial Aid, Enrollment Certification 66  
Federal Financial Aid, Externally Funded Scholarships 53  
Federal Financial Aid, Federal Stafford Loans 52  
Federal Financial Aid, Federal Work Study (FWS) 55  
Federal Financial Aid, Post Withdrawal 58  
Federal Financial Aid, Refund and Repayment 59  
Federal Financial Aid, Reinstatement of Eligibility 63  
Federal Financial Aid, Repeated Courses 64  
Federal Financial Aid, Return of Title IV Funds Policy 65  
Federal Financial Aid, Satisfactory Academic Progress 59  
Federal Financial Aid, TOPS 54  
Federal Financial Aid, Types of 50  
Federal Financial Aid, Verification 49  
Federal Financial Aid, Veterans Benefits 54  
Federal Financial Aid, Warning & Probation Status 62  
Federal Financial Aid, Withdrawals 64  
**FEES**  
Audited Courses Fees 25  
Credit by Examination Fees 25  
Laboratory and Other Course Fees 26  
Late-Registration Fee 26  
Leap Credit Fee 26  
Library Fines and Replacement Fees 26  
Motor Vehicle Registration Fee and Fine 26  
Non-Resident Fees 27  
Student Self-assessed Fees 28  
Technology Fees 28  
Transcript Policy and Fees 28  
Returned Check Fees 29  
Final Exam Schedules 332  
Freshman, First-time 19  
Full-Time/Part-Time Status 96  
Funds, Return Policy for Title IV 65  
General Education Courses 97  
General Requirements for Graduation 84  
Goals 11  
Good Standing, Overall 69  
Graduation Requirements 84  
Graduations Honors 86  
Grievance Procedure, Student 42  
Harassment, LCTCS Policy Regarding 43  
Hazing 71  
**HEALTH AND NATURAL SCIENCE PROGRAMS**  
AS Louisiana Transfer, Biological Sciences Concentration 125  
AS Louisiana Transfer, Physical Sciences Concentration 126  
CTS in Paramedic 161  
CTS in Patient Care Technician 156  
TCA in Advanced Emergency Medical Technician 160  
TCA in EKG Skills 155  
TCA in Emergency Medical Technician 160  
TCA in Certified Nursing Assistant 154  
TCA in Phlebotomy 156  
TD in Practical Nursing 157-159  
Heating, Ventilation, & A/C Student Learning Outcomes 103  
History 8  
Home Schooled Students 15  
Human Resources 72  
Humanities Courses 98  
Immunization 16  
Incomplete Grades 82  
Industrial Technology Student Learning Outcomes 103  
Information Technology 76  
Institutional Advancement 76  
Institutional Advancement, Administration and Staff 330  
Institutional Effectiveness, Commitment to 12  
Intellectual Property and Shared Royalties 45  
International Students 22  
Internships 80  
LEAP (Life Experience Assessment Program) 91  
LEAP Credit, Procedures for 91  
Learning Laboratories 79  
Learning Resources 78  
Library on Campus 78  
Life Experience Assessment Program 91  
Lost and Found 71  
Louisiana National Guard Waiver 29  
Major, Academic, General Policies and Procedures 93  
Map of the College 335  
Matriculating Students 21  
Medical Emergencies 68  
Medical Office Management Student Learning Outcomes 104  
Membership, Accreditation, and Approval Status 2  
Military Credits 92  
Mission 11

Mobilization/Activation of Reservists and National Guard 34  
 Natural Science Courses 98  
 Non-Matriculating Students 21  
 Non-Payment Collection Clause 24  
 Non-Traditional Credit, Awarding of 88  
 Non-Traditional Credits from other Institutions 92  
 Nunez Community College Foundation 76  
 Nursing Student Learning Outcomes 104  
 Office of the Chancellor, Administration and Staff 329  
 Official 14<sup>th</sup>/7<sup>th</sup> Day Enrollment 96  
 Online Classes, Students in 32  
 Orientation 18  
 Paralegal Student Learning Outcomes 104  
 Placement Tests 39  
 Planning, Institutional Effectiveness and Research 75  
 Police, Campus 73  
 Policies and Procedures, General 93  
 Practicum and Clinical Experiences 80  
 Program Descriptions 108  
 Programs of Instruction 105  
 Proof of Residence 17  
 Public Affairs and Marketing 76  
 Reading Requirements 97  
 Refund Policy 29  
 Registration and Student Records 35  
 Registration Procedures 31  
 Repeat/Delete Policy 83  
 Reservists, Louisiana National Guard Mobilization/Activation 34  
 Residence, Proof of 17  
 Retention Fee 25  
 Return of Title IV Funds Policy 65  
 Returned Checks 29  
 Sanctions, College 40  
 Sanctions, Legal 40  
 Satisfactory Academic Progress 59  
 Scholarships, Externally Funded 53  
 Selective Service Registration 17  
 Senior Citizens 29  
 Smoking and Tobacco-Free Campus 73  
 Social/Behavioral Science Courses 99  
 Student Affairs 35  
 Student Classification 96  
 Student Government Association 69  
 Student Health Services 68  
 Student Learning Outcomes 102-104  
 Student Life 69  
 Student Responsibilities 38  
 Student Rights 37  
 Student Rights and Responsibilities 37  
 Student Self-Assessed Fees 28  
 Student Services and Activities 67  
 Students Currently Enrolled in High School (Dual Enrollment) 22  
 Substance Abuse Counseling, Programs Available for 40  
 Table of Contents i  
 Teaching Student Learning Outcomes 104  
**TECHNICAL COMPETENCY AREA PROGRAMS**  
 TCA in Advanced Emergency Medical Technician 153  
 TCA in Care and Development of Young Children 144  
 TCA in Certified Nursing Assistant 147  
 TCA in Culinary Arts: Basic 141  
 TCA in Culinary Arts: Sanitation 141  
 TCA in Data Tasking, Email, and Collaboration 134  
 TCA in Databases 134  
 TCA in EKG Skills 148  
 TCA in Emergency Medical Technician 153  
 TCA in Entrepreneurship 124  
 TCA in Hotel, Restaurant, Tourism Administration 126  
 TCA in Industrial Technology 158  
 TCA in Paralegal Studies 130  
 TCA in Phlebotomy 148  
 TCA in Presentations 134  
 TCA in Spreadsheets 135  
 TCA in Tack Welding 160  
 TCA in Word Processing 135

**TECHNICAL DIPLOMA PROGRAMS**

Technical Diploma in Business Information Technology 140  
 Technical Diploma in Culinary Entrepreneurship 143  
 Technical Diploma in Industrial Maintenance 157  
 Technical Diploma in Practical Nursing 150-152  
 Technology Fees 28  
 TOPS 54  
 Transcript Policy and Fees 28  
 Transcripts 36  
 Transfer and Re-entry Students 86  
 Transfer GPA 21  
 Transfer Students 19  
 Tuition 25  
 Tuition and Fees 25  
 Tuition and Fees Deferment 25  
 Veterans Benefits 54  
 Visiting (Summer-Only) Students 22  
 Voter Registration 67  
 Waiver, Louisiana National Guard 29  
 Weapons on Campus 39  
 Welding Student Learning Outcomes 104  
**WITHDRAWALS**  
 Withdrawal example of calculations (Fall 2011) 69  
 Withdrawal of classes after 60% 68  
 Withdrawal of classes before 60% 68  
 Withdrawal, Official 70  
 Withdrawal, Return of Title IV Funds 68  
 Withdrawal, Unofficial 70  
 Workforce Development 77  
 Workforce Development Students 22

