

# **ELAINE P. NUNEZ COMMUNITY COLLEGE**

A Comprehensive Community College

Chalmette, Louisiana

Member of the Louisiana Community & Technical College System

## **NUNEZ COMMUNITY COLLEGE CATALOG 2009-2010**

Volume 18

### **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); sex (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 Arts, Science & Technology 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).

## **NUNEZ COMMUNITY COLLEGE EXECUTIVE OFFICERS**

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Steve Berrien, Ph.D. .... Vice Chancellor for Academic Affairs  
Donna M. Clark, M.S. .... Vice Chancellor for Student Affairs  
Teresa Smith, M.A. .... Executive Director of Institutional Advancement  
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### **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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates, and diplomas. Contact the 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.

The National Association of Industrial Technology has accredited the Computer Information Systems and Industrial Technology programs.

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**ACADEMIC CALENDAR**

**FALL SEMESTER 2009**

**JULY**

- 13-24 Monday-Thursday, 9a.m.-6p.m., Friday, 9a.m.-4:30p.m. .... Fall Registration Dates
- 31 Friday..... Financial Aid Priority Deadline for Completion of Required Documentation
- 31 Friday..... Deadline to Apply for ADA Accommodations
- 31 Friday, 4:30p.m..... Deadline for Early Registrants to Make Payment Arrangements

**AUGUST**

- 10-11 Monday - Tuesday ..... Faculty Institute
- 11 Tuesday, 1:00-3:30p.m. .... New Student Orientation
- 12-13 Wednesday - Thursday, 9:00a.m. - 7:00p.m. .... Registration
- 13 Thursday, 5:30-8:00p.m..... New Student Orientation
- 14 Friday, 9:00a.m-6:00p.m..... Registration
- 15 Saturday, 9:00a.m-1:00p.m. .... Registration
- 17 Monday ..... First Day of Class**
- 17-18 Monday - Tuesday, 9:00a.m. - 7:00p.m..... Late Registration/Drop & Add
- 18 Tuesday, 7:00p.m. .... Last Day to Receive 100% Refund for Dropped Class
- 21 Friday, 4:30p.m..... Last Day to Receive 75% Refund for Dropped Class
- 28 Friday, 4:30p.m..... Last Day to Receive 50% Refund

**SEPTEMBER**

- 3 Thursday..... Official Fourteenth Class Day
- 3 Thursday, 6:00p.m..... Last Day to Receive 25% Refund
- 7 Monday..... Labor Day Holiday (**Campus Closed**)
- 8 Tuesday ..... Classes Resume
- 11 Friday, 4:30p.m..... Deadline for Final Deferred Tuition Payment

**OCTOBER**

- 1-7 Thursday-Wednesday ..... Midterm Exams
- 12 Monday, 4:30p.m..... Midterm Grades Due in Division Offices
- 19 Monday..... Registration for Spring 2010 Opens
- 19-30 Monday-Friday ..... Advising Weeks for Spring 2010

**NOVEMBER**

- 18 Wednesday, 6:00p.m..... Last Day to Drop a Course or Withdraw from College with a "W" Grade
- 23-28 Monday-Saturday ..... Thanksgiving Holidays (**Classes Do Not Meet**)
- 30 Monday..... Classes Resume

**DECEMBER**

- 2 Wednesday..... Last Day of Class Meetings
- 2 Wednesday, 6:00p.m..... Early Registration for Spring 2010 Closes
- 3 Thursday..... Study Day (**Classes Do Not Meet**)
- 4-10 Friday - Thursday ..... Final Exams
- 14 Monday, 12:00p.m..... Final Grades Due in Division Offices

## SPRING SEMESTER 2010

### JANUARY

- 4 Monday ..... Deadline to Apply for ADA Accomodations
- 5 Tuesday, 8:00a.m.-4:30p.m..... Faculty Institute
- 6 Wednesday, 5:30p.m.-8:00p.m. .... New Student Orientation
- 6-7 Wednesday - Thursday, 9:00a.m.-7:00p.m. .... Registration
- 8 Friday, 9:00a.m.-6:00p.m. .... Registration
- 9 Saturday, 9:00a.m.-1:00p.m..... Registration
- 11 Monday ..... First Day of Class**
- 11-12 Monday - Tuesday, 9:00a.m. - 7:00p.m. .... Late Registration/Drop and Add
- 12 Tuesday, 7:00p.m.....Last Day to Receive 100% Refund for Dropped Courses
- 15 Friday, 4:30p.m..... Last Day to Receive 75% Refund for Dropped Courses
- 18 Monday ..... M. L. King Holiday (**Campus Closed**)
- 25 Monday, 6:00p.m..... Last Day to Receive 50% Refund for Dropped Courses
- 29 Friday..... Official 14th Class Day
- 29 Friday, 4:30p.m..... Last Day to Receive 25% Refund for Dropped Courses

### FEBRUARY

- 12-18 Friday - Thursday ..... Mardi Gras Holidays (**Classes Do Not Meet**)
- 13-17 Saturday - Wednesday..... Mardi Gras Holidays (**Campus Closed**)
- 19 Friday..... Classes Resume

### MARCH

- 8-13 Monday - Saturday..... Midterm Exams
- 16 Tuesday, 4:30 p.m..... Midterm Grades Due in Division Offices
- 22 Monday..... Registration for Summer 2010 Opens
- 22-26 Monday - Friday ..... Advising Week

### APRIL

- 2-10 Friday - Saturday ..... Spring Break (**Classes Do Not Meet**)
- 2 Friday..... Good Friday Holiday (**Campus Closed**)
- 12 Monday..... Classes Resume
- 16 Friday, 4:30 p.m..... Last Day to Pay Graduation Fees  
and to Order Caps & Gowns
- 29 Thursday, 6:00p.m. .... Last Day to Drop a Course or Withdraw  
from College with a "W" Grade

### MAY

- 5 Wednesday ..... Last Day of Class Meetings
- 5 Wednesday ..... Early Registration for Summer 2010 Closes
- 6 Thursday..... Study Day (**Classes Do Not Meet**)
- 7-13 Friday - Thursday ..... Final Exams
- 14 Friday, 12:00 p.m..... Final Grades Due in Division Offices
- 18-19 Tuesday - Wednesday..... Faculty Workshops
- 20 Thursday, 7:30p.m. .... Graduation Ceremony

## SUMMER SESSION 2010

### MAY

- 3 Monday ..... Deadline to Apply for ADA Accommodations
- 25-27 Tuesday-Thursday, 9:00am-7:00pm .....Registration
- 28 Friday, 9:00am-4:30pm .....Registration
- 31 Monday ..... Memorial Day Holiday (**Campus Closed**)

### JUNE

- 1 **Tuesday** .....**First Day of Class**
- 1-2 Tuesday & Wednesday, 9:00a.m.-6:00p.m. .... Late Registration/Drop & Add
- 2 Wednesday, 6:00p.m. .... Last Day to Receive 100% Refund for Dropped Courses
- 7 Monday, 6:00p.m..... Last Day to Receive 75% Refund for Dropped Courses
- 10 Thursday..... Official 7th Class Day
- 10 Thursday ..... Last Day to Receive 50% Refund for Dropped Courses

### JULY

- 2-5 Friday - Monday..... Fourth of July Holidays (**Classes Do Not Meet**)
- 5 Monday .....Fourth of July Holiday (**Campus Closed**)
- 6 Tuesday.....Classes Resume
- 6 Tuesday..... Registration for Fall 2010 Opens
- 14 Wednesday ..... Last Day to Drop a Course or  
Withdraw from College with a "W" Grade
- 26 Monday ..... Last Day of Class Meetings
- 26 Monday, 6:00p.m. .... Fall 2010 Early Registration Closes
- 27 Tuesday..... Study Day (**Classes Do Not Meet**)
- 28-29 Wednesday & Thursday ..... Final Exams

### AUGUST

- 2 Monday, 12:00p.m..... Final Grades Due in Division Offices
- 2 Monday ..... Fall 2010 Financial Aid Priority Deadline  
for Completion of Required Documentation
- 2 Monday..... Deadline to Apply for ADA Accommodations for Fall 2010

**PLEASE NOTE:** The College reserves the right to make changes to the semester calendars. We will publish and widely distribute new calendars if any of the dates change. Please look for changes at [www.nunez.edu](http://www.nunez.edu) or contact the Admissions Office for verification of any of the dates listed on pages 5, 6, and 7. In addition, students in some courses may be required to meet outside of the dates listed in these calendars due to laboratory and clinical requirements.

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## HISTORY

### THE COLLEGE

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 Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates, and diplomas. (Contact the 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. 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 as it took a direct hit and suffered flood waters that 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 and in 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 a catalyst for business and industry revitalization as it opened the campus for business in January of 2006 and resumed classes *on campus* on January 25, 2006.

### THE FACILITIES

Since its inception, Nunez Community College has experienced continuous growth, and nowhere is that more evident than in the changing face of the campus itself. Hurricane Katrina did much to change the face of the campus, if temporarily. As she blew through our area, the first floors of all campus buildings were inundated with water. The majority of classrooms, offices, and labs are now located

in the Arts, Sciences, and Technology Building. However, the College has received approval from the State to restore and renovate much of the campus. This restoration and renovation began virtually as soon as the staff returned to campus after the storm and will continue until as much of the campus is restored as possible.

The College is located on the site of the former technical institute, and during the first year of operation, classrooms and shops used by the technical institute were sufficient to accommodate technical programs. There were, however, no facilities available to house academic courses and programs. Trailers served as classrooms and construction to expand the permanent facility began immediately. By the end of the 1993-94 academic year, a new building, constructed in part by students in the technical programs, was completed. The 18,000-square-foot building houses general classrooms; Health and Natural Sciences faculty offices, labs, and classrooms; and a general meeting area used for large gatherings. A later addition to one of the original buildings provides over 3,400 square feet of science classrooms and laboratories.

In the fall of 1998 the College acquired an additional facility, the Stewart Administration Building. This facility, located on Paris Road- a main north-south artery connecting Chalmette to East New Orleans, housed administrative offices and a large conference/meeting room prior to Katrina. The building is one of several on campus slated to be restored.

In January, 2000, the three-story Arts, Sciences, & 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, contains a 400-seat auditorium, a library which can accommodate more than 60,000 volumes, a law library, several general purpose and specialized classrooms, and faculty offices. In addition, it provides administrative offices for many College departments.

In February of 2003, the College named a wing of one of the older buildings for John J. Kane, former director of the Elaine P. Nunez Technical Institute. Kane was instrumental in the merger that produced Nunez Community College and has been active in the educational arena even in his retirement. The wing formerly called "Building A" was dedicated as "The Kane Technology Wing". The College has made restoration of this building a secondary priority.

Across Lafontaine from the Kane Technology Wing, construction of the Physical Activities Center was begun in 2003 and was completed in the spring of 2005. The Center contains approximately 15,000 square feet of space that includes a gymnasium with regulation-sized basketball and volleyball courts, an exercise area, instructors' offices, locker rooms, classrooms, a snack/refreshment area, and seating for large events. This building temporarily houses the Process Technology program.

The most recent phase of physical growth at the College was the purchase of 50,760 square feet of property on Magnolia Street across from the Arts, Sciences, & Technology Building.

## **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. The enrollment in continuing education courses added to that number. As this catalog goes to press, the College has regained more than 70% of its pre-Katrina enrollment and we anticipate increasing numbers as the population of our service area returns.

Nunez continues to provide dynamic course and program offerings and works constantly with business and industry to provide 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 signed, and continues to pursue, 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 its 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 a general education and occupational technologies curriculum that blends the arts, sciences, and humanities leading 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 21st century; and
9. continuing education courses and services that meet the needs of students and the community.

## **NUNEZ COMMUNITY COLLEGE'S 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 broadbased 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.

### **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 areas of arts, humanities, communication, and science 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.



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# ADMISSIONS & REGISTRATION

## ADMISSION TO THE COLLEGE

Students seeking admission to Nunez must meet the admission requirements for the category under which they are entering. Although applications may be submitted at any time during the year, a student may not register for credit courses in any semester after the scheduled registration dates for that semester.

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, and Teaching have special admissions requirements as described in their respective program descriptions.

Requests for general information and applications should be directed to:

**Admissions  
Nunez Community College  
3710 Paris Road  
Chalmette, LA 70043  
Phone 504-278-6467**

Anyone wishing to apply in person may do so at the Admissions Office, located in the Arts, Science & Technology Building. Application should be made as early as possible in the semester preceding the period of anticipated enrollment. An application fee of \$10 must be paid before registration and is non-refundable.

**It is the responsibility of all students to familiarize themselves with the 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 course and grade requirements of the college to which they plan to transfer.

## ADMISSION CATEGORIES 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 usually not eligible for financial aid.**

The following items are required by the Admissions Office for part-time non-matriculating students:

1. A completed application form.
2. A non-refundable fee of \$10
3. Proof of immunizations **if** born after 12/31/56.
4. Proof of residency.

Full-time non-matriculating students must complete the four above requirements and, in addition, must furnish the following:

5. A high school transcript (or GED) if the student has graduated from high school but never attended college. (Nunez will obtain the transcript for students who graduated from a Louisiana public high school from 2003 to the present.)
6. An official transcript from the last college previously attended.

Non-matriculating students who decide to pursue a degree or certificate must change their enrollment status in the Registrar's Office.



## SPECIAL STUDENTS

A student who is not matriculating in a degree or certificate program and does not fall into one of the other admissions categories may be admitted as a special student. Special students do not have to meet all admissions requirements; however, such students are not eligible to receive any type of financial assistance. The three categories of special students are:

1. A part-time, non-matriculating student who is a first-time freshman will be allowed to enroll as a special student and may earn no more than a total of 12 credit hours before having to meet regular admissions requirements.

2. A transfer student may be admitted as a special student if he or she is non-matriculating and has not attended a college or university in the last year. Such students may earn no more than a total of 12 credit hours before having to meet regular transfer student admissions requirements.

3. The College may offer select courses to senior citizens or minors as a community service.

## 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).

3. A home-schooled student, a non-high school graduate (with no GED), 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 Compass Test, Asset Test, or ACT scores indicate a need for them. Those whose test scores indicate that remediation is necessary will be provisionally admitted and must complete and show satisfactory progress in all required developmental courses prior to regular admission into 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.

## 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. (Freshmen and sophomore students may be considered for enrollment.) 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. High school students are permitted to register for a maximum of six hours or two courses per term without special permission. A limited number of tuition waivers and scholarships are available each semester on a first-come basis. Contact the Admissions Office or the high school counselor for more information.

## **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 fulltime study in an approved program. Due to the College's reduced enrollment since Katrina, it is not always possible for a student 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 he/she wishes to pursue.

## **TRANSFER STUDENTS**

A transfer student is any student who has been previously enrolled at any postsecondary school. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended. Transfer students are admitted provisionally until all required transcripts have been received.

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

A transfer student with less than a 2.00 adjusted cumulative grade point average will be admitted on 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 suspended for one semester.

A transfer student on academic suspension for specified periods will not be admitted to Nunez until their suspension periods have ended, unless express written consent is provided by the suspending institution granting the student permission to enroll at Nunez while on suspension status. Developmental

credit earned at Nunez while a student is under academic suspension may be accepted in fulfillment of developmental requirements upon enrolling at institutions under the jurisdiction of the LCTCS. In the event that a student is granted permission to enroll at Nunez while on suspension status from an institution outside the LCTCS, the transferability of non-developmental credits earned while on suspension status may be handled at the campus level on a student-by-student basis.

Students transferring from another college or university to Nunez Community College are required to submit the following items to the Admissions Office:

1. A completed Application for Admission prior to the beginning of the semester for which admission is sought. The non-refundable \$10 fee must be paid when the application is submitted.
2. An official transcript from every regionally-accredited college and university attended. (An official transcript is one mailed directly from the Registrar of the previous institution to the Nunez Admissions Office). Failure to acknowledge attendance at any college or university may result in immediate dismissal. If official transcripts have not been received at the time of registration, the student may be admitted provisionally.
3. Proof of residency.

## **TRANSIENT (SUMMER-ONLY) STUDENTS**

A student who plans to enroll for a summer session only while on break from another institution is allowed to enroll by submitting a Letter of Good Standing or official transcript from the most recently attended college. A student who submits a Letter of Good Standing rather than a

transcript must present proof that he or she has met the prerequisites for courses in which the student plans to enroll.

### RE-ADMITTED STUDENTS

Students who interrupt their studies by failing to register and attend classes during a fall or spring semester must submit a new application and application fee before re-enrolling at Nunez. A student who has earned additional credits at another institution will be required to submit transcripts. 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 AMNESTY

Nunez Community College provides for students who, after dropping out or being suspended because of academic deficiencies, have demonstrated sufficient maturation to be afforded an opportunity to begin college study again. Academic amnesty provides a student with the opportunity to restart his/her college study over in academic good standing by eliminating previously-attempted courses from the student's current GPA. The following guidelines apply:

1. No less than two years must elapse between the end of the semester in which the student was last registered for credit at any college or university and being enrolled under academic amnesty.

2. The student must submit an application for academic amnesty to the Director of Admissions and Registration (DAR) during the semester the student first registers at Nunez. The application shall include evidence that conditions have changed and there is reasonable expectation of satisfactory performance.

3. The DAR will evaluate each application and recommend to the Vice Chancellor for Academic Affairs (VCAA) only those who meet the criteria. Applying does not ensure approval.

4. No prior academic credit carries forward as part of a degree program. However, the prior record remains a part of the student's overall academic record.

5. If granted, the date of academic amnesty is entered on the transcript. LCTCS institutions are prohibited from using previously earned credits and quality points to (a) meet degree requirements, (b) compute the GPA leading toward certificates or degrees, or (c) determine eligibility to graduate. Hours excluded through academic amnesty **will be** included in a student's financial aid status for determination of the timeframe standard.

6. Upon being granted academic amnesty, the student has the status of an entering freshman.

7. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements just like any entering freshman. Credit examinations may be taken for courses in which grades of "C" or higher were earned.

8. Nunez will accept, in transfer, academic amnesty granted at another institution. Students are encouraged to investigate the academic amnesty policy at the school to which they plan to transfer.

9. Academic amnesty may be granted to a person only once, regardless of the institutions attended.

10. Students have the right to appeal.

11. Students are cautioned that many institutions and professional programs compute the GPA on all hours attempted. Therefore, the grades earned in all courses will remain on the student's transcript.

## ADMISSIONS REQUIREMENTS

All admissions requirements must be met within 30 calendar days from the official first day of class. Failure to provide all required documentation may result in dismissal. **(Students applying for Federal Financial Assistance must have official transcripts from all previously attended institutions on file with admissions before any financial aid will be awarded.)**

### HIGH SCHOOL CREDENTIALS

First-time freshmen are required to submit the following documentation:

1. an official transcript if not a graduate of a Louisiana public high school from 2003 to the present. (Beginning with 2003, the College will obtain the transcript data from the state's Student Transcript System),
2. an official transcript if a graduate from a private, parochial, or out-of-state high school, or
3. an original of a GED diploma or GED test scores. A copy will be made by Admissions staff and the original returned.

### IMMUNIZATION

As required by Louisiana law, all first-time students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. First-time freshmen are also required to get a meningitis vaccine. Forms to be completed by the student's physician are available in Admissions.

Students will not be allowed to complete registration unless they have satisfied the immunization requirement. The requirement can be met either by furnishing proof of immunity or by signing a waiver claiming exemption from the immunization policy on the immunization form.

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.

### PROOF OF RESIDENCY

All new students must provide proof of their residence with their application for admission. Acceptable documentation may include a valid driver's license or state I.D. card, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate where a student's official domicile is located. The Director of Admissions and Registration may require multiple forms of proof in order to determine residency for admissions and billing purposes.

Regulations establishing residency 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 12 consecutive months immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending school.

The non-resident fee policy is explained on page 32 in the Tuition and Fees section of the catalog.

### SELECTIVE SERVICE REGISTRATION

State law requires male applicants between the ages of 18 and 25 to provide written evidence that they have registered with Selective Service (SS) before they will be allowed to register for classes. Acceptable documentation may be 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 exempted 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 DD214 discharge certificate.
3. Males not yet 18.
4. Males born before 1960.
5. Noncitizens 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, determining what documentation is needed, and arranging the appropriate accommodations as required under the ADA and Section 504. Students with special needs should contact the ADA/504 Coordinator at (504)278-6421 at least 90 days before they plan 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.**

### **ORIENTATION**

All first-time Nunez Community College students are required to attend one of the mandatory Student Orientation sessions listed in the semester calendar of the catalog and the class schedules.

## **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.

Recent American College Test (ACT) or Compass Test scores 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. Appointments are required for placement testing and may be made by contacting the Admissions Office.

Students will not be refused admission because of low test scores. Test scores are used for advising and placement purposes only. However, should the Director of Admissions and Registration 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

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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.

### **TRANSFER STUDENTS**

Students transferring from another college, university, or technical college to Nunez Community College must submit an official transcript from every college and university attended. (An official transcript is one sent directly from the Registrar of the previous institution to the Nunez Admissions Office.) Failure to acknowledge attendance at any college, university, or technical college may result in immediate dismissal. If official transcripts have not been received at the time of registration, the student may be admitted provisionally.

Transfer credits from all regionally-accredited institutions of higher education are recorded on the student's permanent academic records. Nunez 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 be applied toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken more than 10 years before a student transfers to Nunez Community College is determined by the Dean of the division under 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 Division Dean.
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
  - a. Plus (+) or minus (-) symbols will be disregarded.
  - b. Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
  - c. Failing grades, including WF, will count as hours attempted.
  - d. Grades in developmental courses are treated the same as grades in other courses.
  - e. Grades of NC (no credit) will not be recorded.
  - f. 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" will not meet the course pre-requisites for courses in a sequence. Refer to the Course Descriptions section 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://regents.state.la.us/Academic/articulation\\_2009-2010.htm](http://regents.state.la.us/Academic/articulation_2009-2010.htm)), as well as individual transfer guides from institutions with which Nunez has entered transfer agreements, will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations that accredit institutions of higher learning 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 its own courses.

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

1. Use coursework as a basis to apply for Credit by Examination.
2. Use 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.

## **TRANSIENT (SUMMER ONLY) STUDENTS**

Students in good standing currently enrolled at another institution who plan to attend Nunez for the summer term only must submit a Letter of Good Standing or official transcript from the college or university in which they are currently enrolled. The letter is usually completed by the Registrar or Dean. Students who decide to continue past the summer will be required to apply for regular admission, submit all required official transcripts, and meet transfer admission requirements.

## **SPECIAL STUDENTS**

Students admitted as special students must report to the Admissions Office for permission to enroll during each registration period.

## **ACADEMIC ADVISING**

All students are required to meet with an academic advisor before enrolling in any course. 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.

Advising information is also available in the Academic Affairs section at [www.nunez.edu](http://www.nunez.edu). Students will find resources that will help them track their own progress, provide information on the transferability of courses, and provide information about College programs, services, and accreditation activities.

## **STUDENTS IN ONLINE CLASSES**

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

1. have access to a computer, any software required for the course, and the Internet,
2. pass an online orientation and attend a new student orientation at Nunez, and
3. be able to take their final exam on campus.

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

1. First-time freshmen who place into developmental courses
2. Any students who need to take developmental reading
3. Students on academic probation

Exceptions to these rules may be granted by the Division Deans.

Classes offered through LCTCS Online require separate admission, registration, and textbook processes as described at [www.lctcsonline.edu](http://www.lctcsonline.edu), and the LCTCS Online courses follow a different semester calendar than do Nunez's regular course offerings.

## **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 a Division Dean's approval 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 examination 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 on the semester hours scheduled for credit only, not the hours taken under the audit status.

## **CONCURRENT ENROLLMENT**

A student who is enrolled at Nunez Community College is required to notify the Director of Admissions and Registration 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 credit 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 at New Orleans (SUNO), Delgado Community College (DCC), and the Louisiana Technical College. Students should contact the Registrar of their home school for information regarding the procedures to be followed under the cross-enrollment agreements. Final approval rests with the officials at the host campuses. Students from other institutions who wish to cross-enroll for Nunez courses should initiate the process with their home campus Registrar.



## ARTICULATION AGREEMENTS

Nunez Community College is a participant in the Louisiana Board of Regents Student Transfer Guide and Articulation Matrices located at [http://regents.state.la.us/Academic/articulation\\_2009-2010.htm](http://regents.state.la.us/Academic/articulation_2009-2010.htm). Matrices in general education, business, and science are available.

In the Academic Affairs section of the College website, [www.nunez.edu](http://www.nunez.edu), students will find information about transfer agreements with several regional institutions, links to other colleges, and other resources to help students 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, or international emergency situations and wishes to minimize the effects of this disruption of the students' academic careers. To qualify under the provisions of this policy, a student must present official military orders to the Director of Admissions and Registration. 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.

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 15th day of the semester and 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 for 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.

### **TRANSCRIPT POLICY**

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.

The first transcript is furnished without charge as a service to alumni. Scholarship applicants may also request complimentary transcripts.

All requests for transcripts must be in writing and signed by the student. Picture identification will also be requested. The form for requesting a transcript can be found at [www.nunez.edu](http://www.nunez.edu) and is available in Student Affairs.

The 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 VCSA at 504-278-6424.

### **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 of 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. Correspondence Courses
7. 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. 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 Director of Admissions and Registration.

## ADVANCED PLACEMENT BY ACT

A student who submits to the College American College Testing (ACT) scores of an acceptable level may request advanced placement in English and mathematics. Credit for advanced placement credit 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 Director of Admissions and Registration will enter the appropriate course credit on the student's transcript.

Criteria for advanced placement by ACT scores are as follows:

### English

1. An English score of 28 or higher will result in advanced placement in ENGL1020- English Composition II and course credit for ENGL 1010- English Composition I.

### Mathematics

1. A mathematics score of 22-26 will result in advanced placement in MATH 1300-College Algebra and course credit for MATH 1180. Algebra for College Students.
2. A mathematics score of score of 27 or higher will result in advanced placement in MATH 1400- Trigonometry and will receive credit for MATH 1300.
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 Division Dean.

## 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 Dean of the Division in which the course is offered.

Credit examinations for courses in which such examinations may be given must be approved in advance by the Division Dean. If the examination involves shop or laboratory activities, a brief description of the examination also must be approved by the Division Dean. 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 Division Dean 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 the "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 at any regionally accredited college.
9. Students who declare academic amnesty may take credit examinations for any course completed prior to declaring amnesty in which a grade of "C" or better was earned.
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 Vice Chancellor for Academic Affairs.

**Procedures for Credit by Examination:**

1. The student requests an Application for Credit Examination from the Division Office or the Student Affairs Office. Current enrollment is verified. If the student is enrolled, the date, student's name, social security number, course number, course title, and credit hours are entered on the form and the student is directed to the Dean of the Division in which the course is offered for approval.

2. The Division Dean for the student's major must be consulted by the student to make certain also that the credit earned through examination may be used to fulfill program requirements.

3. The student takes the form to Bursar's Office and pays the required fee when the request has been approved by the Division Dean.

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 Division Dean 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.

**LIFE EXPERIENCE ASSESSMENT PROGRAM**

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 Experiences 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.

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.

#### **Procedures for LEAP Credit:**

1. The student requests an Application for LEAP Credit from the Division Office or the Student Affairs Office. Current enrollment is 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 to the Dean of the Division in which the course is offered for approval.

2. The Division Dean for the student's major must be consulted by the student to make certain also that the credit earned through LEAP may be used to fulfill program requirements.

3. If the request for LEAP credit is approved, the Division Dean will instruct the student as to the components of an acceptable portfolio.

4. The student pays the appropriate fee in the Bursar's Office who then completes the payment section of the form and issues a receipt to the student.

5. The student submits the completed form to the Division Dean 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 Division Dean.

7. If the instructor's recommendation is approved by the Division Dean, the Dean 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 Student Affairs Office for acceptance of these credits. Credit recommendations from the American Council on Education are usually accepted. A student's Division Dean 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 ARRTS Transcript or American Council of Education (ACE) evaluation of military experiences.

2. Upon receipt of the official transcripts and/or ACE evaluations, the Director of Admissions and Registration 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 student's Division Dean be given an unofficial copy of the updated transcript.

4. The student should meet with his/her Division Dean to discuss the applicability of military credit to fulfill degree or certificate requirements.

## **CORRESPONDENCE COURSE CREDITS**

Nunez Community College does not offer correspondence courses. Students who wish to use credit from correspondence courses taken at other institutions to meet degree or certificate requirements must receive the permission of the Division Dean prior to registering for the correspondence course. A maximum of six hours of correspondence credit may be applied toward a certificate or degree. These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

If a transfer student has already received correspondence credit prior to enrolling at Nunez, the student must contact the VCAA to discuss the applicability of such credit to fulfill graduation requirements at Nunez.

## **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 credits earned at Nunez and will be used in computing the total hours of 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 Division Dean to discuss the acceptance of such credit toward meeting graduation requirements at Nunez.

## **TUITION AND FEES**

### **APPLICATION FEES**

All applicants for enrollment credit classes are assessed a non-refundable application fee upon filing an application.

### **AUDITED COURSE FEES AND TUITION**

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

### **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.

### **DROP FEES**

A \$5 fee for each dropped course is assessed when the transaction is for the convenience of the student.

### **GRADUATION FEE**

Applicants for graduation must pay a College-assessed a fee for which they will receive personalized commencement announcements, a diploma, and diploma cover. Payment of the College-assessed graduation fee is required even if the student is graduating in absentia. In addition, students will have to purchase a cap, gown, and tassel from the bookstore in they are participating in commencement.

### **LABORATORY AND OTHER COURSE FEES**

Some areas of instruction require extra fees, such as laboratory courses and courses for which competency testing is required. These fees are listed in the [Class Schedule](#) and the courses with lab fees are identified after the course description in this catalog.

### LATE-REGISTRATION FEE

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

### LEAP CREDIT FEE

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 Division Dean 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 FEES

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.

### 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 VCSA and will be eligible for the TOPS National Guard Award in lieu of a regular TOPS payment.

### MOTOR VEHICLE REGISTRATION FEE AND FINES

A registration fee of \$10 may be charged to all students who park a motor vehicle on campus. Fines beginning at \$15 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, and 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.

### 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 60 and above who do not qualify for other financial assistance.

### **NON-RESIDENT FEES**

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 do not by themselves qualify a student for Louisiana residency.

Non-resident students will be charged an additional fee of \$1,260 for 12 hours. If the non-resident student registers for six or fewer hours, no additional fee will be assessed. 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 and Registration after the completed Application for Admission and other related documents have been submitted. Documentary evidence shall be required and all relevant documentation will be considered in the residency classification, including but not limited to driver's license, vehicle registration, voter registration, payment of Louisiana income taxes, Louisiana issued professional license, marriage to a resident, fulltime employment for one year, and designation of Louisiana as one's permanent address on school and employment records.

Once classified as a non-resident, a student may request a change in residency status with the Director of Admissions and Registration no later than 10 working days following the first day of class. If the reclassification is denied, the student may appeal in writing no later than 10 working days after the notice of such decision is mailed to the student by the Director of Admissions and Registration. 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 term.

The complete LCTCS Policy #2.008 on residency for tuition purposes can be found at [www.lctcs.edu/policies-student\\_services.asp](http://www.lctcs.edu/policies-student_services.asp).



### **RETURNED CHECKS**

There will be a \$25 charge for all student checks returned from banks because of non-sufficient funds (NSF) or closed accounts.

### **STUDENT SELF-ASSESSED FEES**

The proceeds from the \$7 self-assessed student activity fee go directly to the Student Government Association (SGA), which oversees disbursement of the funds for various student activities. The SGA sponsors annual activities such as festivals, films, and speakers. In addition, funds are provided to various academic departments for cultural enrichment and to clubs and organizations for activities that benefit the entire student body.

### **TECHNOLOGY FEES**

The SGA Governing Board and the Spring 2008 student body have approved the assessment of 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 FEES**

The first transcript is furnished without charge as a service to alumni. Scholarship applicants may also request complimentary transcripts. Additional transcripts will require a \$3 fee to be paid at the time of the request. All requests for transcripts must be in writing and signed by the student. Picture identification will also be requested. The form for requesting a transcript can be found at [www.nunez.edu](http://www.nunez.edu).

### **TUITION**

All tuition and fees must be paid at the time of registration, except when a student qualifies for the deferment plan or when a financial aid award has already been approved. A student is considered officially registered once fees are paid and all admissions requirement have been met. Students may be administratively dropped for nonpayment of tuition and fees. Nunez Community College's tuition and fees are among the most affordable in the state. For specific tuition and fee amounts, consult the [Class Schedule](#) for the semester in question or call the Admissions Office.

### **TUITION DEFERMENT PLAN**

Students may request a partial deferment of tuition if they can demonstrate the ability to pay the deferred portion within a specified period of time. A minimum of one-half of tuition and all fees must be paid at registration if the deferment is approved. An application for deferment of tuition is available from the Bursar's Office. A non-refundable \$15 processing fee will be assessed to students who apply for the tuition deferment plan and to those students who fail to make payment arrangements before the beginning of classes. Failure to pay the deferred balance by the due date may result in administrative withdrawals from all courses.

## REFUND POLICY

Refund of tuition for the fall and spring semesters is made on the following basis upon reductions in credit hours or official withdrawal from college:

<b>Prior to the first day of class .....</b>	<b>100%</b>
<b>First two days of the semester .....</b>	<b>100%</b>
<b>Third through Fifth day of the semester.....</b>	<b>75%</b>
<b>Sixth through Tenth day of the semester .....</b>	<b>50%</b>
<b>Eleventh through Fourteenth day of the semester.....</b>	<b>25%</b>
<b>After the Fourteenth day of the semester .....</b>	<b>None</b>

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 Class Schedule.

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 may be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Student Financial Assistance Committee which usually meets once a month. 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 officially by contacting the Student Affairs Office and completing the required forms. Withdrawal includes a step that must be completed in the Financial Aid Office (FAO). 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, ACG, 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 FAO prior to completing the withdrawal process to ascertain if they will be affected by this policy.



**GRADING SYSTEM**

The degree of attainment of course objectives is indicated by letter grades and quality points. A quality point-to-semester hour ratio of 2.00 (i.e., a "C" average in the courses of the degree program pursued) is required for graduation. The number of semester hours of credit offered for each course is included with the course description, which is listed in another section of this catalog.

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course

carries. A student's grade-point average is computed by adding the total quality points for all courses for which quality point values may be computed and then dividing by the corresponding number of credit hours attempted during the same period. The grade of "P" will be awarded for non-traditional credit, non-credit, credit by exam, and by-passed courses. Courses so credited will not be used in computing the grade point average. Averages are rounded to the second decimal place in all cases.

Final grades are reported for each student for every course undertaken 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 average	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
YA-YD	Competency not reached and course must be repeated	Computed A-D
-R	Repeated Course	Not computed
-Z	Amnesty	Not computed

## INCOMPLETE GRADES

An "I" grade may be requested only in extraordinary circumstances in which a finite amount of work has been missed. The work must be made up independently.

Upon approval, the student **and** instructor must sign an Incomplete Grade Contract detailing the reasons for the "I" grade and the work which must be completed for the "I" to be converted to a computed letter grade. Completed "I" contracts must be submitted to the appropriate Division Dean 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 or session in which the "I" grade was received. If the "I" grade is not removed, it will convert into 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 this college. The form to apply for the Repeat/Delete Policy is available in the Registrar's Office. The cumulative grade point average will reflect the adjusted average on grade reports and transcripts. Grades for the same course will only be deleted three times. Although the student may repeat a course more than three times, the prior grades will only be deleted 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 colleges and universities may not honor the repeat/delete policy offered at Nunez.

## "Y" GRADES IN DEVELOPMENTAL COURSES

The instructor of a developmental course (DEVE, DEVM, DEVR, or DESL) has the option of assigning a special grade to students who have successfully mastered some, but not all, of the coursework. A "Y" attached to a letter grade of A, B, C, or D indicates that a student was making progress, but that competency in all course objectives was not demonstrated. **A student who receives a "Y" grade must repeat the course.**

## DEAN'S LIST

At the end of each semester, a Dean's List is published recognizing those students who have completed at least 12 hours (exclusive of developmental courses) with a semester GPA of 3.50 - 4.00. The Director of Admissions and Registration will submit the list to local newspapers and will provide the most accurate information available at the time of submissions. Changes or corrections that occur after the list is published will not be submitted for publication.

## GRADUATION REQUIREMENTS

### GENERAL REQUIREMENTS

A student should meet on a regular basis with his or her academic advisor to assure progress is being made toward the completion of a certificate or degree. A student may qualify for an associate degree or certificate if he or she has met the following requirement. Students must receive written approval from the Vice Chancellor for Academic Affairs for any deviation in these requirements.

1. Made application for graduation by the deadline noted in the [Class Schedule](#) in the semester prior to the semester in which graduation is anticipated. Applications are available in the Student Affairs Office.
2. Completed work in his or her curriculum as described in the catalog in effect at the time the student first enrolls. As an alternative, the student may follow the catalog in effect during the student's final semester. If the student's major changes, or if the student does not enroll at Nunez Community College for a fall or spring semester, he or she must use the catalog in effect at the time of the change of major or the return to college.
3. Earned at least a "C" in each required major course, which is identified in the catalog program description by an asterisk, and has an adjusted grade point average of 2.00 in all courses used toward the degree or certificate. (The last grade earned is the official grade for a repeated course.) **The student's adjusted cumulative grade point average must also be at least 2.00.**
4. Completed at least 25 percent of required courses applied toward the degree or certificate in residence at Nunez. This 25 percent 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 referenced in #7 below.
5. Earned no more than 25 percent of the total hours applied toward the degree or certificate from portfolio-based, non-traditional sources.
6. Earned 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 those courses identified with an asterisk in the catalog program description.
7. Earned no less than 50 percent of the required major courses in residence at Nunez. Major courses are those courses identified with an asterisk in the catalog program description.
8. Completed **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, completion of the total number of credit hours required in the curriculum as listed in the catalog being followed is mandatory. However, an appropriate substitution will be made by the student's Division Dean.
9. Completed at least 12 hours of 2000 level courses applicable toward an associate degree.
10. Received, in writing, approval for any deviation from the curriculum, as stated in the catalog being followed. Students are reminded that they may not apply toward graduation credit for a lower level course in

a sequence after earning credit in the higher level course.

11. Fulfilled all other obligations including financial obligations to the College prior to established dates. Financial aid recipients must attend an exit interview before they will be allowed to participate in graduation or receive their diplomas or certificates.

12. Paid the appropriate graduation fee. A student who does not complete graduation requirements for the anticipated year must pay another graduation fee during the academic year in which he or she reapplies for graduation and meets the requirements.

13. A student is expected to be enrolled at Nunez when applying for graduation. Students who apply for degrees or certificates after leaving school must have completed course requirements for graduation and have been enrolled within the nine months preceding their late application for graduation.

14. Participation in commencement is strongly encouraged. The graduation fee is required even when a student will graduate in absentia.

15. The College reserves the right to confer a certificate or degree to any student who has fulfilled the requirements. In such cases, students who wish to receive a diploma as well as other recognitions of program completion must complete an application for graduation and pay the graduation fee.

#### **REQUIREMENTS FOR A SECOND DEGREE OR CERTIFICATE**

A student must meet all course requirements for the 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 where there are several possible concentrations, a student is not eligible for a second credential if an additional concentration is completed. For example, more than one general studies degree will not be awarded even when a different area of concentration has been completed.

#### **RE-ENTRY STUDENTS AND STUDENTS IN DISCONTINUED MAJORS**

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

#### **TRANSFER AND RE-ENTRY STUDENTS**

In order to determine a student's eligibility to enroll, and in order to determine which transfer credits apply toward graduation requirements, each regionally-accredited institution attended must be noted on the Application for Admission. An official copy of each transcript must be on file in the Student Affairs Office. The transferring student may be required to provide the catalog and/or syllabi from each of the other institutions attended.



## GRADUATION HONORS

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

**4.0 Graduates** - Graduates who have earned an 'A' in every course completed in a degree program will be identified as a perfect 4.00 GRADUATE. The unadjusted cumulative grade point average is used to determine this honor.

**Associate Degree Recipients** - Students with excellent academic achievement are designated as CHANCELLOR'S HONOR graduates. Their academic record must consist of an adjusted cumulative grade

point average of at least 3.80 on the college work attempted at all colleges attended.

In order to receive the distinction of HONOR graduate, the student's academic record must consist of an adjusted cumulative grade point average of at least 3.50 on the college work attempted at all colleges attended.

**Certificate Recipients** - Students who complete a one-year college certificate program, and who achieve a 3.50 or better adjusted cumulative grade point average, will receive the distinction of MERIT graduate.



## ACADEMIC STATUS

There are three categories of academic status: academic good standing, academic probation, and academic suspension. Although students will usually receive official notification of academic status, such notification is not a prerequisite to students being placed in one of the above categories. Students have the responsibility to ascertain their academic status prior to the beginning of the next enrollment period. Specific programs within the institution may set higher academic status rules.

### DEFINITIONS

**Quality Hours-** Quality hours are those credit hours for which a student registers and receives a grade of A - F. Credit courses for which a student receives a grade of P, CR, and S are included in earned hours, but not quality hours. Courses for which students register, but later withdraw with a grade of W are included in attempted hours, but not quality hours.

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

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

**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 Probation-** A student will be placed on academic probation whenever his or her adjusted cumulative GPA falls below a 2.00. Once on academic probation, a student will remain on probation (as long as each semester GPA is at least 2.00) until the adjusted cumulative GPA of 2.00 or higher is achieved. Students on probation are encouraged to meet with their academic advisor and/or a college counselor to discuss support services that are available to help students achieve academic success. Once an adjusted cumulative GPA of 2.00 or higher is achieved, a student will be removed from probation.

**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 suspended at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is suspended at the conclusion of a fall semester, the student is suspended for the following spring semester.

### **ENROLLMENT DURING A SUSPENSION PERIOD**

Students who have been suspended may appeal to the VCAA if extenuating circumstances were the cause for the suspension. Appeals must be submitted prior to the end of regular registration of 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 GPA 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 should confer with transfer institutions prior to enrolling to determine specific college regulations.

### **ACADEMIC STATUS DETERMINATION FOR TRANSFER STUDENTS**

A student who transfers to Nunez with an adjusted cumulative grade point average of 2.00 or higher will be admitted in good standing. A transfer student with less than a 2.00 adjusted cumulative grade point average will be admitted on probation. If the student earns a semester grade point average of 2.00 or higher during the first semester of enrollment, the student will remain on probation until the adjusted cumulative grade point average reaches 2.00. If the student fails to achieve a semester grade point average of 2.00 or higher, the student will be suspended for one semester.

### **ACADEMIC STATUS IN SPECIFIC MAJORS**

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

## **GENERAL POLICIES AND PROCEDURES**

### **ATTENDANCE**

Class attendance is regarded as an obligation, as well as a privilege, and 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. Faculty members are required to state in course syllabi, and to explain to the students, their expectations in regard to class attendance prior to the close of the drop and add registration period.

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 Vice Chancellor for Student Affairs; however, this does not excuse the student from making up any work missed during the absence. When a student accumulates excessive unexcused absences, usually equal to two weeks of class-time, the instructor may drop the student from the roll of that class and a "W" grade will be assigned. Faculty cannot drop a student after the official last day to drop a course or withdraw from college.

A student who is dropped for excessive absences may appeal this action first to the instructor, then to the Division Dean, and then to the Vice Chancellor for Academic Affairs. The student must notify the Division Dean 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 if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

### **CHANGE OF CATALOG**

Students are expected to complete the requirements for a degree or certificate as listed in the catalog in effect at the time they first enrolled. If a student changes his or her major, or declares a second major, the catalog in effect at the time the official change of major is processed must be followed. Also, if a student fails to enroll at Nunez for a fall or spring semester, the catalog in effect at the time he or she returns must be followed. As an alternative, a student may choose to graduate under the catalog in effect at the time he or she completes program requirements.

Requests for catalog changes may be approved by the student's Division Dean, as long as the catalog requested is no more than five years old. The student must have been attending Nunez Community College during the academic year covered by the catalog being requested.

### **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.

### **COURSE LOAD**

Only an exceptional student may, upon the approval of the Division Dean, 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 VCAA must approve all requests for greater course loads.

### **COURSES IN SEQUENCE**

A student may not apply toward graduation credit earned in a course in a sequence after having received a passing grade in the higher level course in the sequence, except with special permission from the VCAA. 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) **and** both courses are in the same series (i.e., 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 college with grades of “W” up to the specified date following mid-term. After the published date, students may not drop courses. If extenuating circumstances exist, a student may appeal to his or her Division Dean or to the VCAA. **Students leaving the institution must withdraw by completing a form in the Student Affairs Office. Students who stop attending without officially withdrawing will receive failing grades in all courses.** Dropping a course or withdrawing from 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 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.

### **DUAL MAJORS**

A student may work toward a second degree or certificate concurrently with work on the first degree or certificate or after completion of the first. 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.

### **EXAMINATIONS**

Final examinations are required and are held at the end of each semester or summer term in accordance with the schedule published in the Class Schedule. When final examinations are inappropriate because of the nature of the course, exceptions to this requirement may be made upon approval of the Division Dean. Students who have more than two final exams scheduled on the same day may request that their instructors reschedule a final exam. Requests may be denied.

Some courses may require students to pass a proficiency or “exit” examination before those students are eligible to enroll in subsequent courses.

## **FIELD TRIPS**

Field trips sponsored by Nunez Community College complement classroom instruction and are considered an important part of the educational process. While the College endorses the field trip concept, it also stresses the importance of students performing all classwork in a timely manner. If a student has to miss other classes in order to participate in a field trip, it is the student's responsibility to make up all work covered during this absence. Participation in a field trip will not in itself excuse a student from attending other classes in which he or she is enrolled. Field trips, 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 which are directly related to their course of study.

Request for field trips must be approved by the Division Dean at least one week prior to the scheduled event. Overnight field trips require special approval of the VCAA prior to making arrangements for the trip. Safety should be emphasized at all times during field trips, in going to and from, and while touring the facility being visited. Proper instruction should be given to the class prior to departure.

## **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. The courses listed in each curriculum which are followed by an asterisk are considered the major courses. These courses must be completed with a grade of "C" or higher.

## **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.

### **Credit Hours**

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 value of each course of instruction and the amount of work required for graduation is stated in terms of semester credit hours.

### **Full-time/Part-time Status**

A student is also 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). The VCAA may designate certain students as special students and may consider them as full-time students for enrollment status, but not financial aid purposes.

### **Official 14th day Enrollment**

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





# STUDENT AFFAIRS

## **STUDENT AFFAIRS**

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

### **ADMISSIONS AND REGISTRATION**

The Director of Admissions and Registration is responsible for recruiting, processing of applications for admission, collecting and evaluating student credentials, and the maintenance and security of student academic records. The admissions and registration office also sends reminders to provisional students, evaluates records for incoming transfer students, and provides an array of printed materials to walk-in students and campus visitors including class schedules and the catalog.

Placement testing on the ACT Compass Test is also conducted prior to, and during, each registration period and by appointment at other times. Students who wish to apply for admission, to inquire about admissions deadlines, or to request other information can call the Student Affairs Office at 504-278-6467.

The Student Affairs Division is responsible for the scheduling of early, regular, and late registration sessions each semester and 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 each Class Schedule. Registration is not complete until the appropriate fees have been paid or payment arrangements have been completed.

## **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 release signed 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**

If a student changes his or her mailing address, name, or phone number after registration, the Student Affairs Office must be notified at once. Students are held responsible for all communications sent by college offices to the last 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 insure 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 Director of Admissions and Registration 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 Student Affairs Office in writing each semester within 10 days after the final day of registration.**

### **STUDENT RIGHTS AND RESPONSIBILITIES**

In order to assure that all students are familiar with their rights and responsibilities, Nunez Community College provides the relevant information through a variety of ways. New students are expected to attend an orientation at which time 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 LCTCS website, the class schedules, the student newspaper, and grade reports, as well as, notices posted throughout the campus.

### **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**

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, sex, 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 which 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 fire arms, 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, or distribution of unprescribed or otherwise unauthorized 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 any other law enforcement officers acting in performance of their duties or to identify oneself to these officials when requested to do so.

12. Conduct which adversely affects 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 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. Aiding or inciting others to commit any act set forth above.

17. Littering, graffiti, and other defacement of campus property.

18. Any breach or violation of any state, federal, or local laws on campus.

### **OVERALL GOOD STANDING**

For the purposes of determining a student's status in regard to eligibility in student organizations, honors, and other extracurricular activities, "overall good standing" must be met. A student is in overall good standing with this College when he/she has met the requirements of academic good standing, does not owe any money or property to the College or any of its departments, and does not have any disciplinary sanctions on file in the Office of Student Affairs.

### **STUDENT DISCIPLINARY PROCEDURE**

In case of student misconduct, the following procedure applies:

**1. Initial Report:** A report is made in writing by the complainant to the Vice Chancellor for Student Affairs (VCSA) or designee within 48 hours of the occurrence or knowledge of a violation of one or more of the enumerated Student Responsibilities.

**2. Dismissal or Further Investigation:**

The VCSA or designee shall determine whether the report alleges facts which 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 VCSA conducts an investigation of the matter to include, but not 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 VCSA 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 VCSA 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 VCSA or designee by notifying the VCSA in writing of the intent to “appeal.” The notice of intent to appeal must be received by the VCSA 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 VCSA shall convene an Appellate Review Panel comprised of students, faculty, and staff not directly supervised by the VCSA.

**A. Right to Counsel:** Accused violators enjoy 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 VCSA 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 VCSA or designee. The Review Panel is empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if it deems it 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 will 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 a policy that prohibits discrimination or harassment on the basis of sex, religious affiliation, ethnicity, age, political belief or national origin; and 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 "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 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, which interferes with work performance. This includes harassment because of race, sex, 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, requests 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 decisions 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, or 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 conduct that is prohibited includes:

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, sex, 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.

### Procedure for Filing a Complaint

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment, or who has 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 institution's Chancellor's Office and in the office of the system president for the LCTCS system office staff. **Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to the Vice Chancellor for Student Affairs located in the Arts, Science & Technology Building on Paris Road, or by calling 504-278-6424.**

He/she also may submit a complaint to the institution's Chancellor. No student or employee is 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 the institution's policies in place governing students.

### **SACS COMPLAINT PROCEDURE**

The following is intended to provide information to persons wishing to file a complaint if he or she believes that the College has violated specific sections of the

*Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges.* Before filing a complaint, please read the Commission policy "Complaint Procedures for the Commission or Its Accredited Institutions" located on the SACS 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 SACS 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:

### 1. 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.**

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

**B. Division Dean Review:** If the matter cannot be resolved with the instructor, the student should discuss the problem with the instructor's Division Dean. If the matter cannot be resolved to both the instructor's and student's satisfaction at the Division Dean level, the student must file a formal appeal.

**C. Formal Appeal:** To pursue the matter further, the student appeals in writing to the Vice Chancellor for Academic Affairs, attaching documentation, and attempts to resolve the problem at that level. If the matter can not be resolved to both the instructor's and student's satisfaction with the VCAA, the VCAA may refer the matter to an ad hoc Academic Appeals Committee. A dissatisfied party may appeal the VCAA's decision to the Chancellor.

**D. Academic Appeals Hearing:** The VCAA appoints an ad hoc Academic Appeals Committee and sets a hearing for a specific day, time, and location. The Vice Chancellor for Student Affairs (VCSA) or the VCSA's designee will serve on this committee. The committee may review the student's written appeal, documentation by the student and instructor, and may interview witnesses as the committee 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.

### 2. 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 Division Dean, then in writing to the Vice Chancellor for Academic Affairs. 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 Division Dean until the student and the instructor are notified of the decision by the VCAA. Final authority rests with College Chancellor.

### 3. Academic Standings and Eligibility in Courses and Programs:

Students who are denied admission into a course or program may appeal to the Division Dean in whose division the course or program is located. Further appeal must be to the Vice Chancellor for Academic Affairs. Normally, the decisions of the VCAA are final and are subject only to review by the Chancellor.

## **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 Vice Chancellor for 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 Counseling Department will provide counseling, 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.

## **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 most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine derivatives, and amphetamines. 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 .10 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.



## HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

DRUGS	STREET NAME	HEALTH RISKS
<b>NARCOTICS</b>		
Heroin	Dope, junk, horse, H	Death from overdose
Morphine	White stuff, monkey, Miss Emma	Mental deterioration
Codeine	School boy, Coke	Destruction of brain, liver
Opium		Hepatitis, embolisms
Hydromorphone	Little D, lords	Slows breathing
Meperidine	Delantol	Increases risk of infection
Methadone	Meth, dollies, dolls, amidone	AIDS and hepatitis
Oxycontin	OC Killer, Oxy	Death from overdose
<b>DEPRESSANTS</b>		
Chloral Hydrate	Barbs, yellow jackets, reds	Death from overdose
Barbiturates	Candy, downers, sleeping pills	Addiction, convulsion & death as a result of withdrawal
Benzodiazepines	Soapers, quads, ludes	Addiction, convulsion & death as a result of withdrawal
GHB	Liquid Ecstasy	Death, amnesia (a common date rape drug)
Rohypnol	Roofies	Confusion, amnesia (a common date rape drug)
Methaqualone		
Glutethimide		
<b>STIMULANTS</b>		
Cocaine	Crack, coke, ice snow, toot	Death from overdose
Amphetamines	Speed, uppers, tennies	Hallucination, heart
Phenmetrazine	Peaches, hearts	palpitation and death by heart attack
Methylphenidate		Lung & brain damage, Birth defects, depression, suicide, epileptic seizure
<b>HALLUCINOGENS</b>		
LSD	Electricity, acid, white lightening, angel dust, PCP	Suicidal tendencies, long term use causes "flashbacks"
Mescaline/Peyote	Peyote buttons, cactus	Brain & chromosomal damage
Amphetamine	Ecstasy, designer drugs	Breakdown,
Phencyclidine	Rocket fuel, superweed	Periodic distortion of vision or time perception
Ketamine	Special K	Delirium, amnesia (a common date rape drug)
<b>CANNABIS</b>		
Marijuana	Joint, weed, grass, pot, Mary Jane	Inducement to take stronger narcotics, behavior & reproductive problems
Tetrahydrocannabinol	THC	Delays puberty, weakens immune system, lung damage
Hashish	Hash	Birth defects, impairs memory and learning ability

### ALCOHOL

Causes birth defects, impairs kidney function, causes damage to pancreas and liver, hypertension, impairs the immune system, alters hormone balance, disrupts menstrual cycle, and interferes with sexual performance in males.

### TOBACCO

Nicotine increases heart rate, blood pressure, emphysema, lung cancer, heart disease, and death.

### ANABOLIC STEROIDS

Causes hair loss, deep depression, severe acne, decreased sperm production, abnormal liver function, heart disease, and acute schizophrenia.

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

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

#### **ST. BERNARD PARISH Behavioral Health Center**

8101 W. Judge Perez Dr., Bldg. B  
Chalmette, LA 70043  
504-278-7401

After Hours Crisis Line: 504-523-2673 or  
1-800-749-2673

#### **JEFFERSON PARISH Addictive Disorders Center**

5001 West Bank Expressway  
Marrero, LA 70072  
504-349-8783

#### **ORLEANS PARISH Algiers-Fischer Behavioral Health Center**

4440 General Meyer Ave.  
New Orleans, LA 70131  
504-361-6500

#### **New Orleans East Behavioral Health Center**

5552 Read Blvd.  
New Orleans, LA 70127  
504-243-7600

#### **PLAQUEMINES PARISH Behavioral Health Center**

3708 Main Street  
Belle Chasse, LA 70037  
504-393-5624

#### **ST. TAMMANY PARISH Centers for Addictive Disorders**

2130 First St.  
Slidell, LA 70456  
985-646-6406

19404 North 10th Street  
Covington, LA 70433  
985-871-1380

### **LOST AND FOUND**

A Lost and Found box is located in the Student Affairs Office. Items turned in to lost and found must be claimed within 30 days. Unclaimed items will be discarded or donated to local agencies.

### **FINANCIAL ASSISTANCE**

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 and, therefore, provides information on the types of, availability of, and qualifying criteria for financial aid. To apply for most forms of financial aid, students should complete the Free Application for Federal Student Aid (FAFSA).

Nunez participates in the following federal programs: Pell Grant, Academic Competitiveness Grant, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct PLUS Loans for Parents, Supplemental Education Opportunity Grant and Federal College Work Study. All students receiving any type of financial aid must attend a student orientation session prior to receipt of any funds. Formal admission as a matriculating student is required before financial aid can be offered.

In addition to the Federal Title IV funding listed above, Nunez also provides financial assistance through the following sources. Students should contact the person or agency listed for more information about these programs.

### **TOPS (Tuition Opportunity Program for Students)**

All associate degree programs 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.

All AAS degree programs 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 2009-2010 deadline for TOPS is July 1, 2009 by which time students must have submitted an online FAFSA. The information reported on the FAFSA will also be used for the Louisiana GO Grant program.

### **Veterans Benefits**

Discharged servicemen, reservists, those currently serving in the Armed Forces, and eligible dependents who plan to apply for Veteran's Administration Educational Benefits must contact the V.A. at 1-888-442-4551 or [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 Student Affairs Office.

Once deemed eligible by the VA to receive educational benefits, the student's enrollment is certified by the College via the Internet each semester. To receive continued certification for benefits, the recipient must remain in good standing. If the student's cumulative GPA places him/her on academic probation, the student will be allowed to receive VA benefits for one additional semester. If, after one semester, the student fails to achieve a cumulative GPA of at least 2.00, the student will not be certified to receive any additional VA benefits until he or she is once again in good standing.

### **Externally-funded Scholarships**

Students in certain academic programs and others who meet specific criteria may be eligible for various scholarships. Information on such scholarships will be available in the Financial Aid Office and posted on campus bulletin boards.

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

### **College Administered Aid Contacts**

#### **Academic Scholarships, TOPS, and GO Grants**

504-278-6479

#### **Federal Programs (Pell Grant, Loan, Academic Competitiveness Grant, Federal Work Study, SEOG)**

504-278-6479

#### **LAMP Scholarship**

504-278-6421

#### **Strategies to Empower People (STEP)**

504-278-6421

### **External Financial Aid Contacts**

#### **Career Solutions**

504-278-4261

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

[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

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**

## THE APPLICATION PROCESS FOR FINANCIAL ASSISTANCE

Students will be assisted in every way possible during the application process by an experienced financial aid staff person. Students should follow the steps listed below to ensure that their application for financial aid can be processed in a timely manner. Students are expected to attend classes while they are completing the application process.

1. The student should complete the FAFSA at least one month before planning to enroll. (A FAFSA will be accepted at any point during the year; however, for a financial aid award to be determined in time to be applied toward the student's bill before payment is due, the student must complete the FAFSA and submit all required documentation before registration begins.) Students must complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **Nunez's school code is 015130.**

2. The student must also submit the following documents if selected for verification of the data on the application: federal tax return, all W-2s, and any other statements of income received during the required reporting year. A Verification Worksheet must also be submitted. Due to special student circumstances, additional documentation may be requested.

3. Soon after the student completes steps 1 and 2, he/she will receive an award letter from the financial aid office. The accompanying letter and all of the forms included in this mailing should be carefully read. The award letter lists all of the Title IV aid for which the student is eligible. The student must indicate which sources of aid he/she wishes to accept, sign, date, and return the award letter to the financial aid office by the deadline stated on the award letter.

## General Information

There is much information to understand when participating in most financial aid programs. The following information is provided to give a general description of the major sources and types of aid. Any questions not answered by reading this section of the catalog should be directed to a financial aid officer (FAO). The Department of Education website, [www.fafsa.ed.gov](http://www.fafsa.ed.gov), is also a source of information on Title IV Federal Financial Assistance.

**Grants-** Grants are a form of non-repayable assistance sometimes referred to as gift aid or free money. Grants are awarded based on a student's financial need. **Withdrawal from college requires a recalculation of a grant and may require that a student return a portion of the funds awarded.**

The FSEOG and LEAP grants will be awarded to students who complete all financial aid documentation by the priority deadline in the fall semester. Other students may be eligible based on the availability of funds.

**Loans-** Loans are financial awards with a low interest rate made to students attending at least half-time which must be repaid by the borrower. Repayment usually begins 6 months after the student graduates, withdraws from school, or drops to less than half-time enrollment. The FAO has the authority to deny a loan based on numerous factors including but not limited to a student's previous borrowing history. Also, loans are offered during summer terms only for students who are in 12 month programs that **require** summer attendance and whose gift aid does not meet the students' unmet need.

**Scholarships-** Scholarships are based on academic achievement or special talents in a specific area. Scholarships do not have to be repaid.

**Employment-** Employment opportunities for students to work on campus are based on need and the availability of funds. Work study students are usually required to be enrolled at least half-time in an approved course of study.

### TITLE IV FEDERAL FINANCIAL ASSISTANCE

In general, a student must meet the following requirements to qualify for Title IV financial aid:

1. Be a high school graduate, have a GED, or pass an ability-to-benefit test (ACT Compass Test administered by a third party-not Nunez);
2. Be either a U.S. citizen or eligible non-citizen;
3. Be enrolled as a regular student in an eligible program;
4. Make satisfactory academic progress in a course of study;
5. Not be in default of any educational loans at any school attended; or if in default, must have made satisfactory repayment arrangements;
6. Not owe a refund on grants at any school attended;
7. Sign a statement of educational purpose, stating that the student will use the money for educational purposes only;
8. Sign a statement of registration, if male, indicating that he has registered with the Selective Service or that he is not required to register; and
9. Meets the federal criteria regarding any drug convictions.

### Satisfactory Academic Progress

A student participating in a Title IV program must be pursuing an approved degree or certificate. The student must maintain satisfactory academic progress for his/her course of study. Satisfactory Academic Progress (SAP) has three parts: **qualitative standard** (grade point average standard), **cumulative quantitative standard** (credit hour standard based on the completion of a minimum number of hours attempted), and a **time standard** (the maximum time frame during which a student must complete his/her course of study).

The standards are described below and apply to all Nunez students who apply for Title IV Federal Financial Assistance. **All transcripts for transfer students must be received by the Admissions Office before satisfactory academic progress for financial aid eligibility can be determined.**

### Grade Point Average and Credit Hour Standards

The **grade point average standard** requires that as the number of hours a student has attempted increases, the student's minimum required cumulative grade point average (CGPA) increases. Students on academic probation who have an adjusted cumulative GPA below 2.00 at the conclusion of any term are placed on financial aid probation for one semester. The student may receive financial aid for one semester. If at the conclusion of the probationary semester the student fails to raise his/her cumulative GPA to 2.00, the student will be suspended from receiving all financial aid.

The **credit hour standard** requires that a student satisfactorily complete (earn a passing grade) a minimum number of the hours attempted. The following chart indicates the hours that must be satisfactorily completed based on the hours attempted. A student who attempts fewer than 3 hours must successfully complete all of them.

<b>Credit Hours Attempted</b>	<b>Minimum Hours to be Earned</b>
3 - 6	3
7 - 11	6
12 - 23	9
24 - 35	18
36 - 47	28
48 - 59	38
60 - 71	49
72 - 83	60
84 - 95	72
96 - 99	84

### **Time Frame for Achievement**

For financial aid status, students are advised to enroll only in courses required in their program of study so as not to exceed the time standard prior to completing their program. Students are allowed Title IV funding for up to 1 1/2 times (150%) the hours required for their program. Degrees require about 60 hours; therefore, the maximum allowable hours attempted for degree programs is 90 hours. Certificates require about 30 hours; therefore, the maximum allowable hours attempted for certificate programs is 45 hours. Adjustments may be made for programs that are longer or shorter than 30 and 90 hours.

Hours removed through academic amnesty will count toward hours attempted for the timeframe standard. Additionally, courses taken toward a different program

of study and courses for which no financial aid was awarded will count toward this limit unless a student is admitted into a limited admissions program.

For students enrolled in a limited admissions program, the hours earned that do not apply to the program are excluded from the timeframe standard. Currently, the limited admissions programs offered are: Emergency Medical Technology, Practical Nursing, and Teaching.

Credits earned more than 10 years prior to the date of enrollment will not be included in hours attempted if these hours don't apply toward the student's degree or certificate. Affected students must get written documentation (usually a completed degree or certificate form) from their Division Dean in order to have the older credits excluded from the computation of hours attempted.

### **Measuring Academic Progress**

A student's progress will be measured at the end of each semester or session in which the student is enrolled. A student who fails to meet SAP requirements may continue to receive financial aid on probation for one semester. If the deficiency is not corrected by the end of the probationary semester, the student will be ineligible to receive further aid until the SAP standards have been met.

A student who is re-enrolling after a semester on academic suspension will not be able to receive any financial aid until he/she is making satisfactory academic progress as defined by both the Grade Point Average and Credit Hour standards.

Following academic amnesty, a student who has not exceeded the timeframe standard will be placed on financial aid probation and must satisfactorily complete all hours attempted every enrolled term in order to continue receiving Title IV financial assistance.

Hours attempted for first-time Nunez students will include all hours earned, incomplete, and failed. Hours attempted for continuing students includes hours earned, incomplete, failed, and withdrawn. These limits apply even when a student has not received financial aid funds during the entire period.

A second degree or certificate may be pursued but must be completed within 150% of the allotted time frame of the program requiring the most credit hours. For repeated courses, the hours deleted under the College's repeat/delete policy will not be counted.

### Loss of Eligibility

A student whose eligibility to receive financial aid is suspended because of the student's failure to meet the qualitative or quantitative standards may regain eligibility to receive financial aid by earning the appropriate cumulative grade point average and semester hours for the hours attempted.

### Financial Aid Appeals

A student may appeal the loss of eligibility for Title IV funds if the loss of eligibility occurred because of **extenuating circumstances beyond the student's control**. For transfer students, appeals will not be considered until official transcripts from all previously attended institutions are received by the Admissions Office.

The following will be considered as a basis of appeal:

- a. Extended illness or disability.
- b. Surgery and/or hospitalization.
- c. Loss of job or income.
- d. Death or serious illness of a member of the immediate family.

### The Financial Aid Appeal procedures are as follows:

1. After being notified by the Financial Aid Director (FAD) that he or she is ineligible to receive aid, the student must complete a Financial Aid Appeal form available in the FAO.

2. Appeals and the required documentation should be **submitted by August 1st for the fall semester** and prior to last day of registration for the spring or summer terms. Appeals received after the deadlines will be considered for the following semester or session.

3. For appeals based on medical problems, written documentation must be provided from a physician or mental health professional treating the patient. For issues related to employment, an employer's statement must be provided.

4. All supporting documentation should be attached to the appeal form and submitted to the Financial Aid Office.

5. Once the appeal is filed, the Student Financial Assistance Committee will review the appeal and render a decision. The student's academic and financial aid records will be considered by the committee in reaching a decision. The student will be mailed a letter explaining the result of the appeal and may include a list of special conditions for the student as a condition of the appeal.

6. Appeals that are approved will result in the student's classes being held based on anticipated aid. Student whose appeals are denied must make payment arrangements with the Bursar or officially cancel their class schedule.

### Enrollment Certification

The award year for Title IV participants will be the same as an academic year; for example, the academic year 2009-2010 will include fall 2009 and spring 2010.

Nunez Community College will certify the student's enrollment at the official 14th (7th in summer if the student is receiving summer financial aid) class day for the purpose of determining financial aid awards. Enrollment determination at any other time due to extraordinary circumstances may be approved by the VCSA.

After a student has submitted all required documentation, completed the verification process, and is certified eligible for financial aid, that student's 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.

### **Deductions from Financial Aid**

Upon submitting a completed Award Letter or by signing a Deduction Authorization, the student is agreeing for the college to deduct charges for tuition, fees and books from his/her financial aid. In order to have any other college expense taken out of an award, the student must present the charge to the Bursar no later than the Official 14th day (7th day in summer). Eligible charges include the graduation fee, drop fees, examination/LEAP fees, bookstore charges, and the cost of a parking permit.

### **Bookstore Charges**

The financial aid office authorizes a book allowance to students whose aid exceeds the amount of tuition and fees. This authorization allows the student to purchase supplies and required textbooks from the bookstore. Book allowance authorizations are usually issued through the last day of late registration. Bookstore authorizations are only issued to students whose financial aid files are complete. Students will be financially responsible

for bookstore charges that exceed the amount of available financial assistance.

### **Loan Policies**

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

2. All academic transcripts must be received before any loan applications will be certified.

3. Any student who has repaid a defaulted loan or is in rehabilitation/repayment will not be approved for additional loans at Nunez. (However, the student may receive any grant for which he or she may be eligible.)

4. If a student is placed on financial aid suspension at the end of the spring semester, his or her remaining loan disbursements will be cancelled and his/her loan repayment amount will be reduced accordingly.

5. A student who returns the award letter and/or loan application after the last day of classes of one semester will only be certified to borrow for any remaining semesters in the academic year (in other words, no retroactive certification in spring semester for the previous fall semester).

6. First time borrowers must complete the Direct Loan Entrance Interview online at [www.dlsonline.com](http://www.dlsonline.com).

7. A First time borrower will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester that he/she is enrolled and must have completed the Direct Loan Entrance Interview.

8. All borrowers who are leaving the college for any reason including graduation must complete the Direct Loan Exit Interview online at [www.dlsonline.com](http://www.dlsonline.com).



### Federal Work Study (FWS)

Students interested in work study should obtain an application for student employment from the Human Resources Office. The financial aid office will determine eligibility for Title IV FWS. If it is determined that a student is eligible, Human Resources will assist the student in completing the application process. Campus personnel in need of work study students will interview and may check references when considering an applicant for a student worker position. Once a student has been chosen, an appointment approval form must be executed 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.

FWS 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 FAO 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 30th.

Federal Work Study is a financial aid award as are Pell Grants and Loans. A student is eligible for FWS if the total amount of the financial aid awards that he/she accepts plus work study wages does not exceed his/her 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

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

### RETURN OF TITLE IV FUNDS POLICY

#### Official and Unofficial Withdrawal

A student who wishes to resign from the college must do so officially by contacting the Student Affairs Office and completing the required forms. The withdrawal form includes a step that must be completed by the Financial Aid Office (FAO). 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 following return policy will be applied.

The College will apply the Return of Title IV Funds policy to any student who receives the Pell Grant, FSEOG, and Direct Loans who officially withdraws, stops attending and

is administratively dropped or is dismissed. The amount of Title IV funds to be returned is based on the student's withdrawal date, the percentage of the enrollment period, the type and amount of aid disbursed, and the amount of institutional charges (tuition, fees, and books).

### **Determination and Notification Procedures**

Upon official withdrawal of any enrolled student, the Student Affairs Office makes a copy of the processed withdrawal form for the FAO. The FAO completes the online worksheet, "Treatment of Title IV Funds When a Student Withdraws from a Credit-Hour Program" to determine if the student, the College, or both may have to return unearned funds to the Title IV programs in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, PLUS Loans, Pell Grants, and FSEOG. For unofficial withdrawals (ceasing attendance), the amount of aid to be returned will be calculated at the end of the enrollment period and the College will use the documented last date of attendance of the enrollment period to determine the earned portion of aid.

The FAO will provide a copy of the Return to Title IV worksheet to the Bursar and the accounting office whenever it is indicated that a return of Title IV funds is required. Students will also receive a copy of the worksheet as well a letter stating the repayment conditions if funds must be returned. Loans are repaid in accordance with the terms of the promissory note. Until a student pays any amount owed to the College and the Department of Education under this policy, requests for transcripts and additional financial assistance will be withheld.

### **Post-Withdrawal Disbursements**

If the total amount of earned aid hasn't been disbursed when a student withdraws, a post-withdrawal disbursement offer will be made within 30 days of the withdrawal date. If the student accepts within 14 days of the offer, the College will make the disbursement within 120 days of the withdrawal date.

## **OTHER FINANCIAL ASSISTANCE**

**Academic Scholarship Waivers** are available to first-time freshmen on a competitive basis. The scholarships consist of tuition waivers for full-time students for four semesters. A limited number of these scholarships are reserved for minority students.

### **Career Solutions (formerly WIA)**

Students may receive funding from Career Solutions to assist them in obtaining basic educational skills, technical skills, or higher levels of training. Career counseling, work skills assessments, and job placement assistance are also provided. Information can be obtained by calling 504-278-4261.

**College Work Study (CWS)** utilizes college funds- if available- for a limited number of positions. Students must be in overall good standing with the college and enrolled in at least halftime. Students applying for CWS must complete an application for financial aid and complete all documentation in Human Resources.

**Louisiana Alliance for Minority Participation (LAMP)** is a program funded by the National Science Foundation to encourage minority participation in science, technology, engineering, and mathematics. Limited funds are available for tuition, fees, and books. LAMP also provides academic advising, mentoring, and assistance with transition to a four-year institution.

**Strategies to Empower People (STEP)** is a federal grant that provides services, tuition, books, and childcare on a first-come basis to qualified students in approved occupational programs. Applicants must be referred to Nunez by the Louisiana Office of Family Services for the STEP program.

### **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 referendums, the SGA has the authority to approve expenditures from the SGA self-assessed fees. Such requests also require the approval of the SGA Advisor and VCSA.

The SGA recommends expenditures from the technology fee paid by all students. The technology fee was reauthorized by the Spring 2008 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 and the SGA and/or VCSA appoints such students to these committees.

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 the student. 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, 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 students who have specialized needs and/or interests may petition the VCSA for official recognition as a student organization.

Many organizations were forced to become inactive after Katrina, but it is anticipated that interested students will elect to become active in one or more of the following approved organizations:

**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 GPA of 3.20 or better.

**Friends of the Library (FOL)** sponsors activities and projects to support the Nunez Community College Library. Opportunities for involvement include popcorn and refreshment sales, raffles, book sales, and assisting with guest speakers and other public events. Students, faculty, staff, and members of the community are invited to join. Friends and family of students and employees may also join and will receive borrowing privileges, off-campus access to our library databases, and the right to reserve study rooms.

**Pelican Players** was formed to support college and community theatrical productions. Membership is open to all students, faculty, and staff.

**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 GPA 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.

**Nunez Community College Community Band** includes musicians from the College and the community. The band practices regularly and performs at community and College events.

**Twisted Brushes (Art Club)** was created to promote an interest in art in the school and local community and to provide a forum for students and staff to express their creative talents.

### 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 which includes “hazing.”

B. Hazing shall be defined as:

1. any action taken or situation created, whether on or off college property, which is life threatening to the person;

2. kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life threatening to the individual or are intended to hurt or to humiliate physically or mentally.

C. Hazing may include the following activities when these activities are life threatening or intended to hurt or to humiliate physically or mentally:

1. physical exercise, scavenger hunts, road trips, any activity resulting in excessive fatigue, physical or psychological shocks;

2. wearing apparel which is uncomfortable to the individual, or if worn publicly, is conspicuous or not normally in good taste;

3. engaging in public stunts or buffoonery, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;

4. any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to

personal or religious values;

5. any activities which interfere with the student's scholastic responsibilities, and

6. 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 Vice Chancellor for Student Affairs or designee. 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.

### **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.

### **MEDICAL EMERGENCIES**

A student who must be reached for a medical emergency should be contacted by calling Student Affairs at 504-278-6467. Only in cases of true medical emergencies will campus officials attempt to locate a student. If the student cannot be located, college personnel will attempt to notify the caller.

### **STUDENT HEALTH SERVICES**

Nunez Community College does not have a Student Infirmary or Health Services Provider. 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 first call campus police (504-278-6332) and then a counselor (504-278-6423). The counselor may deem it necessary to refer the student to a mental health professional. If a counselor is not available, the administrator on duty should be contacted.

All students are required to furnish Student Affairs with emergency contact information listing individuals who can be notified of accidents, injuries, or serious illness that occur during school hours. Responsibility for treatment is to be assumed by the parents of minor students and by adult students themselves.

The nearest medical care facility cooperating with the College is:

**St. Bernard Health Center**  
7718 W. Judge Perez Dr.  
Arabi, LA 70032  
Phone 504-281-2800





**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, grants and contracts, 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 Follet Bookstores to provide bookstore services to students, faculty, and staff. The college CFO monitors bookstore activities to ensure that the bookstore is meeting the needs of our students and faculty.

### **HUMAN RESOURCES**

All personnel/employment issues of concern to the faculty and staff are monitored by this office. College, system, and Civil Service employment policies are enforced by human resources personnel. This office assures the quality of all faculty and staff.

## **ADMINISTRATIVE SERVICES**

### **FACILITIES MAINTENANCE/SAFETY**

This section 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.

## **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 9-1-1 for outside emergency assistance. Student victims of crime on campus are encouraged to contact the VCSA as soon as possible in person or by calling 504-278-6424. 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 consistently provide 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 [www.ope.ed.gov/security](http://www.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 and are maintained in the Facilities Department and in the Office of the Vice Chancellor for Student Affairs.

## **INSTITUTIONAL ADVANCEMENT**

### **INSTITUTIONAL EFFECTIVENESS AND RESEARCH**

The Office of 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, 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 will soon be published on the college's website.

### **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.

### **COMPUTER SERVICES**

This department is responsible for the maintenance of the campus computer network, instructional computer laboratories, and overall coordination of the College's computer resources. Computer Services personnel review computer equipment and software requests and maintain licenses for software programs supported by the College.

### **PUBLIC AFFAIRS AND MARKETING**

College Relations serves Nunez Community College primarily as the media link to the alumni, faculty, students, staff, and community-at-large. The promotion of the College through promotional 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.

### **CAREER SERVICES**

Career services seeks to ease a student's transition into college, as well as assist the student in developing an academic plan that will lead to success in the student's chosen career field. The career services coordinator will assist students in choosing a major, developing a career plan, researching job information, resume writing, and job placement assistance including mock interviewing. Campus interviews with potential employers are also arranged by career services. An annual Job Fair is sponsored each year for students and the general public.

The following resources are available through career services: a computerized career guidance program, interest inventories, occupational information such as job requirements and salary ranges, transfer information for students planning to continue their education, and current job listings. Career Services is temporarily located in the J-2 portable building or can be reached by calling 504-278-6421.

### **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 will assist employers to retrain, upgrade, and attract a skilled workforce to our region. Contact Workforce Development at 504-278-6421 to learn about current offerings or customized training.







# ACADEMIC AFFAIRS

## **ACADEMIC AFFAIRS**

### **ACADEMIC DIVISIONS**

The Academic Affairs unit of the College is under the leadership of the Vice Chancellor for Academic Affairs and is responsible for the coordination of all academic programs and services. Academic Affairs is represented by three divisions. Each division has a Division Dean who is the administrator responsible for the courses, programs, and personnel in his or her division.

The course description abbreviation, the location and phone number of each division are listed below.

Arts and Humanities Division (AH)  
Arts, Sciences & Technology Bldg.  
2nd Floor  
504-278-6285

Business and Technology Division (BT)  
Arts, Sciences & Technology Bldg.  
2nd Floor  
504-278-6306

Health and Natural Sciences Division  
(HNS)  
Building D (on Liberaux St.)  
2nd Floor  
504-278-6380

### **COUNSELING SERVICES**

The Counseling Department provides personal, academic, and vocational counseling and assists students with various needs which may require special accommodations and services. Under the leadership of the Director of Counseling, the department also coordinates an early intervention program for at-risk students.

Students undecided about choosing a major and non-matriculating students must meet with a counselor for academic advising. The Counseling Department furnishes information and resources to students to enhance their ability to solve educational problems relating to vocational planning and preparation.

The Counseling Department is located in the Arts, Sciences & Technology Building and can be reached by calling 504-278-6423.

## **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 13,000 square feet with seating for 75 at tables, carrels and computers.

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.

The library houses a collection of over 30,000 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 over 1460 periodical titles in electronic format. The library is a selective depository for state documents. The law library's extensive collection supports paralegal and criminal justice students. The archives

concentrate on materials concerning St. Bernard Parish and associated topics. Through a 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. A reference librarian is available to help patrons with research needs during all open hours.

The library is a member of LOUIS: The Louisiana Library Network and as such has access to the library catalogs of most other public Louisiana higher education institutions as well as other catalogs, indexes, and 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 is a learning laboratory for all Nunez students. The laboratory provides exceptional computerized tutorials for most levels in mathematics, English, English as a second language, reading, and science. The lab also offers word processing, spreadsheet, 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. The Student Success Center is located on the third floor of the AST Building in room 312.

Other programs, such as drafting, office occupations, computer information systems, and computer science, offer specialized laboratories that are available for additional practice during scheduled hours.

### **EXPERIENTIAL EDUCATIONAL PROGRAMS**

In recognition of the importance of “on-the-job training” as part of the occupational and professional preparation of students, Nunez Community College offers four experiential educational programs: service learning, 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.

The programs offer the following opportunities to:

1. Learn outside the classroom the knowledge that is used in the work setting to develop skills and add meaning to studies.
2. Explore, confirm, or modify career choices.
3. Develop professional experience and contacts.
4. Possibly earn money while working.
5. Receive academic credit toward a degree for work experience while attending school.
6. Develop a sense of civic responsibility through performance of community service.

## **COLLEGE COOPERATIVE EDUCATION PROGRAM**

College cooperative education is an educational plan in which paid employment is integrated into the 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 Division Dean 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, college, and 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, Paralegal Studies, Practical Nursing, and Teaching. Students work a minimum number of hours during the semester as specified in the course syllabus.

### **SERVICE LEARNING**

Service Learning is an instructional method that combines classroom instruction with community service, while focusing on critical, reflective thinking and personal and civic responsibility. Nunez supports Service Learning for the following reasons: it addresses the mission of the College; links coursework to real world experience, career

exploration, and employment opportunities for the student; helps to develop student self-esteem and confidence; builds relations with the community; and creates a connection between personal development and civic responsibility. Nunez was the first community college in Louisiana to initiate Service Learning into the curriculum. Students interested in participating in Service Learning as part of their courses should contact their instructors or Division Dean.

### **CONTINUING EDUCATION PROGRAM**

The Continuing Education offers non-credit courses (not applicable to a degree or certificate program) which are designed for expanding career opportunities and are 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 with 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.

Certain continuing education courses award **Continuing Education Units (CEUs)** for each course successfully completed. Ten continuing education hours (CEHs) typically equals one CEU. The earned CEUs become part of a permanent record. Registration for non-credit courses will be announced through the media and College publications as the courses become available. Most traditional forms of student financial assistance is not available for non-credit courses, but many non-credit courses may be offered through external grant funding. A full refund will be made if a course is cancelled by the college. For more information call 504-278-6421.









# CURRICULUM INFORMATION

## ACADEMIC PROGRAMS

The following are brief descriptions for the academic programs offered at Nunez Community College. Students are required to complete at Nunez a minimum of 25% of the required hours in all degree or certificate programs. Additional graduation requirements are described beginning on page 38.

Any student who intends 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.

**Associate (A)** - An academic degree program (60 - 72 hours) with a significant general education core (33 hours), designed to serve as preparatory education for transfer with advanced standing to a related program in a four-year institution. To assure maximum acceptance of credit, however, 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 (60 – 72 hours) with a significant general education core (33 hours), designed primarily to serve as preparatory education for transfer with advanced standing to a related program in a four-year institution. To assure maximum acceptance of credit the student should consult both a Nunez advisor and a representative of the institution to which he or she plans to transfer.

**Associate of Arts (AA)** - An academic degree program (60 – 72 hours) with a significant general education core (33 hours), designed primarily to serve as preparatory education for transfer with advanced standing to a related program in a four-year institution. 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 Applied Science (AAS)** –An applied/academic degree program (60 – 72 hours) with a limited general education core (21 hours), designed primarily to prepare students for immediate employment or career entry. If transfer to a related program in a 4-year institution is desired, special care should be taken in selection of all non-technical courses. 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.

**Certificate of Applied Science (CAS)** An applied program (30 – 42 hours) with a limited general education component (9 hours). After completion students may consider pursuing an associate degree in the same field.

**Certificate of General Studies (CGS)** A program consisting of 30 hours of transferable general education courses.

**Certificate of Technical Studies (CTS)** An applied technical program (21 – 33 hours). After completion students may consider pursuing a CAS in the same field.

**Technical Competency Area (TCA)** An applied course, or a series of courses, (1 – 12 hours) which provides students with a specific technical competency. After completion of one or more TCA's, students may consider pursuing a CTS in the same field.

**Technical Diploma (TD)** - An applied, technical program (45 - 60 hours). TD programs may be formed by combining multiple CTSs and/or TCAs.

## PROGRAMS OF INSTRUCTION

The following associate degree programs are offered by Nunez Community College.

### **Associate**

General Studies	Arts and Humanities
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### **Associate of Arts**

Paralegal Studies	Arts and Humanities
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### **Associate of Applied Science**

Business Technology	Business and Technology
Care and Development of Young Children	Arts and Humanities
Computer Information Systems	Business and Technology
Foodservice Production Management	Business and Technology
Health Services Office Management	Business and Technology
Heating, Ventilation, and Air Conditioning	Business and Technology
Industrial Technology	Business and Technology

### **Associate of Science**

General Science	Health and Natural Sciences
Teaching*	Arts and Humanities

\* This program has limited enrollment. Specific permission to enroll must be obtained.

## CERTIFICATE PROGRAMS

### Certificate of Applied Science

Care and Development of Young Children  
 Computer Technology  
 Computer Information Systems  
 Heating, Ventilation, and Air Conditioning  
 Medical Coding and Billing

Arts and Humanities  
 Business and Technology  
 Business and Technology  
 Business and Technology  
 Business and Technology

### Certificate of General Studies

Arts and Humanities

### Certificate of Technical Studies

Construction Technology  
 Culinary Arts  
 Electrical Construction  
 Emergency Medical Technician-Paramedic\*  
 Office Careers  
 Paralegal Studies

Business and Technology  
 Business and Technology  
 Business and Technology  
 Health and Natural Sciences  
 Business and Technology  
 Arts and Humanities

### Technical Competency Area

Biotechnology Technical Assistant  
 Care and Development of Young Children  
 Emergency Medical Technician-Basic\*  
 Nursing Assistant\*  
 Tack Welding

Health and Natural Sciences  
 Arts and Humanities  
 Health and Natural Sciences  
 Health and Natural Sciences  
 Business and Technology

### Technical Diploma

Practical Nursing\*

Health and Natural Sciences

\* These programs have limited enrollment. Specific permission to enroll must be obtained.

## GENERAL EDUCATION REQUIREMENTS

Nunez Community College has identified seven college-level competencies within the general education core that graduates will attain. The general education outcomes were developed by faculty and academic leadership based on a review of Louisiana Community and Technical College General Education Guidelines general education course materials, program outcomes, and the mission of the College. The competencies were reviewed and approved by faculty, academic deans, and administrators.

Nunez Community College graduates will

1. communicate effectively in written and spoken English
2. compute mathematical problems
3. apply knowledge of natural science
4. demonstrate awareness of diversity
5. use modern technology
6. work collaboratively, and
7. employ critical thinking and problem solving skills.

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

**COMPUTER LITERACY** - Computer competence can be demonstrated through successful completion of any course with the CINS (Computer Information Systems) or CTEC (Computer Technology) prefixes, or by demonstrated competency through testing

**ENGLISH COMPOSITION**- ENGL 1010-English Composition I and ENGL 1020-English Composition II

**FINE ARTS** - all courses with the FIAR (Fine Arts) prefix, all courses with the MUSC (Music) prefix, all courses with the THEA (Theater) prefix

**HUMANITIES** - ENGL 2010 & 2020- Survey of English Literature I & II, ENGL 2100- Short Story and Novel, ENGL 2110- Poetry and Drama, ENGL 2210- Major American Writers, ENGL 2600 & 2610- World Literature I & II, FIAR 1200- Art Appreciation, FIAR 2400- Survey of the Visual Arts to 1400, FIAR 2410- Survey of the Visual Arts from 1400, FREN 1010 & 1020- Elementary French I & II, History- all courses with the HIST prefix, PHIL 1100- Introduction to Philosophy, SPAN 1010 & 1020- Elementary Spanish I & II, SPAN 2010 & 2020- Elementary Spanish I & II, SPCH 1100- Fundamentals of Effective Speaking, SPCH 1310- Interpersonal Communication, SPCH 1350- Oral Communication for Classroom Teachers, SPCH 2150- Public Speaking, SPCH 2200- Argumentation and Debate, THEA 1100- Classical Theater, THEA 1200- Modern Theater

**MATHEMATICS** - MATH 1180-Algebra for College Students, MATH 1200-Survey of Mathematical Concepts, MATH 1300-College Algebra, MATH 1400-College Trigonometry, MATH 2000-Statistics, MATH 2050-Analytical Geometry and Calculus I, MATH 2100-Calculus II

**NATURAL SCIENCES** - BIOL 1060 & 1080- Principles of Biology I & II, BIOL 1100 & 1200- General Biology I & II, BIOL 1500- Human Nutrition, BIOL 2000- Microbiology, BIOL 2050- Genetics, and BIOL 2300 & 2400- Human Anatomy and Physiology I & II, CHEM 1100 & 1200- General Chemistry I & II, CHEM 1300- Organic Chemistry, GEOL 1010- Physical Geology, PHSC 1000 & 1200- Physical Science I & II, PHYS 1100 & 1200- General Physics I & II

**ORAL COMMUNICATION** - all courses with the SPCH (Speech Communication) prefix

**SOCIAL/BEHAVIORAL SCIENCES** - ECON 2000- Microeconomics, ECON 2020- Macroeconomics, ECON 2250- Money and Banking, GEOG 1200- Physical Geography, POLS 1800- American Government, POLS 2610- Constitutional Law, Psychology- all courses with the PSYC prefix, Sociology- all courses with the SOCI prefix

## **READING REQUIREMENTS**

Reading competence can be demonstrated through successful completion of a reading course or as demonstrated 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 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 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.

In addition to the general education core competencies listed on pages 86 and 87, the Louisiana Board of Regents has also established general education requirements for each type of academic program it approves.

### BOARD OF REGENTS GENERAL EDUCATION REQUIREMENTS MATRIX

	TCA/TD	CTS	CAS	AAS	AA	AS	A
ENGLISH COMPOSITION	0	0	3	3	6	6	6
MATHEMATICS	0	0	3	3	3	6	3
NATURAL SCIENCES	0	0	0	3	6	6	6
HUMANITIES	0	0	0-3	3	3	3	3
FINE ARTS	0	0	0-3	0	3	3	3
SOCIAL/BEHAVIORAL SCIENCES*	0	0	0-3	3	6	3	6
ORAL COMMUNICATION	0	0	0	0	0	0	0
COMPUTER/INFORMATIONAL LITERACY	0	0	0	0	0	0	0

\* In the Associate of Arts and Associate in General Studies programs, three of the six required hours in social/behavioral science must be at the sophomore (2000) level.

### CURRICULUM GUIDES

The following section of the catalog provides a description of each academic program offered by the College. The sequence of courses listed in each curriculum guide may not always be the sequence in which the courses are offered. Students should consult their advisors prior to scheduling their classes each semester.

The courses that are considered to be the major in each program are followed by an asterisk (\*). These courses must be completed with a grade of 'C' or better. In some programs, all courses must be completed with a grade of 'C' or better and this requirement is listed in the additional requirements section of the curriculum guide. The total credit hours required in each program is also indicated. In no circumstances can less than the indicated hours be completed for any program.

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 our students, business, and industry.



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# PROGRAM DESCRIPTIONS

## 90 Program Descriptions

This Technical Competency Area provides basic work related skills for the technical assistant in a biotechnology laboratory. This program will prepare students in the preparation of solutions and media, proper sterile techniques for the laboratory, and safety procedures and equipment in the biotechnology laboratory.

### Additional Requirements

\* Major courses that must be completed with a grade of "C" or better.

## BIOTECHNOLOGY TECHNICAL ASSISTANT TECHNICAL COMPETENCY AREA

### 1st Semester

BIOL	1100	General Biology I*	3
BIOL	1110	General Biology I Lab*	1
BTEC	1010	Introduction to Biotechnology*	3
COOP	1310	Co-Op in Applied Science	1
CHEM	1100	General Chemistry*	3
CHEM	1110	General Chemistry Lab*	<u>1</u>
			12

**TOTAL CREDIT HOURS 12**



**BUSINESS TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

BUSN	1100	Introduction to Business*	3
CINS	1100	Survey of Microcomputer Applications	3
ACCT	2010	Principles of Accounting I*	3
ENGL	1010	English Composition I	3
		Social/Behavioral Science Requirement++	<u>3</u>
			15

**2nd Semester**

ENGL	1020	English Composition II	3
MATH	1180	Algebra for College Students	3
SPCH	1100	Fundamentals of Effective Speaking	3
BUSN	2100	Management*	
		or	
OADM	1410	Professionalism*	3
		Business Elective**/**	3
CINS		Elective*/^	<u>3</u>
			18

**3rd Semester**

BUSN	2400	Business Communication*	3
MATH	1300	College Algebra	
		Natural Science Requirement++	3
		CONCENTRATION course+/*	3
		Business Elective**/**	
		or	
		CINS 2250, any OADM or OFCR *	<u>3</u>
			15

**4th Semester**

BUSN	2190	Legal Environment of Business*	3
		CONCENTRATION courses+/*	9
		Humanities Requirement++	<u>3</u>
			15

**TOTAL CREDIT HOURS 63**

The Business Technology Program prepares students for positions in business and industry. Exposure to a broad background of business disciplines is provided.

**Students select one of three areas of concentration:** Accounting, Administrative Professional or Managerial.

**+ Accounting**

Required: ACCT 2020, ACCT 2100, ACCT 2150

Plus one of the following: ACCT 2180, ACCT 2200, or ACCT 2330

^ CINS 1300 is the required course for this area of concentration

**+ Administrative Professional**

Required: OFCR 1100, OFCR 2100, and CINS 2200

Plus one of the following: CINS 1200, CINS 1300, CINS 1400, or OFCR 1200

**+ Managerial**

Required: ECON 2000 or 2020

Plus three of the following: BUSN 1050, BUSN 2000, BUSN 2200, ACCT 2020, ECON 2250, or FINA 2010

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

\*\* Select any ACCT, BUSN, CINS, ECON, or FINA course.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

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

(Recommended course sequence for fulltime students.)

The Care and Development of Young Children Program provides education and training in the care of young children. A student who completes this program will be 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 proposed Associate of Science in Teaching program.

**Program Note**

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

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

+ To be selected with advisor.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral/sciences.

**1st Semester**

CDYC	1050	Intr Care & Development of Young Children*	3
CDYC	2300	Literature/Language Development*	3
ENGL	1010	English Composition I	3
PSYC	1100	Introduction to Psychology	3
		Approved Elective+	<u>3</u>
			15

**2nd Semester**

ENGL	1020	English Composition II	3
MATH	1300	College Algebra	3
		CDYC Elective*/+	3
PSYC	2200	Child Psychology	3
		Natural Science Requirement++	<u>3</u>
			15

**3rd Semester**

SPCH	1350	Oral Communications for Teachers	3
CDYC	1110	Observation & Participation*	3
		CDYC Elective*/+	3
CINS	1100	Survey of Microcomputer Applications	3
		FIAR Elective	<u>3</u>
			15

**4th Semester**

CDYC	2980	Practicum*	6
		CDYC Elective*/+	3
		Humanities Requirement++	3
		Approved Elective+	<u>3</u>
			15

**TOTAL CREDIT HOURS 60**

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

(Recommended course sequence for fulltime students.)

**1st Semester**

ENGL	1010	English Composition I	3
MATH	1300	College Algebra	3
PSYC	1100	Intro to Psychology	3
CDYC	1050	Intr Care & Development of Young Children*	3
		CDYC Elective*/+	3
			15

**2nd Semester**

SPCH	1350	Oral Comm for Classroom Teachers	3
PSYC	2200	Child Psychology	3
CDYC	2300	Literature/Language Development*	3
CDYC	2730	Curriculum & Materials in Early Childhood*	
		or	
CDYC	2130	Infant & Toddler Curriculum Dev*	3
CDYC	2850	Guiding & Managing Child Behaviors*	3
			15

**TOTAL CREDIT HOURS 30**

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

CDYC	1050	Intr Care & Development of Young Children*	3
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**TOTAL CREDIT HOURS 3**



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

**Program Note**

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

**Additional Requirements**

\* Major courses that must be completed with a grade of “C” or better.

+ To be selected with advisor.

This single-course TCA in Care and Development of Young Children will serve as a credentialing course for child care teachers at centers seeking a 2 star level or above under Louisiana’s Quality Rating System.

\* Major courses that must be completed with a grade of “C” or better.

The Computer Information Systems Program prepares students for careers in entry level positions as business applications programmer/analysts, or network technicians.

This program is accredited by the National Association of Industrial Technology (NAIT).

**Students must select from one of two areas of concentration:** Computer Information Systems or Computer Technology.

**+ Computer Information Systems**

Required Courses: CINS 1300, CINS 1400, CINS 2000, CINS 2250, CINS 2300, and CINS 2400

**+ Computer Technology**

Required Courses: CTEC 1600, CTEC 1650, CTEC 1850, CTEC 2200, CTEC 2400, and CTEC 2550

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

**COMPUTER INFORMATION SYSTEMS  
ASSOCIATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

ENGL	1010	English Composition I	3
MATH	1180	Algebra for College Students	3
CINS	1100	Survey of Microcomputer Applications*	3
CINS	1500	Introduction to Computers*	3
BUSN	1100	Introduction to Business	3
SPCH	1100	Fundamentals of Effective Speaking	<u>3</u>
			18

**2nd Semester**

MATH	1300	College Algebra	3
		CONCENTRATION courses+/*	6
CTEC	1550	Networking Basics*	3
		Social/Behavioral Science Requirement++	<u>3</u>
			15

**3rd Semester**

ENGL	1020	English Composition II	3
PHSC	1000	Physical Science I	3
PHSC	1010	Physical Science I Lab	1
CTEC	1800	A+ Certification*	3
		CONCENTRATION courses+/*	<u>6</u>
			16

**4th Semester**

		CONCENTRATION courses+/*	6
COOP	2010	Cooperative Education in Business**	5
		Humanities Requirement++	<u>3</u>
			14

**TOTAL CREDIT HOURS 63**

**COMPUTER INFORMATION SYSTEMS  
CERTIFICATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

ENGL	1010	English Composition I	3
BUSN	1050	Business Math	3
CINS	1100	Survey of Microcomputer Applications*	3
CINS	1200	Word Processing*	3
BUSN	1100	Introduction to Business	3
		Humanities, Fine Arts, or Social/Behavioral Science Requirement++	<u>3</u>
			18

**2nd Semester**

CINS	1400	Databases*	3
CINS	1300	Spreadsheets*	3
ACCT	1100	Accounting for Office Careers	3
CINS	2200	Advanced Word Processing*	3
MATH	1300	College Algebra	3
		Business Elective+	<u>3</u>
			18

**TOTAL CREDIT HOURS 36**

The certificate program in Computer Information Systems prepares students for employment in positions requiring competency in various application programs used in business and industry.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

+ Select from ACCT, BUSN, ECON, FINA, OADM, or OFCR.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.



The Computer Technology Certificate of Applied Science is designed to provide specialized classroom instruction and practical experience to prepare students in two semesters for employment in the field of computer technology. It will also provide supplemental training for persons previously or currently employed in computer or electronic occupations.

Additional Requirements

\* Major courses that must be completed with a grade of "C" or better.

\*\* Select from CTEC 1650, CTEC 1850, CTEC 2200, CTEC 2400, CTEC 2550, and CTEC 2650.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

**COMPUTER TECHNOLOGY  
CERTIFICATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

CTEC	1100	Basic Electricity/ Electronics & Semiconductors*	3
CTEC	1200	Software Survey*	3
CTEC	1300	Computer Maintenance*	3
CTEC	1550	Networking Basics*	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
ENGL	1010	English Composition I	<u>3</u>
			18

**2nd Semester**

CTEC	1600	Computer Communications*	3
CTEC	1800	A+ Certification*	3
CTEC		Elective*/**	3
CTEC		Elective*/**	3
CTEC		Elective*/**	3
		Humanities, Fine Arts, or Social/Behavioral Science Requirement++	<u>3</u>
			18

**TOTAL CREDIT HOURS 36**



**CONSTRUCTION TECHNOLOGY  
CERTIFICATE OF TECHNICAL STUDIES**

(Recommended course sequence for fulltime students.)

**1st Semester**

		Construction Disciplines*/+ (CNST, DRDT, MACH, or WELD)	12
MATH	1150	Math for Technology	<u>3</u>
			15

**2nd Semester**

		Construction Disciplines*/+ (CNST, DRDT, MACH, or WELD)	11
ENGL	1000	Applied Writing	<u>3</u>
			14

**TOTAL CREDIT HOURS 29**

The Construction Technology Certificate of Technical Studies program prepares students for employment in the building construction industry.

+ Students may complete courses in Construction (CNST), Drafting (DRDT), Machine Tool (MACH), or Welding (WELD).

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

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

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

\*\* These mathematics and English courses will not fulfill the general education requirements in the Associate of Applied Science in Foodservice Production and Management.

+ With an advisor, select from CULA 1600, BUSN 1510, BUSN 2000, FIAR 1000, or FIAR 1010

**CULINARY ARTS  
CERTIFICATE OF TECHNICAL STUDIES**

(Recommended course sequence for fulltime students.)

**1st Semester**

CULA	1000	Culinary Art & Science*	3
CULA	1020	Basic Food Preparation*	3
CULA	1050	Sanitation*	3
CULA	1500	Baking*	3
MATH	1150	Math for Technology or higher MATH**	<u>3</u>
			15

**2nd Semester**

CULA	1700	Foodservice Management I*	3
CULA	1750	Meat, Poultry, Seafood*	3
CULA	1800	Soups, Stocks, and Sauces*	3
ENGL	1000	Applied Writing**	3
		Approved Elective+	<u>3</u>
			15

**TOTAL CREDIT HOURS 30**



**ELECTRICAL CONSTRUCTION  
CERTIFICATE OF TECHNICAL STUDIES**

(Recommended course sequence for fulltime students.)

**1st Semester**

ELEC	1210	Intro to Electrical Construction*	3
ELEC	1230	Basic Electrical Theory*	3
ELEC	1250	Proper Use of Tools & Equipment*	3
ELEC	1270	House Wiring Fundamentals*	3
ELEC	1290	Cable Raceways & Other Conduits*	3
MATH	1150	Math for Technology	<u>3</u>
			18

**2nd Semester**

ELEC	1400	House Wiring Methods*	3
ELEC	1420	Understanding Meters & Instruments*	3
ELEC	1440	Understanding National Electric Code*	3
ELEC	1460	Electrician's License Exam Review*	3
ENGL	1000	Applied Writing	<u>3</u>
			15

**TOTAL CREDIT HOURS 33**

The Electrical Construction program is designed to teach the skills a student needs to enter the job market as an electrical apprentice.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.



The Emergency Medical Technology Programs prepare students to function as practitioners in the prehospital emergency medical environment. These curricula meet the requirements of local, state, and national accrediting agencies. Students who complete these programs successfully will be eligible to write National Registry Examinations. Certified EMT's find employment in prehospital healthcare, fire departments, emergency dispatch, security, safety

## EMERGENCY MEDICAL TECHNOLOGY PROGRAMS GENERAL INFORMATION

In Emergency Medical Technology, two different programs are offered:

**The Emergency Medical Technician-Basic Technical Competency Area (TCA)** includes 7 credit hours- EMTP 1020 and EMTP 1030.

**The Emergency Medical Technician Certificate of Technical Studies- Paramedic (CTS)** includes 32 credit hours of EMT Paramedic courses.

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

**EMERGENCY MEDICAL TECHNICIAN\***

**EMT-BASIC TECHNICAL COMPETENCY AREA**

EMTP	1020	Emergency Medical Technician-Basic	6
EMTP	1030	Basic Skills in EMS	1

**EMT- Basic TCA Credit Hours** **7**

**CERTIFICATE OF TECHNICAL STUDIES**  
**EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC**

**1st Semester**

EMTP	1200	Int Adv Emergency Care & Pt Assessment	4
EMTP	1210	Int Adv Emerg Care & Pt Assessment Lab	3
EMTP	1300	Adv Airway Mgmt & Trauma Emergencies	4
EMTP	1310	Adv Airway Mgmt & Trauma Emer Lab	1
EMTP	1320	Adv Airway Mgmt & Trauma Emer Practicum	1

**2nd Semester**

EMTP	1500	Cardiac & Medical Emergencies	4
EMTP	1510	Cardiac & Medical Emergencies Lab	1
EMTP	1520	Cardiac & Medical Emergencies Practicum	1
EMTP	2200	Obstetrical & Pediatric Emergencies	4
EMTP	2210	Obstetrical & Pediatric Emergencies Lab	2
EMTP	2220	Obstetrical & Pediatric Emerg Practicum	1

**3rd Semester**

EMTP	2300	Special Situations & Operations	4
EMTP	2310	Special Situations & Operations Lab	1
EMTP	2320	Special Situations & Operations Practicum	1

**Total EMT Paramedic Credit Hours** **32**

**Enrollment Requirements**

**To enroll for the EMT Basic TCA the student must not have any outstanding developmental reading (DEVR) requirements.**

**To enroll for the Emergency Medical Technician-Paramedic CTS program the student must:**

1. be a currently National Registered EMT Basic or Intermediate and maintain NREMT and Louisiana status as an EMT-Basic during enrollment,
2. be eligible to enroll in DEVM 0940,
3. be eligible to enroll in ENGL 1010,
4. have completed BIOL 1010 & BIOL 1020 with a 'C' or better and
5. document evidence of current professional-level proficiency in CPR.

**Additional Requirements**

\* All EMT courses must be completed with a grade of "C" or better.



**FOODSERVICE PRODUCTION AND MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

CULA	1000	Culinary Arts & Science*	3
CULA	1020	Basic Food Preparation*	3
CULA	1050	Sanitation*	3
CULA	1500	Baking*	3
MATH	1180	Algebra for College Students	3
			<u>15</u>

**2nd Semester**

CULA	1700	Foodservice Management I*	3
CULA	1750	Meat, Poultry, Seafood*	3
CULA	1800	Soups, Stocks, and Sauces*	3
CULA	2750	Garde Manger Management*	3
ENGL	1010	English Composition I	3
		Approved Elective+	3
			<u>18</u>

**3rd Semester**

CULA	2020	Social/Behavioral Science Requirement++ Externship Program*	3
			<u>2</u>
			5

**4th Semester**

CULA	2710	Foodservice Management II*	3
CULA	2730	Foodservice Management III*	3
CULA	2770	Desserts/Patisserie*	3
BIOL	1030	Nutrition for Foodservice	3
		Humanities Requirement++	3
			<u>3</u>
			15

**5th Semester**

CULA	2800	Culinary Seminar*	3
CULA	2850	Culinary Practicum*	3
SPCH	1100	Fundamentals of Effective Speaking	3
CINS	1100	Survey of Microcomputer Applications	3
			<u>3</u>
			12

**TOTAL CREDIT HOURS 65**

The Associate of Applied Science in Foodservice Production and Management prepares students for employment in a variety of areas in food service. The study of culinary and management courses provides students with the necessary foundation to meet industry standards. Nunez Community College partners with the National Restaurant Association (NRA) to offer the Professional Management Development Program. Many courses in this program offer content that will allow students the opportunity to acquire NRA certificates. The NRA Certificate in Sanitation satisfies the requirement of the State of Louisiana and increases a student's employment opportunities. The ProMgmt Diploma is awarded by the NRA to students who successfully complete six NRA certificates, Small Business Management and Marketing.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

+ Select from CULA 1600\*, BUSN 1510, BUSN 2000, FIAR 1000, or FIAR 1010

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

The General Science Program provides foundation courses that may lead to a career as a science or health paraprofessional or toward one of the numerous science-related professions requiring additional work at a senior institution or specialized school. Students planning to continue their education in areas such as dentistry, medicine, optometry, pharmacy, physical therapy, physics, nursing, biological science, or chemistry may elect to pursue this degree.

### Additional Requirements

^ A minimum of 12 hours must be taken at the 2000 level or above.

\* Must be completed with a grade of "C" or better.

\*\* To be selected with an academic advisor.

+ Science electives can be selected from courses with the following prefixes: CHEM, BIOL, GEOL, or PHYS.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

## GENERAL SCIENCE ASSOCIATE OF SCIENCE

(Recommended course sequence for fulltime students.)

### 1st Semester

BIOL	1100 or CHEM 1100	General I*	3
BIOL	1110 or CHEM 1110	General I Lab*	1
ENGL	1010	English Composition I	3
MATH	1300	College Algebra	3
		Social/Behavioral Science Requirement++/^	3
		FIAR Elective^	<u>3</u>
			16

### 2nd Semester

BIOL	1200 or CHEM 1200	General II*	3
BIOL	1210 or CHEM 1210	General II Lab*	1
ENGL	1020	English Composition II	3
MATH	1400	College Trigonometry	3
	2000 Level	Humanities Requirement++/^	3
	2000 Level	Approved Elective**/^	<u>3</u>
			16

### 3rd Semester

	BIOL, CHEM, or PHYS	1100*	3
	BIOL, CHEM, or PHYS	1110*	1
	SPCH	1100 or 1310	3
		Approved Science Electives+	6
	2000 Level	Approved Elective**/^	<u>3</u>
			16

### 4th Semester

	BIOL, CHEM or PHYS	1200*	3
	BIOL, CHEM or PHYS	1210*	1
	<b>Or</b>		
	2000 level BIOL, CHEM or PHYS*		
	2000 level BIOL, CHEM or PHYS	Lab*	
	2000 Level	Approved Electives**/^	6
		MATH or CINS Elective	3
		CINS Elective	<u>3</u>
			19

**TOTAL CREDIT HOURS 64**



**GENERAL STUDIES  
ASSOCIATE**

**Eighteen hours in an Area of Concentration** in which a grade of "C" or higher must be earned in each course. The area of concentration (the major courses) may consist of 18 hours in one discipline, such as sociology, or may consist of courses from general areas, such as humanities, social/behavioral sciences, business, or science. Nine hours (50%) in the area of concentration must be earned in residence.

**Twelve hours in Enrichment Courses**, which consist of 2 pairs of courses (6 hours per pair) which support the area of concentration. One six-hour pair must be Natural Sciences and another six-hour pair must be in Social/Behavioral Sciences to fulfill general education requirements. Additionally, three of the six hours in Social/Behavioral Sciences must be at the sophomore (2000) level. If the area of concentration is Natural Sciences or Social/Behavioral Sciences, the corresponding pair of enrichment courses may be selected from another transferable discipline.

**Twenty-one hours of General Education Requirements** to include 6 hours in English Composition I and II, 3 hours in mathematics (MATH 1200 or MATH 1300), 3 hours in Humanities, 3 hours in Fine Arts, 3 hours in Speech Communication, and 3 hours in Computer Literacy. The required six-hour pairs of natural science and social/behavioral science in the enrichment courses fulfill the general education requirements for those two areas.

**Nine hours of Free Electives** should be selected from courses that are generally transferable to a four-year institution.

**TOTAL CREDIT HOURS 60**

The Associate in General Studies degree program allows pre-baccalaureate studies in many areas. The degree provides an opportunity for students with specific needs not met by other degree options to complete an associate degree. All courses applied toward this program must be intended for transfer to a four-year institution and designated as such in the Course Descriptions section of this catalog.

**Sample Program**

**1st Year**

English Comp I and II	6
Mathematics	3
Area of Concentration	9
Free Electives	3
Computer Literacy	3
1st Enrichment Area (Social/Behavioral Sci.)	<u>6</u>
	30

**2nd Year**

Area of Concentration	9
Fine Arts	3
Humanities	3
2nd Enrichment Area (Natural Sciences)	6
Free Electives	6
Speech	<u>3</u>
	30

**A minimum of 12 hours must be taken at the 2000 level or above.**

A student may not be awarded the Associate in General Studies degree more than once.

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 other college to applicability of credits. All courses applied to this certificate must be intended for transfer and designated as such in the Course Description section in this catalog.

#### Additional Requirements

\* To ensure the transferability of all coursework, students should complete all required courses with a grade of "C" or better.

\*\* Electives provide students with the opportunity to enroll in transferable courses that will apply toward the degree they will pursue upon completion of this certificate.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

^ Students should select the mathematics courses that will meet the requirements of the degree they will pursue upon completion of this certificate.

### GENERAL STUDIES CERTIFICATE

(Recommended course sequence for fulltime students.)

#### 1st Semester

ENGL 1010	English Composition I*	3
MATH 1300	College Algebra*	3
	Fine Arts* ++	3
	Natural Science* ++	3
	Social/Behavioral Science* ++	<u>3</u>
		15

#### 2nd Semester

ENGL 1020	English Composition II*	3
	Humanities* ++	3
Elective	Humanities, Mathematics <sup>^</sup> , Natural Science or Social/Behavioral Science*	3
Electives	Area of Choice*/**	<u>6</u>
		15

**TOTAL CREDIT HOURS 30**

**HEALTH SERVICES OFFICE MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

OFCR	1010	Keyboarding	1
ENGL	1010	English Composition I	3
MATH	1180	Algebra for College Students	3
HSOM	1020	Medical Terminology I*	3
BIOL	1010	Introduction to Anatomy & Physiology	3
BIOL	1020	Introduction to Anatomy & Physiology Lab	1
ACCT	1100	Accounting for Office Careers	<u>3</u>
			17

**2nd Semester**

CINS	1100	Survey of Microcomputer Applications	3
ENGL	1020	English Composition II	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
HSOM	1030	Medical Terminology II*	3
SPCH	1310	Interpersonal Communications	3
ACCT	2010	Principles of Accounting I	<u>3</u>
			18

**3rd Semester**

PSYC	1100	Introduction to Psychology	3
ACCT	2020	Principles of Accounting II	3
HSOM	1330	Basic ICD9CM Coding*	3
HSOM	1110	Basic CPT Coding*	3
HSOM	2050	Medical Office Management*	<u>3</u>
			15

**4th Semester**

HSOM	2010	Legal Aspects*	3
HSOM	2040	Computerized Patient Billing*	3
HSOM	2090	Advanced Medical Coding*	3
HSOM	2100	Reimbursement*	3
		Humanities Requirement++	<u>3</u>
			15

**TOTAL CREDIT HOURS 65**

The Health Services Office Management Program prepares students in areas critical to business operations in medical practices, healthcare facilities, and related industry. The program is designed to assist individuals in developing their potential to advance to technical, supervisory, and management positions.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

## HEATING, VENTILATION, AND AIR CONDITIONING ASSOCIATE OF APPLIED SCIENCE

(Recommended course sequence for fulltime students.)

The Heating, Ventilation, and Air Conditioning Program prepares students for entry level service technician employment. Theory, operating principles, and field service techniques provide the foundation for students to sit for the National Competency Examination in Residential Air Conditioning and Heating and Light Commercial and Commercial Service Exam given by the Air Refrigeration Institute and Gas Appliance Manufacturers Association.

### Additional Requirements

\* Major courses that must be completed with a grade of "C" or better.

++ Referto page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

### 1st Semester

HVAC	1000	Basic Refrigeration I*	3
HVAC	1510	Basic Applied Electricity I*	3
HVAC	1020	Residential Installation Techniques*	4
HVAC	2040	Air Conditioning Controls*	3
HVAC	1060	Service Techniques Lab I*	2
HVAC	1070	Service Techniques Lab II*	2
ENGL	1010	English Composition I	<u>3</u>
			20

### 2nd Semester

HVAC	1010	Basic Refrigeration II*	3
HVAC	1520	Basic Applied Electricity II*	3
HVAC	1570	Trouble-Shooting Techniques I*	2
HVAC	1580	Trouble-Shooting Techniques II*	2
HVAC	1590	Electrical Schematics*	2
HVAC	2610	Heating Systems*	2
HVAC	1700	Industry Cooperative Work Program*	<u>2</u>
			16

### Summer Session

HVAC	2900	Industry Cooperative Work Program*	<u>7</u>
			7

### 3rd Semester

		SPCH Elective	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
			3
			3
			3
			<u>3</u>
			18

**TOTAL CREDIT HOURS 61**

**HEATING, VENTILATION, AND AIR CONDITIONING  
CERTIFICATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

HVAC 1000	Basic Refrigeration I*	3
HVAC 1510	Basic Applied Electricity I*	3
HVAC 1020	Residential Installation Techniques*	4
HVAC 1060	Service Techniques Lab I *	2
HVAC 1070	Service Techniques Lab II *	2
ENGL 1010	English Composition I	<u>3</u>
		17

**2nd Semester**

HVAC 1010	Basic Refrigeration II*	3
HVAC 1520	Basic Applied Electricity II*	3
HVAC 1570	Trouble-Shooting Techniques I*	2
HVAC 1580	Trouble-Shooting Techniques II*	2
HVAC 1590	Electrical Schematics*	2
MATH 1200	Survey of Mathematical Concepts	
or		
MATH 1300	College Algebra	<u>3</u>
		15

**Summer Session**

HVAC 2900	Industry Cooperative Work Program* Humanities, Fine Arts, or Social/Behavioral Science Requirement++	7 <u>3</u>
		10

**TOTAL CREDIT HOURS 42**

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 Dean of Business and Technology to ascertain if any of the HVAC courses may be challenged.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.



The Industrial Technology Program provides students an opportunity to focus in an area of concentration that will meet their current or future employment needs as well as foundation courses in general education. This program is accredited by the National Association of Industrial Technology (NAIT).

**Additional Requirements**

To enroll in any INDT course, the student must have completed all developmental course requirements.

^ A minimum of 12 hours must be taken at the 2000 level or above.

\* Major courses that must be completed with a grade of "C" or better.

\*\* Students may select from the following: Computer Technology, Drafting, Electrical Construction, Environmental Technology, HVAC, Machine Tool Technology, Process Technology (PTEC), and other technical subject areas with advisor approval.

+ These may include additional courses from the area of concentration or may be selected with an advisor from courses in business and computer applications.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

**INDUSTRIAL TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

		Area of Concentration */**	9
ENGL	1010	English Composition I	3
MATH	1180	Algebra for College Students	<u>3</u>
			15

**2nd Semester**

		Area of Concentration */**	9
		Computer Literacy Elective	3
MATH	1300	College Algebra	3
		Enrichment Area+	<u>3</u>
			18

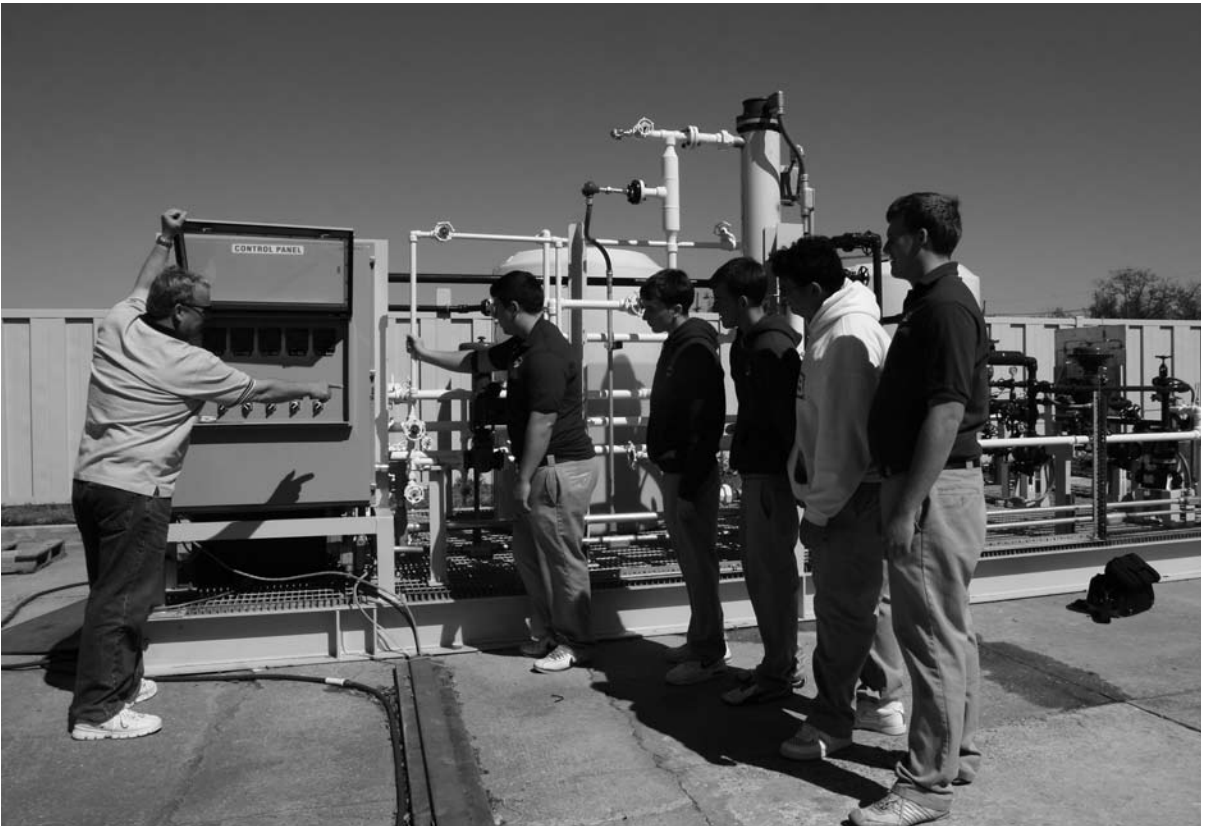
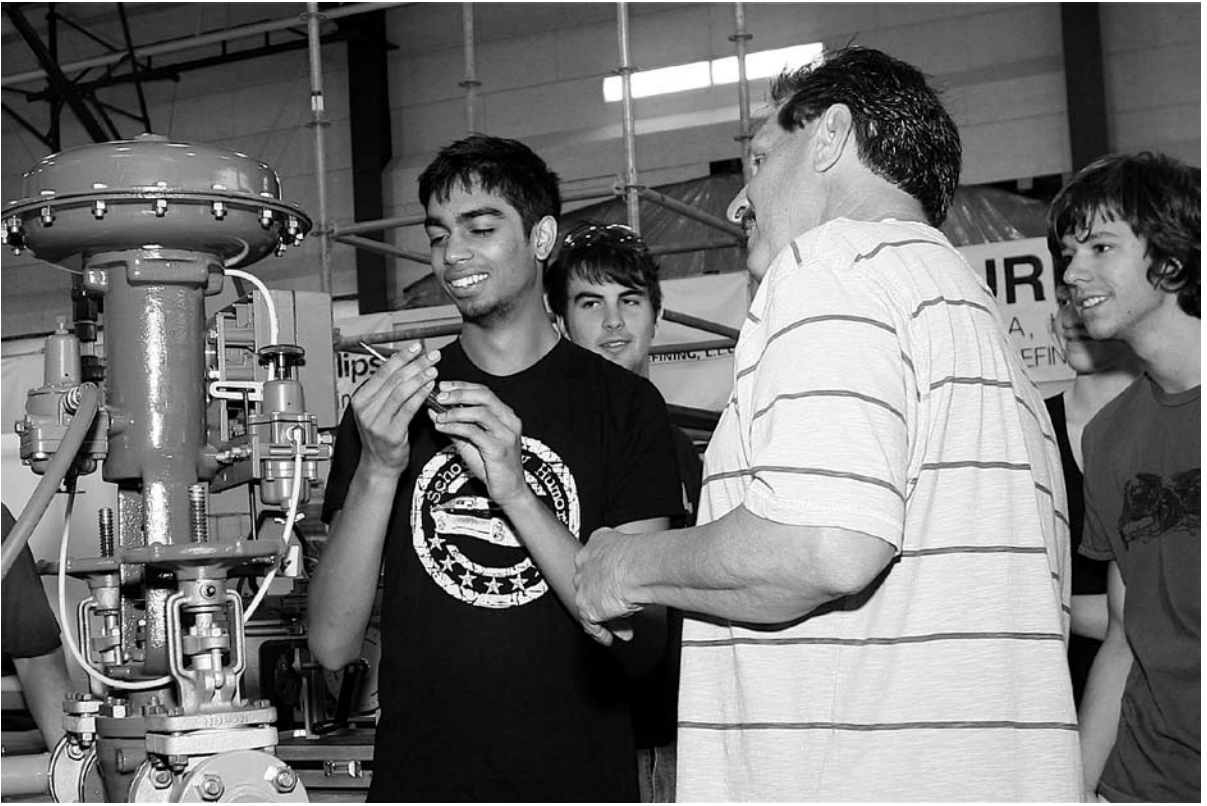
**3rd Semester**

		Area of Concentration */**/^	9
PHSC	1000	Physical Science I	3
PHSC	1010	Physical Science I Lab	1
		Humanities Requirement++/^	<u>3</u>
			16

**4th Semester**

		Area of Concentration */**/^	9
		Social/Behavioral Science Requirement++/^	3
		Speech Elective^	3
		Enrichment Area+/^	<u>3</u>
			18

**TOTAL CREDIT HOURS 67**



The Medical Coding and Billing Certificate of Applied Science Program prepares students for employment in hospitals, medical billing offices, doctors' offices and in insurance offices as coders and billing specialists.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

**MEDICAL CODING AND BILLING  
CERTIFICATE OF APPLIED SCIENCE**

(Recommended course sequence for fulltime students.)

**1st Semester**

HSOM 1020	Medical Terminology I*	3
HSOM 1030	Medical Terminology II*	3
HSOM 2010	Legal Aspects of Medical Office*	3
CINS 1100	Survey of Microcomputer Applications	3
ENGL 1010	English Composition I	<u>3</u>
		15

**2nd Semester**

HSOM 1110	Basic CPT Coding*	3
HSOM 1330	Basic ICD9CM Coding*	3
HSOM 2050	Medical Office Management*	3
HSOM 2100	Reimbursement Strategies*	3
HSOM 2090	Advanced Medical Coding*	3
	Humanities, Fine Arts, or Social/Behavioral Science Requirement++	<u>3</u>
		18

**Third Semester**

HSOM 2040	Computerized Patient Billing*	3
MATH 1180	Algebra for College Students	<u>3</u>
		6

**TOTAL CREDIT HOURS 39**



**OFFICE CAREERS  
CERTIFICATE OF TECHNICAL STUDIES**

(Recommended course sequence for fulltime students.)

**1st Semester**

ENGL	1010	English Composition I	3
BUSN	1050	Business Mathematics*	3
CINS	1000	Computers for Everyday Use*	
		or	
CINS	1100	Microcomputer Applications*	3
CINS	1200	Word Processing*	3
OFCR	1200	Beginning Typing*	3
ACCT	1100	Accounting for Office Careers*	
		or	
ACCT	2010	Principles of Accounting I*	<u>3</u>
			18

**2nd Semester**

BUSN	2400	Business Communications*	3
CINS	2200	Advanced Word Processing*	3
		Approved Electives**	<u>9</u>
			15

**TOTAL CREDIT HOURS 33**



The course options in the Office Careers Program allow the student to prepare for entry level employment in legal, medical, accounting, or general office environments. A certificate will be awarded in only one emphasis.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

\*\* Electives for Legal option:  
OADM 1410, OADM 1700, OADM 1710, or OFCR 1500

\*\* Electives for Medical option:  
OADM 1410, OADM 1800, OADM 1810, or OFCR 1600

\*\* Electives for General option:  
OADM 1410, OFCR 1100, OFCR 1300, or OFCR 2100

\*\* Electives for Accounting option:  
ACCT 1500, ACCT 2020, ACCT 2100, ACCT 2150, ACCT 2180, ACCT 2200, ACCT 2330, CINS 1300, or OADM 1410

This program is designed to educate/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, generally 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 pleadings 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.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

\*\* PARL 1200, PARL 2100, PARL 2150, PARL 2200, PARL 2250, PARL 2300 or PARL 2350

+ CINS 1200, ENVN 1030, OFCR 1500, POLI 1100, or POLI 2610

++ Refer to page 87 for complete list of approved courses for humanities, fine arts, natural sciences, and social/behavioral sciences.

**PARALEGAL STUDIES  
ASSOCIATE OF ARTS**

(Recommended course sequence for fulltime students.)

**1st Semester**

ENGL 1010	English Composition I	3
	Humanities Requirement++	3
	Social/Behavioral Science Requirement++	3
PARL 1000	Introduction to Law and Paralegal*	3
PARL 1050	Litigation*	<u>3</u>
		15

**2nd Semester**

ENGL 1020	English Composition II	3
SPCH 1100	Fundamentals of Effective Speaking	3
MATH 1200	Survey of Mathematical Concepts	
	or	
MATH 1300	College Algebra	3
	Natural Science Requirement++	3
PARL 1100	Legal Research*	<u>3</u>
		15

**3rd Semester**

	Natural Science Requirement++	3
CINS 1100	Survey of Microcomputer Applications	3
PARL 2000	Case Analysis*	3
PARL 2050	Evidence*	3
PARL 2500	Practicum*	<u>3</u>
		15

**4th Semester**

	Social/Behavioral Science Requirement++	3
	Paralegal Elective*/**	3
	Paralegal Elective*/**	3
	Paralegal Elective*/**	3
FIAR	Elective	3
	Approved Elective+	<u>3</u>
		18

**TOTAL CREDIT HOURS 63**

**PARALEGAL STUDIES  
CERTIFICATE OF TECHNICAL STUDIES**

(Recommended course sequence for fulltime students.)

**1st Semester**

ENGL	1010	English Composition I	3
CINS	1100	Survey of Microcomputer Applications	3
PARL	1000	Introduction to Law and Paralegal*	3
PARL	1050	Litigation*	3
PARL	1100	Legal Research*	<u>3</u>
			15

**2nd Semester**

CINS	1200	Word Processing	3
PARL	2000	Case Analysis and Writing*	3
PARL	2100	Law of Torts & Product Liability*	3
PARL	2300	Domestic Law & Litigation*	3
		Paralegal Elective*+/-	<u>3</u>
			15

**TOTAL CREDIT HOURS 30**

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.

**Additional Requirements**

\* Major courses that must be completed with a grade of "C" or better.

+ Select from PARL2050, PARL 2250, or PARL 2350



The Practical Nursing Program is designed to prepare students to become Licensed Practical Nurses. Students spend the first part of the program in classroom and laboratory work, gradually progressing to clinical learning experiences under the supervision of qualified instructors. Graduates of the Practical Nurse Program are eligible to apply to write the National Council Licensure Examination (NCLEX) for Practical Nurses.

A practical nurse cares for the sick, participates in prevention of illness, and assists in the rehabilitation of patients. The practical nurse functions under the supervision of a licensed physician and/or registered professional nurse.

Licensed practical nurses find employment in hospitals, nursing homes, physicians' offices, community health agencies, or other health-related facilities.

CPR certification, renewed annually, and valid throughout each semester of enrollment, is required prior to the beginning of any clinical course.

## PRACTICAL NURSING TECHNICAL DIPLOMA

**A student is eligible to apply to the Practical Nursing Program when he/she has met all of the following prerequisites:**

1. has attained a high school diploma or GED,
2. has reached the age of 18 years old,
3. has completed MATH 1200 or MATH 1300 with a grade of "C" or higher,
4. has completed ENGL 1010 with a grade of "C" or higher,
5. has completed Introduction to Anatomy & Physiology-lecture and lab (BIOL 1010 & 1020) with a grade of "C" or higher+,
6. has completed Human Nutrition (BIOL 1500) with a grade of "C" or higher,
7. has completed Introduction to Psychology (PSYC 1100) with a grade of "C" or higher,
8. has earned a cumulative GPA of at least 2.50,
9. has attained acceptable scores on the pre-nursing test, and
10. has met other requirements that may be established by the Louisiana State Board of Practical Nurse Examiners.

### General Education Courses

ENGL	1010	English Composition I	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
BIOL	1010	Intro to Anatomy & Physiology	3
BIOL	1020	Intro to Anatomy & Physiology Lab	1
BIOL	1500	Human Nutrition	3
PSYC	1100	Introduction to Psychology	<u>3</u>
<b>TOTAL GENERAL EDUCATION CREDIT HOURS</b>			<b>16</b>

+ Students who plan to continue their training in a Registered Nurse (RN) Program should plan to take the following courses instead of BIOL 1010 and BIOL 1020 listed above for the Practical Nursing Program:

BIOL	1100	General Biology I	3
BIOL	1110	General Biology I Lab	1
BIOL	2300	Human Anatomy & Physiology I	3
BIOL	2310	Human Anatomy & Physiology I Lab	1
BIOL	2400	Human Anatomy & Physiology II	3
BIOL	2410	Human Anatomy & Physiology II Lab	1

**1st Semester Practical Nursing Courses\*\***

NURS 1010	Fundamentals of Nursing Theory*	6
NURS 1020	Fundamentals of Nursing Clinical*	2
NURS 1030	Medical-Surgical Nursing I Theory*	4
NURS 1040	Medical-Surgical Nursing I Clinical*	1
NURS 1120	Geriatric Nursing I*	3
NURS 1500	Pharmacology and Math of Nursing*	3

**2nd and 3rd Semester Practical Nursing Courses**

NURS 1050	Medical-Surgical Nursing II*	5
NURS 1060	Medical-Surgical Nursing II Clinical*	2
NURS 1070	Medical-Surgical Nursing III Theory*	5
NURS 1080	Medical-Surgical Nursing III Clinical*	5
NURS 1090	Mental Health Nursing Theory*	1
NURS 1100	Maternal Child Nursing Theory*	5
NURS 1110	Maternal Child Nursing Clinical*	1
NURS 1130	Career Readiness*	1
NURS 1140	Geriatric Nursing II Theory*	3
NURS 1150	Mental Health Nursing Clinical*	1

<b>General Education Credit Hours</b>	<b>16</b>
<b>Nursing Credit Hours</b>	<b><u>48</u></b>
<b>TOTAL CREDIT HOURS</b>	<b>64</b>

**NURSING ASSISTANT  
TECHNICAL COMPETENCY AREA**

NURS 1000	Nursing Assistant*	<u>7</u>
	<b>Nursing Assistant TCA Credit Hours</b>	<b>7</b>

**Additional  
Requirements**

\* All courses in the Practical Nursing program must be completed with a grade of 'C' or higher.

\*\* **Students successfully completing all courses in the first semester may be eligible for CNA certification by the State Board** and will receive the Nursing Assistant TCA.

**Students may enroll in the Nursing Assistant TCA before the age of 18; however, students will not be eligible for certification by the State Board until they reach 18 years of age.**

## 118 Program Descriptions

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 grades 1st through 5th.

### Program Admission Requirements:

1) Must be a high school graduate with

A) a minimum high school GPA of 2.50, or

B) an ACT composite score of 19 or placement above developmental courses.

2) Developmental courses must be completed with a grade of "C" or better, and the candidate must not have more than one developmental course remaining

3) Minimum cumulative GPA (In order to achieve and maintain these minimum GPAs and to ensure transferability, students must earn grades of "C" or better in required courses.)

A) 2.00 for 0-15 hours

B) 2.20 for 16-30 hours

C) 2.50 for 31-45 hours

4) Successful completion of an entrance interview

5) Background check that meets all state identified regulations to interact with young children

### Additional Requirements

\*\* Program manager approval is required prior to enrollment in these courses

+ Select from FIAR 1200, FIAR 2400, FIAR 2410, MUSC 1400, THEA 1100, or THEA 1200

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

(Recommended course sequence for fulltime students.)

### 1st Semester

ENGL	1010	English Composition I	3
MATH	1300	College Algebra	3
BIOL	1060	Principles of Biology I	3
BIOL	1070	Principles of Biology I Lab	1
HIST	1510	World History II	<u>3</u>
			13

### 2nd Semester

ENGL	1020	English Composition II	3
MATH	1600	Modern Math for Elementary Teachers	3
BIOL	1080	Principles of Biology II	3
HIST	2010	American History to 1865	3
		Fine Arts Elective+	<u>3</u>
			15

### 3rd Semester

ENGL	2210	Major American Writers	3
MATH	1630	Geometry & Statistics for Teachers	3
PHSC	1000	Physical Science I	3
PHSC	1100	Physical Science I Lab	1
GEOG	1200	Physical Geography	3
TEAC	2010	Teaching & Learning in Diverse Settings I**	<u>3</u>
			16

### 4th Semester

ENGL	2020	Survey of English Literature II	3
MATH	2000	Statistics	3
PHSC	1200	Physical Science II	3
PHSC	1300	Physical Science II Lab	1
POLI	1100	American Government	3
TEAC	2030	Teaching & Learning in Diverse Settings II**	<u>3</u>
			16

**TOTAL CREDIT HOURS 60**

**TACK WELDING  
TECHNICAL COMPETENCY AREA**

**1st Semester**

WELD 1050	Welding Safety*	2
WELD 1100	Oxy-Acetylene Cutting & Welding*	4
WELD 1130	Basic Arc Welding*	<u>3</u>
		9

**TOTAL CREDIT HOURS 9**

The Tack Welding Technical Competency Area program of study provides students with the necessary skills to obtain an entry level position in metal construction and fabrication.

**Additional  
Requirements**

\* Major courses that must be completed with a grade of "C" or better.



## COURSE DESCRIPTION GUIDE

Following are descriptions of courses offered by Nunez Community College. Courses are grouped under academic areas or programs, which are alphabetized.

Each course title is preceded by a four-letter prefix and the course number. The three numbers on the right indicate lecture hours per week, lab hours per week, and total credit hours, as shown below.

Course Prefix	Course Number	Course Title	Hours of Lecture Per Week	Hours of Lab Per Week	Hours of Credit
ENGL	1000	Applied Writing	3	0	3

Some courses have prerequisites or corequisites listed. A prerequisite must be taken prior to entering a course; a corequisite must be taken prior to, or concurrent with, the course. Descriptions of courses should be read in order to determine if there are required prerequisites or corequisites which must first be taken. In individual cases, prerequisites or corequisites may be waived upon recommendation of the instructor. Only courses numbered 1000 or above may be used to fulfill requirements for a degree.

After each discipline heading in the course description section, there is a two letter abbreviation indicating under which academic division the discipline belongs.

Courses that have additional fees will have "Lab Fee" listed at the end of the course description.

## COURSE ARTICULATION

Nunez Community College has many courses that are fully articulated to other post-secondary institutions. However, it is typically the option of the receiving institution to accept a course in transfer. Therefore, if a student intends to transfer to another institution, it is imperative that he or she establish contact with a counselor or advisor at that institution as early as possible, and subsequently maintain a running dialogue to validate the transferability of each course. It is also extremely important that the Nunez academic advisor be made aware of a student's desire to transfer courses. In some cases, there may be options within the Nunez curriculum and a student's selection of courses that may later impact transferability.

In the course descriptions that follow, the letter "T" indicates that a course is designed and offered with the intent to transfer to four-year institutions. The letters "NT" indicate that a course is not intended to transfer and a student should contact the institution to which he or she intends to transfer to inquire about the potential transferability of the course. The letter "D" indicates that a course is developmental, designed to prepare students for college-level courses, and does not count toward a degree.

The Louisiana Board of Regents maintains articulation matrices that will be of great help to students wishing to compare courses at various state colleges and universities. Their interactive website is [http://regents.state.la.us/Academic/articulation\\_2009-2010.htm](http://regents.state.la.us/Academic/articulation_2009-2010.htm).



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# COURSE DESCRIPTIONS

**ACCOUNTING (BT)**

**ACCT 1100** 3-0-3 NT  
**Accounting for Office Careers**  
 Vocationally oriented course including the accounting cycle, journalizing, posting, adjusting, and preparation of financial statements. Completion of this course will enable one to maintain a small set of books. Credit is not applicable toward a degree or certificate if taken after ACCT 2010.

**ACCT 1500** 3-0-3 NT  
**Payroll Accounting**  
 Emphasizes methods of computing earnings and deductions, preparation of payroll records, and journalizing payroll transactions. Use of 10-key calculator included with emphasis on performing addition, subtraction, multiplication, and division using the touch system.  
**Prerequisite: ACCT 1100 or 2010**

**ACCT 2010** 3-0-3 T  
**Principles of Accounting I**  
 Introductory course designed to familiarize the student with fundamental financial accounting principles and practices.  
**Prerequisite: Eligibility for MATH 1180**

**ACCT 2020** 3-0-3 T  
**Principles of Accounting II**  
 Continuation of ACCT 2010 with emphasis on the asset section of the balance sheet.  
**Prerequisite: ACCT 2010**

**ACCT 2100** 3-0-3 T  
**Computerized Accounting**  
 This course teaches the student to perform practical accounting applications using a computer. Includes major components of computerized accounting: general ledger, accounts receivable, accounts payable, and payroll. Lab fee  
**Prerequisite: ACCT 2020**

**ACCOUNTING (BT)**

**ACCT 2150** 3-0-3 T  
**Managerial Accounting**  
 A study of basic financial statements, interpretation and interrelationships of financial data, and quantitative concepts relating to management objectives.  
**Prerequisite: ACCT 2020**

**ACCT 2180** 3-0-3 T  
**Introduction to Governmental and Not For Profit Accounting**  
 The course will survey the different types of fund accounting used by the federal and local governments and not for profit organizations such as public universities, public hospitals, and charitable organizations. It will examine the financial statements that these organizations are required to prepare, examine the budgeting process, and contrast not for profit accounting with commercial accounting.  
**Prerequisite: ACCT 2020**

**ACCT 2200** 3-0-3 T  
**Tax Accounting**  
 Fundamentals of federal income taxation includes income inclusions, exclusions, and deductions as defined by current IRS regulations.  
**Prerequisite: ACCT 2020**

**ACCT 2330** 3-0-3 T  
**Auditing Principles**  
 Study of public accounting; auditing theory, procedures, and problems; internal control; internal auditing; and reporting.  
**Prerequisite: ACCT 2020**

**BIOLOGY (HNS)**

**BIOL 1010** 3-0-3 NT  
**Introductory Anatomy and Physiology**  
 Structure and function of the human body, diagnostic procedures used to identify disorders and diseases of the body, and discussion of selected disorders and diseases.

**BIOL 1020** 0-3-1 NT  
**Introductory Anatomy and Physiology Laboratory**  
 Lab includes microstructures, chemical and physical processes and the systems of the body. Lab Fee  
**Corequisite: BIOL 1010**

**BIOL 1030** 3-0-3 NT  
**Nutrition for Foods Service Personnel**  
 Study of nutrients including functions, factors affecting utilization, food sources, dietary allowances, food habits, special needs in the lifecycle, current issues in nutrition, and marketing nutrition in the foods service industry.

**BIOL 1040** 3-0-3 T  
**Animal Behavior**  
 A detailed analysis of non-human animal behavior with emphasis on vertebrate behavior.

**BIOL 1050** 3-0-3 T  
**Marine Biology**  
 Survey of the biological, physical, and chemical components of the ocean ecosystem.

**BIOL 1060** 3-0-3 T  
**Principles of Biology I**  
 A course for non-science majors that introduces general biological concepts including biochemistry, cell structure, cellular metabolism, photosynthesis, cellular respiration, life cycle of the cell, genetics, evolution, and ecology.  
**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOLOGY (HNS)**

**BIOL 1070** 0-3-1 T  
**Principles of Biology I Laboratory**  
 Topics include prokaryotic and eukaryotic cell structure, plant and animal cell structure, properties of enzymes, respiration and photosynthesis, the cell cycle, genetics and inheritance, and evidence of evolution. Lab Fee  
**Corequisite: BIOL 1060**

**BIOL 1080** 3-0-3 T  
**Principles of Biology II**  
 A course for non-science majors that introduces students to structure and function in plants and animals, animal behavior, phylogeny, and biodiversity, including a survey of viruses and the five kingdoms.  
**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOL 1090** 0-3-1 T  
**Principles of Biology II Laboratory**  
 Topics include plant and animal tissues and organ systems, vertebrate dissection, animal development, a field study on animal behavior, and a survey of specimens representing the five kingdoms. Lab Fee  
**Corequisite: BIOL 1080**

**BIOL 1100** 3-0-3 T  
**General Biology I**  
 Introduction to animal and plant structure and function at the level of organ systems. Topics will include digestion, circulation, respiration, excretion, chemical and neural coordination, sensory systems and effectors, reproduction and development.  
**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOLOGY (HNS)**

**BIOL 1110** 0-3-1 T  
**General Biology I Laboratory**  
 Designed to demonstrate several of the principles discussed in BIOL 1100 including the structure of plants and animals at the cell, tissue, and organ levels. Experiments are designed to explore functions of plants and animals. Quantitative data are collected and analyzed. Other topics include control of the internal environment, organismic integration, the cell cycle, and animal development. Lab Fee  
**Corequisite: BIOL 1100**

**BIOL 1200** 3-0-3 T  
**General Biology II**  
 Introduction to organismal biology in the broadest sense. The theory of evolution and its historical development are considered and provide the framework for a survey of diversity encountered in the five kingdoms. The course includes an introduction to basic principles of genetics and their relation to the process of evolution.  
**Prerequisites: BIOL 1100 and BIOL 1110 or permission of the Dean**

**BIOL 1210** 0-3-1 T  
**General Biology II Laboratory**  
 Study of representatives of the various groups of organisms discussed in BIOL 1200. Includes laboratory study of other topics including genetics. Lab Fee  
**Corequisite: BIOL 1200**

**BIOL 1500** 3-0-3 T  
**Human Nutrition**  
 Covers metabolic pathways, principles of nutrition, study of nutrients, practices in nutrition, and related decision making.  
**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOL 2000** 3-0-3 T  
**Microbiology**  
 Study of general and pathogenic microbiology including immunity and epidemiology.  
**Prerequisite: BIOL 1100 and BIOL 1110**

**BIOLOGY (HNS)**

**BIOL 2010** 0-3-1 T  
**Microbiology Laboratory**  
 Covers staining techniques, culture methods, and identification of microorganisms with emphasis on procaryotic organisms. Lab Fee  
**Corequisite: BIOL 2000**

**BIOL 2050** 3-0-3 T  
**Human Genetics**  
 This course covers key concepts in cell division, human reproduction, Mendelian, molecular, and population genetics of humans, and applied biotechnology.

**BIOL 2200** 3-0-3 T  
**Louisiana Wetlands Ecology**  
 Examination of the Louisiana wetlands, the delta formation, current problems, and the consequences of wetland loss. Lab Fee

**BIOL 2210** 3-0-3 T  
**Environmental Science**  
 Environmental biology addressing ecosystems, population, major environmental pollutants, and human health effects. Same course as ENVN2210. Credit will not be awarded in both courses.  
**Prerequisite: BIOL 1100 and BIOL 1110 or CHEM 1100 and CHEM 1110**

**BIOL 2300** 3-0-3 T  
**Human Anatomy and Physiology I**  
 A detailed study of the skeletal, muscular, nervous, and integumentary systems.  
**Prerequisite: BIOL 1100 and BIOL 1110**

**BIOL 2310** 0-3-1 T  
**Human Anatomy and Physiology I Laboratory**  
 Detailed study of the skeletal, nervous, and integumentary systems. Dissection of a sheep's brain and a cow's eye are required. Lab Fee  
**Corequisite: BIOL 2300**

**BIOLOGY (HNS)**

**BIOL 2400** 3-0-3 T  
**Human Anatomy and Physiology II**  
 Covers cardiovascular, respiratory, digestive, endocrine, excretory, urinary, and reproductive systems.  
**Prerequisite: BIOL 2300 and BIOL 2310**

**BIOL 2410** 0-3-1 T  
**Human Anatomy and Physiology II Laboratory**  
 Detailed dissection of a cat is correlated with human anatomy. Lab Fee  
**Corequisite: BIOL 2400**

**BIOTECHNOLOGY (HNS)**

**BTEC 1010** 2-2-3 NT  
**Introduction to Biotechnology**  
 Introduction to techniques used in biotechnology including calculations and preparation of solutions and sterile media. Laboratory safety, interpretation of technical protocols, and handling of biohazards will be emphasized. Lab Fee  
**Prerequisite: Students must have completed all developmental reading requirements and must be eligible for MATH 1180.**

**BTEC 1060** 3-0-3 NT  
**Breeding of Captive Animals**  
 The science of vertebrate animal reproduction, including coverage of artificial incubation, artificial insemination, and in vitro fertilization.

**BUSINESS (BT)****BUSN 1050** 3-0-3 NT**Business Mathematics**

Review of the basic operations of mathematics, fractions, decimals, and percents. Intensive study of cash and trade discounts, commissions, retail selling, interest depreciation, payroll, taxes, purchasing, and inventory.

**Prerequisite:** Eligibility for DEVM 0940**BUSN 1100** 3-0-3 T**Introduction to Business**

Introduces students to business functions and their effect on the economy. Serves to familiarize students with various specialized fields and business terminology.

**BUSN 1330** 3-0-3 T**Personal Finance**

Survey of family finances and personal money management. Areas investigated include: budgeting, housing, insurance, taxes, investments, and estate planning. The impact of consumer finance on the economy will be examined.

**BUSN 1510** 3-0-3 NT**Small Business Management**

Designed to introduce students to the essentials of small business start-up and management. This course will teach students to develop a business plan.

**BUSN 2000** 3-0-3 T**Marketing**

Managerial approach to the marketing functions. Emphasis placed on market-related variables including place, product, price, and promotion.

**Prerequisite:** BUSN 1100 and ECON 2000**BUSINESS (BT)****BUSN 2100** 3-0-3 T**Management**

Covers management processes such as planning, organizing, staffing, influencing, and controlling. Examines relationships between supervisor and employees, as well as between the members of groups in the business society. Establishment of operating principles and policies through examination of case material.

**Prerequisite:** BUSN 1100**BUSN 2190** 3-0-3 T**Legal Environment of Business**

Covers the fundamental principals of law applicable to the basic legal issues facing business. 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.

**Corequisite:** BUSN 1100**BUSN 2200** 3-0-3 T**Business Law**

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.

**Prerequisite:** BUSN 2190**BUSN 2400** 3-0-3 T**Business Communication**

Theory and application of oral and written communication in business. Includes various media used in business communication.

**Prerequisite:** ENGL 1010

**CARE & DEVELOPMENT OF YOUNG CHILDREN (AH)**

**CDYC 1050** 3-0-3 NT  
**Introduction to the Care and Development of Young Children.** Methods, materials, and activities for day care centers, nursery schools, and primary grades.

**CDYC 1110** 2-3-3 NT  
**Observation and Participation**  
 Laboratory experiences with children to develop observational skill for planning children's activities.  
**Prerequisites:** CDYC 1050 and any 2 additional CDYC courses  
**Corequisite:** PSYC 2200

**CDYC 1300** 3-0-3 NT  
**Introduction to Children with Exceptionalities**  
 This course will provide students with a thorough introduction to the field of special education with emphasis on infants, toddlers, and preschoolers with known and suspected developmental disabilities.

**CDYC 1410** 3-0-3 NT  
**Creative Experiences in Early Childhood**  
 The creative development of young children is explored. General principals, teaching materials, and experiences for supporting children's creative development through the arts to include art, music, dance, and dramatic expression.

**CDYC 1810** 3-0-3 NT  
**Math and Science in Early Childhood**  
 Stages of children's math and science comprehension are explored. Materials for math and science teaching are developed.

**CDYC 2130** 3-0-3 NT  
**Infant and Toddler Curriculum Development**  
 Planning developmentally appropriate environments, integrating appropriate activities, materials, and evaluations into programs that serve children under age three.

**CARE & DEVELOPMENT OF YOUNG CHILDREN (AH)**

**CDYC 2300** 3-0-3 NT  
**Literature and Language Development in Early Childhood**  
 Stages of children's language and cognitive development are explored and the selection, evaluation, and the use of books and materials to support this development are discussed.  
**Corequisite:** CDYC 1050

**CDYC 2610** 3-0-3 NT  
**Parents in the Educational Process**  
 How to involve parents in the learning process. Methods of group and individual parent/teacher counseling are discussed.

**CARE & DEVELOPMENT OF YOUNG CHILDREN (AH)****CDYC 2730 3-0-3 NT  
Curriculum and Teaching Materials in Early Childhood**

Types of curricula used in early childhood education. Examination of activities, materials, media, and other teaching aids are included.

**Prerequisite:** CDYC 1050

**CDYC 2800 3-0-3 NT  
Administration of Early Childhood Programs**

An overview of the responsibilities of administration in an early childhood program. The course is an examination of professionalism, budget, personnel decisions, development of staff and parent handbooks, and state and local regulations. Also includes child safety in group care, child nutrition, and playground safety.

**Prerequisite:** CDYC 1050

**CDYC 2850 3-0-3 NT  
Guiding and Managing Child Behaviors**

This course introduces students to typical, age-related behavior patterns, child guidance practices and their consequences; techniques and procedures for successful classroom management.

**CDYC 2980 2-18-6 NT  
Practicum**

Supervised work experience.

**Prerequisites:** Candidate for graduation, a grade of "C" or better in all CDYC courses taken, and permission of program manager

**CHEMISTRY (HNS)****CHEM 1100 3-0-3 T  
General Chemistry I**

A course in the fundamentals of chemistry to include laws, theories, general principles, and problem solving techniques.

**Prerequisite:** Eligibility for enrollment in MATH 1180

**CHEM 1110 0-3-1 T  
General Chemistry I Laboratory**

Fundamental chemical operations to support General Chemistry I. Lab Fee

**Corequisite:** CHEM 1100

**CHEM 1200 3-0-3 T  
General Chemistry II**

Topics in organic and inorganic chemistry include oxidation reduction, acid-base chemistry, electrochemistry, ionic equilibrium, and properties of the groups of elements.

**Prerequisite:** CHEM 1100

**CHEM 1210 0-3-1 T  
General Chemistry II Laboratory**

Experiments include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds. Lab Fee

**Corequisite:** CHEM 1200

**CHEM 1300 3-0-3 T  
Introductory Organic Chemistry**

Inorganic, organic, and biochemistry including basic measurements, atomic theory, elements, compounds, carbohydrates, proteins, lipids, and general biochemistry.

**Prerequisite:** CHEM 1100 or permission of instructor.

**CHEM 1310 0-3-1 T  
Introductory Organic Chemistry Laboratory**

Lab to accompany Introductory Organic Chemistry. Lab Fee

**Corequisite:** CHEM 1300



**CHEMISTRY (HNS)****CHEM 2070 3-0-3 T****Chemistry of Water, Air, and Soil**

Basic concepts of chemistry of air, soil, and water as applied to the environment. Same course as ENVN 2070. Credit will not be awarded in both courses.

**Prerequisite: CHEM 1100 and CHEM 1110**

**COMPUTER INFORMATION SYSTEMS (BT)****CINS 1000 3-0-3 NT****Computers for Everyday Use**

A survey of computer applications for business and personal use. Topics include introduction to the microcomputer, Windows, word processing, spreadsheets, database management, and business presentations. The course fills the requirement for students to be computer literate in certificate and associate degree terminal programs. Credit toward a degree or certificate will not be awarded for both this course and CINS 1100. Lab Fee

**CINS 1100 3-0-3 T****Survey of Microcomputer Applications**

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 will work in a computer lab using PCs and a popular integrated program such as Microsoft Office. Credit toward a degree or certificate will not be awarded for both this course and CINS 1000. Lab Fee

**Prerequisite or Corequisite: OFCR 1010 or permission of program manager**

**CINS 1200 3-0-3 NT****Word Processing**

Computer applications using a current word processing software. Topics include basic text editing, clip art, research writing tools, templates, tables, charts, watermarks, and macros. Lab Fee

**Prerequisite or Corequisites: CINS 1100 or OFCR 1200 or permission of program manager**

**CINS 1300 3-0-3 NT****Spreadsheets**

Computer applications with a current spreadsheet program. Topics include formulas, functions, spreadsheet formatting, graphs, data projection, data analysis, creating Excel web pages, and file management. Lab Fee

**Prerequisite: CINS 1100 or permission of program manager**

**COMPUTER INFORMATION SYSTEMS (BT)****CINS 1400 3-0-3 NT****Databases**

Computer applications utilizing hands-on activities with PCs and a current relational database program. Topics include Windows, field definition, input forms, queries, reports, macros, switchboards, web databases, file management, and database management. Lab Fee

**Prerequisite: CINS 1100 or permission of program manager**

**CINS 1500 3-0-3 NT****Introduction to Computers**

Topics include computer systems, including operating systems, hardware, and software, with the focus on microcomputer hardware. It also looks at information systems, networking, security, and computer ethics. Lab Fee

**Corequisite: CINS 1100 or permission of the program manager**

**CINS 1600 3-0-3 NT****PowerPoint/Internet/Outlook**

Students will learn how to create PowerPoint presentations, how to use Microsoft Outlook, and Internet basics. It will cover planning, programming, and delivering a PowerPoint presentation. It will cover email, scheduling, and listing contacts in Outlook. The class will also discuss the Internet, including Internet terminology and Internet searches. Lab Fee

**Prerequisite: CINS 1100 or permission of the program manager**

**CINS 1700 3-0-3 NT****Computer Graphics**

Computer graphics utilizing hands-on activities with PCs and a current graphics program. Topics include graphic file formats, raster graphics, vector graphics, anti-aliasing, layers, special effects, graphics text, web components, and photo editing. Lab fee

**Prerequisite: CINS 1000, 1100 or permission of program manager**

**COMPUTER INFORMATION SYSTEMS (BT)****CINS 2000 3-3-4 NT****Programming**

Basic concepts of problem solving techniques and structured algorithm design using a procedure oriented high-level language. Lab Fee

**Corequisites: CINS 1100 and MATH 1180**

**CINS 2200 3-0-3 NT****Advanced Word Processing**

Topics include merging, advanced text editing and writing tools, online documents and forms, and Visual Basic applications. Lab Fee

**Prerequisite: CINS 1200 or permission of the program manager**

**CINS 2250 3-0-3 NT****Web Page Authoring**

Current software is used to create, edit, and publish web pages for the World Wide Web. Lab Fee

**CINS 2300 3-0-3 NT****Advanced Spreadsheets**

Computer application utilizing hands-on activities with PCs and a current spreadsheet program. Topics include spreadsheet databases, macros, Visual Basic applications, formulas using multiple worksheets, and projections. Lab Fee

**Prerequisites: CINS 1300 or permission of program manager**

**CINS 2400 3-0-3 NT****Database SQL**

Database applications and use of Structured Query Language. Lab fee

**Prerequisites: CINS 1400 or permission of program manager**

**COMPUTER TECHNOLOGY (BT)****CTEC 1100 3-1-3 NT  
Basic Electricity, Electronics & Semiconductors**

Designed to provide specialized classroom instruction in basic electricity, electronics, semiconductors, and power supplies. Lab Fee  
**Prerequisite: Eligibility for MATH 1180**

**CTEC 1200 3-1-3 NT  
Software Survey**

Designed to provide students with a working knowledge of computer software, including operating systems such as DOS, Windows, Unix, Linux, and Macintosh, and some application software. Lab Fee

**CTEC 1300 3-1-3 NT  
Computer Maintenance**

Designed to provide specialized classroom instruction and work experience on computer systems, power supplies, board replacement, magnetic storage, storage devices, hard disk and floppy disk maintenance, diagnostics, testing, and computer maintenance. Students will be provided a working knowledge of motherboards, BIOS, buses, optical storage, printers, and portable PCs. Lab Fee

**CTEC 1550 2-2-3 NT  
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

**COMPUTER TECHNOLOGY (BT)****CTEC 1600 3-1-3 NT  
Computer Communications**

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. Lab Fee

**Prerequisites: MATH 1180 and ENGL 1010**

**CTEC 1650 2-2-3 NT  
Routers and Routing Basics**

This course focuses on initial router configuration, routing protocol configuration, TCP/IP, and creating access control lists. Lab Fee

**Prerequisite: CTEC 1550**

**CTEC 1800 3-1-3 NT  
A+ Certification Preparation**

Designed to prepare the student with the latest tests and materials needed to pass the A+ Certification Exam. A+ OS Exam- OS fundamentals, installation, configuration and upgrading, diagnosing and troubleshooting, and networks. A+ Core Exam- Installation, configuration and upgrading, diagnosing and troubleshooting, preventive maintenance, motherboard/processors/memory, printers, basic networking. Lab Fee

**CTEC 1850 3-1-3 NT  
Network Security**

This course provides a comprehensive overview of network security. Included with general security concepts are communication security, infrastructure security, cryptography basics, and operational/organizational security. Lab Fee

**Co-requisite or Prerequisite: CTEC 1550 or permission of program manager**

**COMPUTER TECHNOLOGY (BT)****CTEC 2000** 3-1-3 NT**Software Development**

Designed to provide students with a working knowledge of common programming languages, such as an Object-Oriented Language with the ability to write a simple program using a GUI objects and event-driven programming. Lab Fee

**CTEC 2200** 3-3-4 NT**Network Operating Systems I**

This course is designed to introduce the latest industry network operating schemes and will focus on the management of network operating systems. Lab Fee

**Prerequisite:** CTEC 1550 or permission of program manager

**CTEC 2400** 3-3-4 NT**Network Operating Systems II**

Student will build a network from the ground up, design a directory structure and install software, network printing, network menus, and login scripts. Troubleshoot and repair techniques for the networks. Lab Fee

**Prerequisite:** CTEC 1550 or permission of program manager

**CTEC 2550** 2-2-3 NT**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. Lab Fee

**Prerequisites:** CTEC 1650 and MATH 1180

**CTEC 2650** 2-2-3 NT**Wide Area Network Technology**

This course focuses on WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, NAT, PAT, DHCP, network management, and introduction to optical networking. Lab Fee

**Prerequisite:** CTEC 2550

**CONSTRUCTION TECHNOLOGY (BT)****CNST 1000** 3-0-3 NT**Introduction to Construction**

Introduces industry trends, career levels, and future trends in construction.

**CNST 1010** 3-0-3 NT**Basic Tools**

Basic skills of math, print reading and sketching, general safety, materials, hand tools, and project construction using power tools and hand tools. Lab Fee

**CNST 1020** 2-0-2 NT**Blue Print Reading**

The student should be able to read and sketch simple plans.

**CNST 1510/1520/1530/1540/1560****Construction Laboratory****1-6 hours each** NT

Students will perform various construction tasks assigned by the instructor. The laboratory experiences may include both on- and off-campus locations. Off-campus sites will require permission of the instructor. No more than 12 hours of laboratory credit may be applied toward a certificate. Lab Fee

**COOPERATIVE EDUCATION**

(COOP not intended to transfer)

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.

**Prerequisites:** as required by departments and programs

**COOP 1010/2010**

**Co-Operative Education in Business**  
Credit 1-9

**COOP 1110/2110**

**Co-Operative Education in Arts and Humanities**  
Credit 1-9

**COOP 1210/2210**

**Co-Operative Education in Science and Math**  
Credit 1-9

**COOP 1310/2310**

**Co-Operative Education in Applied Science and Technology**  
Credit 1-9

**COOP 1410/2410**

**Co-Operative Education in Community Services**  
Credit 1-9

**COOP 1510/2510**

**Co-Operative Education in Social Sciences**  
Credit 1-9

**CULINARY ARTS/  
FOODSERVICE PRODUCTION (BT)****CULA 1000****3-0-3 NT****Culinary Art and Science**

Provides students with a basic understanding of the hospitality industry and serves as a foundation for later specialized courses in the food service industry.

**CULA 1020****2-3-3 NT****Basic Food Preparation**

Introductory level cooking skills course covering 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

**Corequisite: CULA 1050**

**CULA 1050****3-0-3 NT****Sanitation**

Safe food handling procedures and microbiological concerns. Certification examination taken upon completion of course.

**CULA 1500****2-3-3 NT****Baking**

Provides students with an overview in the area of baking. Students perform practical baking applications. Includes the physical and chemical nature of yeast products, quick breads, cakes and icings, cookies, and pies. Lab Fee

**CULA 1600****2-3-3 NT****Advanced Baking**

Provides students with an in-depth study of baking and performing advanced baking applications. Includes theory and hands-on experience in the more complex areas including artisan breads, specialty breads, brioche, Danish pastry, croissants, genoise, puff pastry, and gingerbread display pieces. Lab Fee

**CULINARY ARTS/  
FOODSERVICE PRODUCTION (BT)**

**CULA 1700 3-0-3 NT  
Foodservice Management I**  
Principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. U.S.D.A. grades for produce and meats are covered.

**CULA 1750 2-3-3 NT  
Meat, Poultry, and Seafood**  
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  
**Corequisite: DEVR 0780 if required by placement test score**  
**Prerequisites: CULA 1000, 1020, and 1050**

**CULA 1800 2-3-3 NT  
Soups, Stocks, and Sauces**  
Foundations of basic stock and their relationship to classical soups and sauces. Preparation of soups, stocks, and sauces in a commercial kitchen. Lab Fee  
**Corequisite: DEVR 0780 if required by placement test score**  
**Prerequisites: CULA 1000, 1020, and 1050**

**CULINARY ARTS/  
FOODSERVICE PRODUCTION (BT)**

**CULA 1900 2-3-3 NT  
Garde Manger Management**  
This course includes preparations from the pantry station including hors d'oeuvres, pates, galantines, mousses, vegetable carvings, and tallow sculptures. Lab Fee  
**Prerequisites: CULA 1000, 1020, and 1050**

**CULA 2020 0-20-2 NT  
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. Provides the student with the opportunity to develop speed with manual skills, to increase professional experience, and to work in real-life situations.  
**Prerequisite: CULA 1750, CULA 1800, and FSPM 1500**

**CULA 2710 3-0-3 NT  
Foodservice Management II**  
Methods of controlling cost in the food service industry through the four steps of establishing standards, training, monitoring, and correcting. These are applied to purchasing, receiving, and accounting for food, beverages, and labor.  
**Prerequisite: Students must have completed all developmental reading requirements**

**CULINARY ARTS/  
FOODSERVICE PRODUCTION (BT)**

**CULA 2730** 3-0-3 NT

**Foodservice Management III**

This course establishes principles of effective supervision, including human relations, motivation, communication, correct training principles, interview of staff, and discipline. Major emphasis is on working with supervisors in the food service and hospitality industries.

**Prerequisite: Students must have completed all developmental reading requirements**

**CULA 2770** 2-3-3 NT

**Desserts and Patisserie**

Hands-on course in production of classic desserts. International and domestic desserts are included. Lab Fee

**Prerequisite: Students must have completed all developmental reading requirements**

**CULA 2800** 3-0-3 NT

**Culinary Seminar**

Students become acquainted with trends and issues in the food service industry through workshops, demonstrations, and guest speakers. Some topics will be the marriage of food and wine, legal issues of server's responsibility with alcoholic beverages, and food service computer applications.

**Prerequisite: Students must have completed all developmental reading requirements**

**CULA 2850** 0-25-3 NT

**Culinary Practicum**

A practical course in which kitchen and dining room area are used to prepare and serve high quality lunches. Students are involved in the planning, organizing, preparation, service, and sanitation of every function. Managerial concepts of food and labor cost, scheduling, purchasing, and menu planning are an integral part of this course.

**Prerequisite: Student must have completed 12 hours in CULA at the 2000 level**

**DEVELOPMENTAL ENGLISH (AH)**

**DESL 0640** 3-0-3 D

**English as a Second Language I**

A basic English course for non-native speakers. Helps students develop speaking, listening, reading, and writing skills in English. Students do not have to know English to take this course. A skills improvement course that may not be used as credit for a certificate or degree.

**DESL 0680** 3-0-3 D

**English as a Second Language II**

A continuation of DESL 0640. A skills improvement course that may not be used as credit for a certificate or degree.

**Prerequisite: DESL 0640 or placement test**

**DEVE 0840** 3-0-3 D

**Developmental English I**

An introduction to writing English prose, concentrating on sentences and paragraphs. Course includes intensive practice in the fundamentals of grammar, capitalization, and punctuation. A two-hour per week lab component is required. This is a skills improvement course that may not be used as credit for a certificate or degree. Placement based on ACT English score or Compass Test.

**DEVE 0880** 3-0-3 D

**Developmental English II**

Introduction to writing English prose, concentrating on paragraphs and essays. Essential concepts of grammar, usage, writing mechanics, and critical reading are included. This is a skills improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency exam is required to pass this course.

**Prerequisite: A grade of 'C' or higher in DEVE 0840 or placement test**

**DEVELOPMENTAL MATHEMATICS (AH)****DEVM 0900** 3-0-3 D**Basic Mathematics**

Review of basic mathematic skills. Includes fundamental numerical operation of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio and proportion; percent; systems of measurement; and an introduction to Algebra. This course is a skills improvement course and may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in this course.

**DEVM 0940** 3-0-3 D**Introductory Algebra**

Sets, systems of numeration, linear equations and inequalities, ratio, proportions, variation, exponents, radicals, factoring, quadratics, systems of linear equations and inequalities. 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 for credit in this course.

**Prerequisite:** A grade of 'C' or higher in DEVM 0900 or placement test

**DEVELOPMENTAL READING (AH)****DEVR 0740** 3-2-4 D**Developmental Reading I**

Intensive practice in building foundation reading vocabulary and comprehension skills. Classroom component focuses on increasing vocabulary knowledge, comprehension and interpretation of various reading passages through the development of skills and strategies. Laboratory component focuses on individual prescription and requires two hours per week in the Student Success Center. This is a skills improvement course that may not be used for credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in this course.

**Prerequisite:** Placement test or instructor's recommendation

**DEVR 0780** 3-0-3 D**Developmental Reading II**

A continuation of DEVR 0740 with emphasis placed on achieving success in reading college-level materials through the development of active reading strategies, vocabulary knowledge, and comprehension skills and strategies. This is a skills improvement course that may not be used for credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in the course. A final grade of 'C' or higher is required to enroll in general education courses at the 2000-level or above.

**Prerequisite:** A grade of 'C' or higher in DEVR 0740 or placement test



**DRAFTING & DESIGN TECHNOLOGY (BT)****DRDT 1000** 3-4-5 NT**Basic Board Drafting**

Basic drafting processes including the use of drafting instruments, lettering and sketching, geometric construction, orthographic projection, and basic dimensioning techniques. Lab Fee

**DRDT 1030** 3-4-5 NT**Basic CADD**

Introduction to use of CAD focusing on basic drawing and editing commands, basic dimensioning practices, and printing techniques. Also includes basic computer literacy skills as they pertain to the drafting field. Lab Fee

**DRDT 1040** 2-4-4 NT**Intermediate Board Drafting**

Further application of drafting processes including sections, auxiliary views, intersections and developments, pictorial drawings, fasteners, dimensioning and tolerancing practices, and working drawings. Lab Fee

**Prerequisite:** DRDT 1000 or permission of the instructor

**DRDT 1050** 2-4-4 NT**Intermediate CADD**

Further exploration of drawing and editing commands, and dimensioning practices that improve CAD efficiency. Lab Fee

**Prerequisite:** DRDT 1030 and MATH 1180 or permission of the instructor

**ECONOMICS (BT)****ECON 2000** 3-0-3 T**Microeconomics**

Principles of economics including the market structure of American capitalism, the economics of the firm, market demands, the cost of production, product pricing and employment of resources.

**ECON 2020** 3-0-3 T**Macroeconomics**

Theory of aggregate income, employment and the price level, economic stabilization policies, and economic growth and development.

**ECON 2250** 3-0-3 T**Money and Banking**

A survey of money, commercial banking, financial institutions, the Federal Reserve System, and the formulation and execution of monetary and economic stabilization policy.

**Prerequisites:** ECON 2000 and 2020

**ELECTRICAL CONSTRUCTION (BT)**

**ELEC 1210** 3-0-3 NT  
**Introduction to Electrical Construction**  
 Provides students with specialized instruction emphasizing safety and efficient work practices.

**ELEC 1230** 3-0-3 NT  
**Basic Electrical Theory**  
 Provides lecture and discussion to train students in the knowledge and practice of electrical theory in both DC and AC circuits.

**ELEC 1250** 3-0-3 NT  
**Proper Use of Tools and Equipment**  
 Provides lecture and discussion on safety and the proper methods for use of both power operated and hand tools that are most common to the electrical industry. Lab fee

**ELEC 1270** 2-3-3 NT  
**House Wiring Fundamentals**  
 Provides lecture, discussion, and hands-on in reading and interpreting blueline drawings for job layout, estimating the cost of the job, and ordering materials.  
 Lab Fee

**ELECTRICAL CONSTRUCTION (BT)**

**ELEC 1290** 3-0-3 NT  
**Cable Raceways and Other Conduits**  
 Provides lecture and discussion in the selection of conduit and other raceways as well as requirements for installation and compliance with the National Electrical Code. Lab fee

**ELEC 1400** 3-0-3 NT  
**House Wiring Methods**  
 Provides specialized instruction, discussion, and hands-on training in the proper selection and installation of materials that conform to the National Electrical Code. Lab fee  
**Prerequisites:** MATH 1150, ELEC 1210, and ELEC 1290

**ELEC 1420** 3-0-3 NT  
**Understanding Meters and Instruments**  
 Trains students in the methods and procedures for reading meters and instruments most common in the electrical industry. Lab fee  
**Prerequisites:** MATH 1150, ELEC 1210, and ELEC 1290

**ELEC 1440** 3-0-3 NT  
**Understanding the National Electrical Code**  
 Provides specialized instruction and discussion for the use of the National Electrical Code for all wiring applications.  
**Prerequisite:** Students must have completed all developmental reading requirements  
**Corequisite:** ENGL 1000

**ELEC 1460** 3-0-3 NT  
**Electrician's License Examination Review**  
 Provides specialized instruction and discussion including a thorough review of the National Electrical Code and related textbooks. Covers the areas that are included in the Journeyman's Class "A" License examination.  
**Prerequisites:** MATH 1150, ELEC 1210, and ELEC 1290

## EMERGENCY MEDICAL TECHNOLOGY (HNS)

### EMTP 1010 2-2-3 NT First Responder

A study of emergent conditions of victims of a medical or trauma emergency in the pre-hospital environment. Emphasis on 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 D.O.T. EMT-First Responder curriculum and prepares students for state and national registry examinations.

**Prerequisite:** Eligibility for DEVR 0780

### EMTP 1020 4-6-6 NT Emergency Medical Technician-Basic

Pre-hospital non-invasive basic life saving techniques as defined by the Emergency Medical Technician-Basic National Standard Curriculum. Application of the Emergency Medical Technician skills in the laboratory, the in-hospital clinical setting, and/or field observation with an ambulance service. Lab Fee

**Prerequisites:** Students must have completed all developmental reading requirements. Students must also document evidence of current professional-level proficiency in CPR or be enrolled in EMTP 1030.

### EMTP 1030 1-0-1 NT Basic Skills in Emergency Medical Service

Topics in EMS to include American Heart Association Healthcare Provider covering basic adult, child, and infant CPR and airway obstruction. Hazmat Awareness prepares first responders to recognize and identify hazardous substances, notify appropriate authorities, initiate the incident command system and scene control. Defensive Driving gives ambulance operators the knowledge to operate their vehicles so that vehicle, equipment, crew, and patients will be delivered safely and efficiently and to ensure the safety of the public during all phases of EMS involving the ambulance.

## EMERGENCY MEDICAL TECHNOLOGY (HNS)

### EMTP 1200 4-0-4 NT Introduction to Advanced Emergency Care and Patient Assessment

This course presents the pre-hospital and preparatory phase of paramedic emergency care. Cellular pathophysiology and patient assessment is introduced to develop the student's ability to apply these concepts in assessment and management of emergency patients through administration of medications, effective communication and documentation.

**Prerequisites:** Currently Louisiana licensed and National registered as EMT-Basic or Intermediate or permission of instructor, BIOL1010 and BIOL 1020 or their equivalents with a "C" or better and eligibility for ENGL 1010 and DEVM 0940.

**Corequisite:** EMTP1210

### EMTP 1210 0-12-3 NT Intro to Advanced Emergency Care and Patient Assessment Lab

This course develops the skills of IV access, medication administration, general pharmacology, and drug classifications. The techniques of history taking, physical exam, patient assessment, and therapeutic communications will be developed. Lab Fee

**Prerequisites:** Currently Louisiana licensed and National registered as EMT-Basic or Intermediate or permission of instructor, BIOL1010 and BIOL 1020 or their equivalents with a "C" or better and eligibility for ENGL 1010 and DEVM 0940.

**Corequisite:** EMTP1200

**EMERGENCY MEDICAL TECHNOLOGY  
(HNS)**

**EMTP 1300 4-0-4 NT  
Advanced Airway Management and Trauma  
Emergencies**

This course presents the pathophysiology, assessment, and current treatment modalities for the pre-hospital trauma patient, maintenance of airways, and oxygenation. Lecture in trauma includes kinematics, soft tissue, and abdominal trauma, and burn management. Emphasis is placed on pathophysiological principles and assessments to formulate and implement treatment plans for trauma patients.  
Prerequisites: **EMTP 1200, EMTP 1210**  
**Corequisites: EMTP 1310, EMPT 1320**

**EMTP 1310 0-3-1 NT  
Advanced Airway Management and Trauma  
Emergencies Lab**

This course introduces advanced skills necessary to maintain patient airways and to treat trauma emergencies. Students are instructed in advanced airway management, advanced skills in fluid resuscitation, bleeding control, and skills specific to thoracic trauma. Topics include bleeding and shock and spinal/musculoskeletal injury. Course includes lecture and laboratory. Lab Fee  
Prerequisites: **EMTP 1200, EMTP 1210**  
**Corequisites: EMTP 1300, and EMPT1320**

**EMTP 1320 0-8-1 NT  
Advanced Airway Management and Trauma  
Emergencies Practicum**

A clinical practicum at approved sites designed to provide the student with patient care experiences to patients of various ages under a preceptor. Sites will include area hospitals, EMS providers and other approved clinical sites.  
Prerequisites: **EMTP 1200, EMTP 1210**  
**Corequisites: EMTP 1300, EMPT1310**

**EMERGENCY MEDICAL TECHNOLOGY  
(HNS)**

**EMTP 1500 4-0-4 NT  
Cardiac and Medical Emergencies**

This course presents the pathophysiology, assessment, and current treatment modalities for the pre-hospital cardiac and medical patient. Emphasis is placed on recognition and etiology of life-threatening cardio-pulmonary emergencies. Medical situations relating to diabetes, cerebral vascular accident, anaphylaxis, poisoning, renal failure, abdominal, and hematologic emergencies will be covered.  
**Prerequisites: EMTP 1300, EMTP 1310, EMTP 1320**  
**Corequisites: EMTP 1510, EMPT 1520**

**EMTP 1510 0-3-1 NT  
Cardiac and Medical Emergencies Lab**

This laboratory course is designed to develop student skills in cardiac and medical patient assessment. Students are instructed in ECG monitoring and interpretation, defibrillation, cardio-version and non-invasive external cardiac pacing. Course includes lecture and laboratory. The laboratory segment presents the assessment, treatment, and pharmacological interventions in which students must demonstrate proficiency prior to performance in the clinical setting. Lab Fee  
**Prerequisites: EMTP 1300, EMTP 1310, EMTP 1320**  
**Corequisites: EMTP1500, and EMTP 1520**

**EMTP 1520 0-8-1 NT  
Cardiac and Medical Emergencies  
Practicum**

A clinical practicum at approved sites designed to provide the student with patient care experiences with patients of various ages under a preceptor. Sites will include area hospitals, EMS providers and other approved clinical sites.  
**Prerequisites: EMTP 1300, EMTP 1310, EMTP 1320**  
**Corequisites: EMTP 1500, EMTP 1510**

**EMERGENCY MEDICAL TECHNOLOGY  
(HNS)**

**EMTP 2200 4-0-4 NT  
Obstetrical and Pediatric Emergencies**

This course presents the obstetrical, gynecological, and pediatric emergency patient in the pre-hospital setting. Evaluations of obstetrical/gynecological disorders are reviewed. The management of the expectant mother, complications of labor, and normal/abnormal delivery are discussed. Pediatric medical and traumatic emergencies are presented in addition to considerations concerning geriatric emergencies, abuse, and assault.

**Prerequisites:** EMTP 1500, EMTP 1510, and EMTP1520

**Corequisites:** EMTP 2210 and EMTP 2220

**EMTP 2210 0-6-2 NT  
Obstetrical & Pediatric Emergencies Lab**

This course develops skills in patient assessment and emergency care of the obstetrical and pediatric patient including normal/abnormal deliveries, and neonatal resuscitation care. Lab Fee

**Prerequisites:** EMTP1500, EMTP1510, and EMTP1520

**Corequisites:** EMTP 2200 and EMTP 2220

**EMTP 2220 0-6-1 NT  
Obstetrical and Pediatric Emergencies Practicum**

A clinical practicum at approved sites designed to provide the student with patient care experience to patients of various ages under a preceptor. Sites will include area hospitals, EMS providers and other approved clinical sites.

**Prerequisites:** EMTP1500, EMTP1510, and EMTP 1520

**Corequisites:** EMTP 2200 and EMTP 2210

**EMERGENCY MEDICAL TECHNOLOGY  
(HNS)**

**EMTP 2300 4-0-4 NT  
Special Situations and Operations**

This course presents pathophysiological principles and assessment findings of environmental, behavioral, and infectious emergencies along with special considerations for the challenged and chronic care patient. Topics in operations of EMS are studied including ambulance operations, medical incident command, rescue, hazmat, and crime scenes.

**Prerequisites:** EMTP 2200, EMTP 2210, and EMTP 2220

**Corequisites:** EMTP 2310

**EMTP 2310 0-3-1 NT  
Special Situations and Operations Lab**

This course presents skills for the treatment of environmental patients, chronic care patients, those with behavioral disorders, and infectious disease. The management of various types of emergency scenes is explored using a scenario-based approach with a review of patient assessment and management skills learned in previous course work. Lab Fee

**Prerequisites:** EMTP 2200, EMTP 2210, and EMTP 2220

**Corequisites:** EMTP 2300

**EMTP 2320 0-8-1 NT  
Special Situations and Operations Practicum**

A clinical practicum at approved sites designed to provide the student with patient care experience to patients of various ages under a preceptor. Sites will include area hospitals, EMS providers and other approved clinical sites. If clinical hours are not completed during the term, the student must repeat this course for credit in the following term.

**Prerequisites:** EMTP 2200, EMTP 2210, EMTP 2220, EMTP 2300 and EMTP 2310

**ENGLISH (AH)**

**ENGL 1000** 3-0-3 NT  
**Applied Writing**  
 Emphasizes basic writing and communication skills for the certificate level and specialized vocational and technical areas. May not be used to fulfill the English general education requirement in degree or Certificate of Applied Science programs.  
**Prerequisite: DEVE 0840, ACT English score, or Nunez Placement Test**

**ENGL 1010** 3-0-3 T  
**English Composition I**  
 Emphasizes expository writing and effective reading. This is an introductory course in writing for those students who demonstrate the ability to write at the expected college level by placement tests or successful completion of DEVE 0880. Satisfactory performance on a proficiency exam is required to pass this course.  
**Prerequisite: Placement by ACT English score, Nunez Placement Test, or a grade of "C" or higher in DEVE 0880**

**ENGL 1020** 3-0-3 T  
**English Composition II**  
 Emphasizes writing in the argumentative mode. A research paper in the argumentative mode is required. The course also introduces the major literary genres.  
**Prerequisite: English 1010 with a "C" or better**

**ENGL 1150** 3-0-3 NT  
**Traditional Grammar**  
 Focuses on traditional grammar and usage. This course 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. ENGL 1150 cannot be substituted for any required English course.

**ENGLISH (AH)**

**ENGL 2010** 3-0-3 T  
**Survey of English Literature I**  
 Survey of English literature from Beowulf through the eighteenth century.  
**Prerequisite: ENGL 1020**

**ENGL 2020** 3-0-3 T  
**Survey of English Literature II**  
 Survey of English literature from the eighteenth century through the present.  
**Prerequisite: ENGL 1020**

**ENGL 2100** 3-0-3 T  
**Short Story and Novel**  
 Introduction to the study of the short story and the novel.  
**Prerequisite: ENGL 1020**

**ENGL 2110** 3-0-3 T  
**Poetry and Drama**  
 Introduction to the study of poetry and drama.  
**Prerequisite: ENGL 1020**

**ENGL 2150** 3-0-3 T  
**Introduction to Fiction Writing**  
 Introduction to the theory and technique of fiction writing.  
**Prerequisite: ENGL 1020**

**ENGL 2210** 3-0-3 T  
**(formerly ENGL 2500)**  
**Major American Writers**  
 A study of the major American writers from the Colonial period to the present.  
**Prerequisite: ENGL 1020**

**ENGL 2600** 3-0-3 T  
**World Literature I**  
 This course explores the major trends and movements in the history of literature from its beginnings to the Renaissance.  
**Prerequisite: ENGL 1020**

**ENGLISH (AH)**

**ENGL 2610** 3-0-3 T  
**World Literature II**  
 Renaissance through the 20th century.  
**Prerequisite: ENGL 1020**

**ENVIRONMENTAL TECHNOLOGY (BT)**

**ENVN 1010** 3-0-3 NT  
**Environmental Health and Safety**  
 The study of 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, a study of mechanisms for a safe working environment, and a comprehensive Health and Safety Plan as a final project.

**ENVN 1030** 3-0-3 NT  
**Environmental Law**  
 An introduction to the major federal and Louisiana environmental agencies, programs, statutes, and case law, and their impact on both the public and private sector.

**ENVN 2010** 3-0-3 NT  
**Principles of Industrial Hygiene**  
 A study of monitoring, recognition, evaluation, and control of workplace health hazards. Topics include current OSHA regulations, professional standards, permissible exposures, and workers' right-to-know.  
**Prerequisite: ENVN 1010**

**ENVN 2020** 3-0-3 NT  
**Introduction to Toxicology**  
 An introduction to the basic principles and aspects of mammalian toxicology. Exposure, dose-response and distribution of toxicants, metabolism of toxic agents, factors that affect toxicity, and chemical carcinogenesis are discussed.  
**Prerequisites: BIOL 1100 & BIOL1110 or CHEM 1100 & CHEM 1110**

**ENVIRONMENTAL TECHNOLOGY (BT)**

**ENVN 2050** 3-0-3 NT  
**Environmental Sampling**  
 Methodology of sampling, analyzing, and interpreting results of environmental surveys. Field projects are required. Lab fee  
**Prerequisite: BIOL 1100 & BIOL1110**

**ENVN 2070** 3-0-3 T  
**Chemistry of Water, Air, and Soil**  
 Basic concepts of chemistry of air, soil, and water as applied to the environment. This course is the same as CHEM 2070. Credit will not be awarded for both courses.  
**Prerequisite: CHEM 1100 and CHEM 1110**

**ENVN 2210** 3-0-3 T  
**Environmental Science**  
 Environmental biology addressing ecosystems, population, major environmental pollutants, and human health effects. Same course as BIOL 2210. Credit will not be awarded in both courses.  
**Prerequisite: BIOL 1100 & BIOL 1110 or CHEM 1100 & CHEM 1110**

**FINANCE (BT)**

**FINA 2010** 3-0-3 T  
**Finance**  
 Organization of business firms, financial planning, funds for operation, short and long term capital, long term debt, and business expansion.  
**Prerequisite: ACCT 2010**

**FINE ARTS (AH)**

**FIAR 1000** 2-3-3 T  
**Introduction to Drawing**  
 This course is a study of 2-dimensional art with an emphasis on composition and basic drawing concepts. Lab Fee

**FIAR 1010** 2-3-3 T  
**Sculpture Fundamentals**  
 A study of 3-dimensional art. Studio assignments will explore visual elements in 3-dimensional forms and structures. Critiques of existing art, both traditional and contemporary, are an integral part of the studio work. Lab Fee

**FIAR 1150** 2-3-3 T  
**Figure Drawing**  
 Emphasis on drawing from the human form to develop further understanding of composition and drawing concepts. Lab Fee  
**Prerequisite: FIAR 1000**

**FIAR 1200** 3-0-3 T  
**Art Appreciation**  
 This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture.

**FINE ARTS (AH)**

**FIAR 1600** 2-3-3 T  
**Introduction to Painting**  
 Introduction to basic painting materials and techniques. Development of basic concepts of painting. Lab Fee

**FIAR 1700** 2-3-3 T  
**Ceramics**  
 Introductory course in ceramic construction. Work in full studio process includes hand-building, glazing, and kiln firing. Lab Fee

**FIAR 2100** 2-3-3 T  
**Intermediate Drawing**  
 Emphasis upon the enhancement of technical skills while developing representational and subjective drawing using various media and techniques. Lab Fee  
**Prerequisite: FIAR 1000**

**FIAR 2400** 3-0-3 T  
**Survey of Visual Arts to 1400**  
 This course traces the history of art from antiquity through the Middle Ages with a concern for visual analysis.

**FIAR 2410** 3-0-3 T  
**Survey of Visual Arts from 1400**  
 This course considers the history of art from the Renaissance to the 20th Century with special attention given to visual analysis.

**FIAR 2500** 2-3-3 T  
**Watercolor**  
 A study of watercolor techniques and processes with a focus on observation and representation. Lab Fee



**FRENCH (AH)****FREN 1010** 3-0-3 T**Elementary French I**

Basic skills of listening, speaking, reading, and writing emphasizing basic language acquisition as well as an appreciation for French culture. Audio-visual material supplements are included.

**FREN 1020** 3-0-3 T**Elementary French II**

A continuation of Elementary French I. This course includes an emphasis on Francophone culture.

**Prerequisite:** FREN 1010 or permission of the instructor

**GEOGRAPHY (AH)****GEOG 1200** 3-0-3 T**Physical Geography**

World patterns of weather, climates, soils, vegetation, land-forms, and oceanic phenomena and their significance to the human habitat.

**GEOLOGY (AH)****GEOL 1010** 3-0-3 T**Physical Geology**

A study of minerals and rocks and their formation, the geological process of weathering, physical agents, land forms and their interpretation.

**GEOL 1030** 0-2-1 T**Physical Geology Laboratory**

An elementary study of rocks, minerals, and maps. Lab Fee

**Corequisite:** GEOL 1010

**HEALTH SERVICES  
OFFICE MANAGEMENT (BT)****HSOM 1020** 3-0-3 NT**Medical Terminology I**

Basic medical terminology focusing on work analysis, spelling, and pronunciation with an explanation of medical term usage in health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular.

**HSOM 1030** 3-0-3 NT**Medical Terminology II**

A continuation of HSOM 1020. The topics covered are the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy, pharmacology, and psychiatry.

**Corequisite:** HSOM 1020 or permission of the program manager

**HSOM 1110** 3-0-3 NT**Basic CPT Coding**

Basic procedural coding guidelines and techniques for physician services and procedures. An explanation of the HCPCS coding system will also be covered for durable medical equipment, drugs, and select procedures.

**HSOM 1330** 3-0-3 NT**Basic ICD9CM Coding**

Introduction to the International Classification of Disease diagnostic and procedural coding guidelines and techniques. Translating written medical terminology into numeric and alphanumeric codes for compilation of data and reimbursement.

**HSOM 2010** 3-0-3 NT**Legal Aspects of Medical Office**

This course discusses topics related to legal issues including responding to subpoenas, patient's rights, required record keeping, confidentiality, risk management, and collection of debts.

**HEALTH SERVICES  
OFFICE MANAGEMENT (BT)****HSOM 2040 3-0-3 NT  
Computerized Patient Billing**

This course teaches general concepts to cover most patient accounting software intended for health care providers. The students will learn how to input and manage data, file claims and generate reports. Lab Fee

**HSOM 2050 3-0-3 NT  
Medical Office Management**

This course is designed to enhance the efficient and successful operation of a medical practice through basic management principles. Focus will be on the business aspects of a medical practice, which will include topics such as staff recruiting, development and management, office systems, revenue enhancement, regulatory compliance, quality and risk management, and cost containment.

**HSOM 2090 3-0-3 NT  
Advanced Medical Coding**

Comprehensive coding scenarios, addressing coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits, and revenue loss. This course is designed to enhance the technical skills and improve efficiency and accuracy by reinforcing coding guidelines.

**Prerequisite:** HSOM 1110 and HSOM 1330

**HSOM 2100 3-0-3 NT  
Reimbursement Strategies**

This course explores the important aspects of the reimbursement process of third party payers, Medicare, and Medicaid from creating efficient patient information forms to claims monitoring and appeals. Emphasis is placed on compliance techniques, managed care competition, pre-certification, prior authorization, and utilization review. Designed to increase billing efficiency through appropriate documentation and effective accounts receivable management operations.

**HEATING, VENTILATION,  
AND AIR CONDITIONING (BT)****HVAC 1000 3-0-3 NT  
Basic Refrigeration I**

Fundamental course covering safety, basic refrigeration cycle, theory, thermodynamics, and types of refrigerants.

**HVAC 1010 3-0-3 NT  
Basic Refrigeration II**

Students apply information learned from HVAC 1000 to understanding HVAC systems.  
**Prerequisite:** HVAC 1000

**HVAC 1020 3-3-4 NT  
Residential Installation Techniques**

Methods and field practices to successfully operate, install, and maintain residential, light commercial and commercial heating, ventilation, and air conditioning equipment. Includes system start-up procedures. Lab Fee

**HVAC 1060 1-3-2 NT  
Service Techniques I Laboratory**

An opportunity to work on HVAC systems. Demonstrations in proper understanding of the principles needed to repair and service equipment. Includes use of copper tubing, gauges, refrigerant recovery systems, and evacuating and charging. Lab Fee

**HVAC 1070 1-3-2 NT  
Service Techniques II Laboratory**

Continuation of HVAC 1060. Lab Fee  
**Corequisite:** HVAC 1060

**HVAC 1080 2-0-2  
Residential System Design**

Reviews methods used to calculate heat loads and air duct sizes for residential application. Includes computer heat loads and duct design.

### HEATING, VENTILATION, AND AIR CONDITIONING (BT)

**HVAC 1100** 5-16-9 NT  
**Independent Study (Refrigeration Topics)**  
 A course for students employed in the HVAC industry. Students apply job knowledge and skills on refrigeration topics. Work assignments include written reports, oral presentation, and specific research.  
**Prerequisites:** Permission of program manager

**HVAC 1510** 3-0-3 NT  
**Basic Applied Electricity I**  
 Covers electrical theory, safety, ohms law, alternating current, single phase and three phase power supplies, and motors. Introduces troubleshooting of HVAC systems.

**HVAC 1520** 3-0-3 NT  
**Basic Applied Electricity II**  
 Covers single and three phase powered equipment, complex electrical circuits, and motor operation and theory.  
**Prerequisite:** HVAC 1510

**HVAC 1530** 3-0-3 NT  
**General Service Training**  
 General application of refrigeration and electrical systems used in cooling towers, chillers, centrifugal, absorption units, clean-out procedures and field practices.  
**Prerequisite:** HVAC 1000 and HVAC 1060

**HVAC 1570** 1-3-2 NT  
**Troubleshooting Techniques I**  
 Covers field service techniques with both refrigeration tools and electrical meters. Student must identify and replace defective parts. Window units, refrigerators, ice machines, and other equipment are repaired. Lab Fee  
**Prerequisites:** HVAC 2040 and HVAC 1060

### HEATING, VENTILATION, AND AIR CONDITIONING (BT)

**HVAC 1580** 1-3-2  
**Troubleshooting Techniques II**  
 Students will learn advanced diagnostic and troubleshooting skills. Students will troubleshoot and make repairs to split system gas and electric air conditioning and heating systems. Lab Fee  
**Corequisite:** HVAC 1570

**HVAC 1590** 2-0-2 NT  
**Electrical Schematics**  
 Study of manufacturers' wiring designs.  
**Corequisite:** HVAC 1510

**HVAC 1700** 0-16-2 NT  
**Industry Co-Op Work Program**  
 Work assignments to HVAC companies allows students to work with experienced technicians.  
**Prerequisites:** GPA of 2.0 and permission of program manager

**HVAC 1800** 5-16-9 NT  
**Independent Study (Electrical Topics)**  
 A course for students employed in a HVAC industry. Students apply job knowledge and skills to the selected study topics. Work assignments include written reports, oral presentation, and specific research.  
**Prerequisites:** Permission of program manager

**HVAC 2040** 3-0-3 NT  
**Air Conditioning Controls**  
 Basic, primary, secondary and operating controls, students study fundamental controls used by manufacturers to operate HVAC equipment.

**HVAC 2610** 2-0-2 NT  
**Heating Systems**  
 Study of heating systems including: electric heat, gas furnaces, heat pumps, and solar basics. Emphasizes in depth application of wiring, safety, troubleshooting, assembly, and inspection. **Prerequisite:** HVAC 2040

**HEATING, VENTILATION,  
AND AIR CONDITIONING (BT)**

**HVAC 2900** 3-17-7 NT  
**Industry Cooperative Work Program**  
 Work assignments to air-conditioning companies allows students to work with trained technicians.  
**Prerequisites:** GPA of 2.0 and permission of program manager

**HISTORY (AH)**

**HIST 1010** 3-0-3 T  
**History of Western Civilization I**  
 Examination of the development of the western heritage from prehistoric times to the Renaissance. The western heritage is a political, literary and philosophical legacy identified with Europe, the United States, and the First World in general.

**HIST 1020** 3-0-3 T  
**History of Western Civilization II**  
 Survey of changes in the western heritage from the Renaissance to the twentieth century and exploration of the influence that this heritage has had on world history.

**HIST 1500** 3-0-3 T  
**World History I**  
 Survey of the origins of Civilizations to the Age of Exploration with a focus on geography, culture, and economics.

**HIST 1510** 3-0-3 T  
**World History II**  
 Study of world history beginning with the Age of Exploration with a focus on geography, culture, and economics.

**HISTORY (AH)**

**HIST 2010** 3-0-3 T  
**(formerly HIST 2050)**  
**American History to 1865**  
 Survey of American history from European colonization to the Civil War.

**HIST 2020** 3-0-3 T  
**(formerly HIST 2060)**  
**American History from 1865**  
 Examination of American history from Reconstruction to the late twentieth century.

**HIST 2100** 3-0-3 T  
**(formerly HIST 2600)**  
**Louisiana History**  
 Exploration of major political, economic, and cultural influences on the development of Louisiana.

**HUMAN DEVELOPMENT (AH)**

**HUDV 1000** 1-0-1 NT  
**Success in College**  
 A study skills course covering time management, note taking, preparing for and taking exams, listening, and using the library and other campus resources.

**HUDV 1050** 1-0-1 NT  
**Career Exploration**  
 Students will 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.

**HUDV 1070** 3-0-3 NT  
**Living-Learning-Working Skills**  
 Group discussions of study skills, communications, values, problem solving, decision making, and career goals.

**INDUSTRIAL TECHNOLOGY (BT)**

**INDT 1000** 3-0-3 NT  
**Introduction to Hazardous Materials**  
 Overview of hazardous materials. Discusses the health effects of these substances on the ecosystem and introduces the legislation intended to minimize risk to the population at large.  
**Prerequisite: Eligibility for MATH 1180, ENGL 1010 and Reading Comprehension**

**INDT 1010** 3-0-3 NT  
**Introduction to Process Technology**  
 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.  
**Prerequisite: Eligibility for MATH 1180, ENGL 1010 and Reading Comprehension**

**INDT 1020** 3-0-3 NT  
**Fundamentals of Safety**  
 Comprehensive and integrated coverage of modern techniques in safety programming. Safety programs tailored to meet modern management practices and newly developed and tested concepts of safety organization and administration are included.

**INDT 1030** 3-0-3 NT  
**Industrial and Plant Safety**  
 Introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations.  
**Prerequisite: Eligibility for MATH 1180, ENGL 1010 and Reading Comprehension**

**INDUSTRIAL TECHNOLOGY (BT)**

**INDT 1310** 3-0-3 NT  
**Process Instrumentation I**  
 A study of the instrument and instrument systems used in the petrochemical industry including terminology, process variables, symbology, control loops, and basic troubleshooting.  
 Lab Fee  
**Prerequisite: INDT 1010**

**INDT 1320** 3-0-3 NT  
**Process Instrumentation II**  
 A continuation of INST 1040 using actual demonstration units. Introduces switches, relays, annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Lab Fee  
**Prerequisites: INDT 1310 and MATH 1180**

**INDT 1610** 3-0-3 NT  
**Process Technology I (Equipment)**  
 Introduces the equipment used in the process industry. Studies process industry-related equipment concepts including purpose, components, and operation. Emphasizes the process technician's role in operating and troubleshooting equipment. Lab fee  
**Prerequisite: Eligibility for MATH 1180, ENGL 1010 and Reading Comprehension**

**INDT 2070** 3-0-3 NT  
**Quality Control**  
 Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control. Lab fee  
**Prerequisites: INDT 2420**

**INDUSTRIAL TECHNOLOGY (BT)**

**INDT 2420** 3-0-3 NT  
**Process Technology II (Unit Systems)**  
 Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. Introduces the concept of system and plant economics. Lab fee  
**Prerequisites:** INDT 1010, INDT 1610, and MATH 1180

**INDT 2430** 3-0-3 NT  
**Process Technology III (Operations)**  
 Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Lab fee  
**Prerequisites:** INDT 2420 and MATH 1300

**INDT 2440** 3-0-3 NT  
**Process Troubleshooting**  
 Applies a six-step troubleshooting method for solving and correcting operation problems. Focuses on malfunctions as opposed to process design or configuration improvements. Uses data from the instrumentation to determine the cause for the abnormal conditions in an organized and regimented way. Lab fee  
**Prerequisites:** INDT 1320, INDT 2420 and MATH 1300

**INDUSTRIAL TECHNOLOGY (BT)**

**INDT 2630** 3-0-3 NT  
**Fluid Mechanics**  
 Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Reviews basic calculations relative to flow and volume. Discusses other topics such as laminar/turbulent flow, viscosity, and Reynolds Number. Lab fee  
**Prerequisites:** INDT 1010, INDT 1610, MATH 1300, PHSC 1000, and PHSC 1100

**INDT 2900** 3-0-3 NT  
**Job Readiness Skills**  
 Students are prepared for pre-employment tests for oil and gas and petro-chemical industries by strengthening mechanical knowledge through exercises in spatial relations, reasoning with symbols, and mechanical aptitude. Other job seeking skills such as resume writing and interviewing will also be presented.  
**Prerequisites:** INDT 1010 and INDT 1610

**INDT 2910** 0-6-3 NT  
**Process Technology Internship**  
 Students work a minimum of 135 supervised hours in a local industrial setting. An independent study will be offered if an internship is not available.  
**Corequisites:** 15 hours or less to graduate and permission of the program manager

**INSTRUMENTATION (BT)**

**INST 1010** 3-2-4 NT  
**Electrical Circuits I**  
 Lecture and lab experiences in direct current fundamentals involving series, parallel, and combination circuits; concepts of resistance, capacitance, and inductance. P-SPICE computer analysis is used. Lab Fee

**JOURNALISM (AH)****JOUR 1150** 3-0-3 T**Introduction to Journalism**

Techniques in newsgathering, structures, theories, public relations, advertising, and functions of mass media.

**Prerequisite:** ENGL 1010

**MACHINE TOOL TECHNOLOGY (BT)****MACH 1050** 3-0-3 NT**Introduction and Safety**

Demonstrate knowledge of course content and safety, college and shop rules.

**MACH 1080** 1-4-3 NT**Bench Work**

Identify and use of layout tools, precision measuring tools, hand tools, metals, and grinding wheels, cut stock with hand and power hacksaws, sharpening drill bits. Lab Fee

**MACH 1120** 1-4-3 NT**Basic Lathe**

Identification of types of lathes, their parts, and control period. Calculate and adjust speeds and feeds. Identify and shape, cutting tools, and work holding devices. Turn between centers, drill and ream holes, perform knurling, filing and polishing operations. Lab Fee

**MACH 1150** 1-3-2 NT**Basic Drill Press**

Types of drill presses, parts and controls, calculate and adjust feeds and speeds, drill holes, bore holes with a radial drill press, countersink, counterbore, and spot face holes. Lab Fee

**MACHINE TOOL TECHNOLOGY (BT)****MACH 1450** 2-3-3 NT**Forming and Shaping**

Powdered metals and metalizing, hydraulic and arbor presses, and shapers. Lab Fee

**Prerequisites:** MATH 1150, MACH 1050, MACH 1080, MACH 1120, & MACH 1150

**MACH 1500** 1-3-2 NT**Precision Grinding**

Grind machine parts and controls, perform wheel dressing and maintenance, uses of surface grinder, and perform precision grinding operations. Lab Fee

**MACH 1600** 1-6-3 NT**Milling Machine**

Identification of milling machine parts and controls, calculate and adjust speeds and feeds, cutting tools and work holding devices, cut keyways, perform gang milling and indexing operations. Lab Fee

**MATHEMATICS (AH)****MATH 1150** 3-0-3 NT**Math for Technology**

Topics in algebra, geometry, and trigonometry with applications in technology. May not be used to fulfill the mathematics general education requirement in degree or Certificate of Applied Science programs.

**Prerequisite:** DEVM 0900, ACT Math score of 12-17, Compass Pre-Algebra score of 44 or higher, or Compass Algebra score of 0-45

**MATH 1180** 3-0-3 T**Algebra for College Students**

Graphing lines, linear inequalities and systems, rational algebraic expressions, roots, radicals, fractional and negative exponents, quadratic equations, complex numbers and an introduction to linear, quadratic functions. Satisfactory performance on a proficiency examination is required for credit in this course.

**Prerequisite:** A grade of 'C' or higher in DEVM 0940, ACT Math score of 18-21, Compass Algebra score of 46-65, or Compass College Algebra score of 0-25

**MATH 1200** 3-0-3 T**Survey of Mathematical Concepts**

Non-technical survey of selected branches of mathematics including sets, logic, probability, and statistics with applications and methods in each.

**Prerequisite:** A grade of 'C' or higher in MATH 1180, ACT Math score of 22-25, Compass Algebra score of 66-100, or Compass College Algebra score of 26-100

**MATHEMATICS (AH)****MATH 1300** 3-0-3 T**College Algebra**

Sets, algebra of numbers as a logical system, operations of real numbers, inequalities, absolute values, coordinate systems, linear and quadratic functions, binomial theorem, mathematical induction, polynomial, inverse, exponential and logarithmic functions, complex numbers, conic sections, and partial fractions.

**Prerequisite:** A grade of 'C' or higher in MATH 1180, ACT Math score of 22-25, Compass Algebra score of 66-100, or Compass College Algebra score of 26-100

**MATH 1400** 3-0-3 T**College Trigonometry**

Development and use of circular functions, trigonometric identities and equations, radian measure, graphic representation of trigonometric functions, inverse functions, polar coordinates, limits, and continuity. A course for students who plan to take calculus.

**Prerequisite:** MATH 1300 or an ACT Math score of 27 or higher

**MATH 1600** 3-0-3 T**Modern Mathematics for Elementary Teachers**

Logic, sets, numeration systems, elementary number theory, rational numbers, real numbers, and finite numbers systems.

**Prerequisite:** MATH 1180

**MATH 1630** 3-0-3 T**Geometry and Statistics for Elementary Teachers**

Informal Euclidean and coordinate geometry designed to provide students with understanding of the meaning and nature of mathematics.

**Prerequisite:** MATH 1180



**MATHEMATICS (AH)**

**MATH 2000** 3-0-3 T  
**Statistics**  
 Discrete random variables and distributions, expectations, sampling theory, testing of hypotheses, regression and correlation, and analysis of variance. Emphasizes decision making and problem solving related to the business world.

**Prerequisite: MATH 1300**

**MATH 2050** 3-0-3 T  
**Analytic Geometry and Calculus I**  
 Analytic geometry, limits, derivatives of algebraic functions, applications of the derivative, and integration.

**Prerequisite: MATH 1400**

**MATH 2100** 3-0-3 T  
**Calculus II**  
 Definite integral, exponential, logarithmic and trigonometric functions, and methods of integration.

**Prerequisite: MATH 2050**

**MUSIC (AH)**

**MUSC 1100** 3-0-3 T  
**Music Fundamentals**  
 Fundamentals of music; and introduction to rhythm, melody, harmony and form, through note-reading, scales and chords, listening, sight-singing, and ear training. Lab Fee

**MUSC 1400** 3-0-3 T  
**Music Appreciation I**  
 Music and musicians of the pre-Renaissance, Renaissance, Baroque, and classical eras. Listening will be an integral part of the course.

**MUSC 1500** 3-0-3 T  
**Music Appreciation II**  
 Music and musicians of the Romantic and Contemporary periods. Listening will be an integral part of the course.

**NURSING (HNS)**

**NURS 1000** 3-7-7 NT  
**Nursing Assistant**  
 The Nursing Assistant 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 function, infection control, and the job seeking process. Students participate in supervised clinical activities. Lab Fee

**Prerequisites: Eligibility for DEVR 0780**

**NURS 1010** 6-0-6 NT  
**Fundamentals of Nursing Theory**  
 Nursing theories fundamental to the development of skills basic to patient care. Concepts related to health, behavioral psychology, adjustment, medical terminology, and the application of the nursing process are discussed.

**Prerequisite: CPR certification**

**Corequisite: NURS 1020**

**NURS 1020** 0-8-2 NT  
**Fundamentals of Nursing Laboratory**  
 Clinical experience to enhance the understanding of and adeptness in basic nursing skills. Emphasizes health assessment, hygiene and comfort measures, medical and surgical asepsis. Lab Fee

**Corequisite: NURS 1010**

**NURS 1030** 4-0-4 NT  
**Medical-Surgical Nursing I Theory**  
 Concentrates on the health care needs and nursing care of hospitalized adult patients with cardiovascular, respiratory, endocrine, and integumentary deficits. Nutritional needs and diet therapy are considered.

**Prerequisites: NURS 1010 and NURS 1020**

**Corequisite: NURS 1040 and NURS 1500**

**NURSING (HNS)**

**NURS 1040** 0-5-1 NT  
**Medical-Surgical Nursing I Clinical**  
 Clinical experience in general medical-surgical units emphasizing the care of the hospitalized adult. Focus of the course is application of the nursing process in the care of patients with chronic illnesses primarily affecting the cardiovascular, respiratory, musculoskeletal, gastrointestinal, integumentary, sensory, and endocrine systems. Related concepts such as microbiology and nutrition are integrated in this course.

**Corequisite: NURS 1030**

**NURS 1050** 5-0-5 NT  
**Medical-Surgical Nursing II Theory**  
 Emphasizes the study and application of management principles, identification of the practical nurse's role as a member of the health care team, effective communication, and collaborative techniques. Opportunities are provided for the student to develop nursing judgment and critical thinking skills in the care of adult patients adapting to acute and chronic health problems.

**Prerequisites: NURS 1030 and NURS 1500**

**Corequisites: NURS 1060**

**NURS 1060** 0-10-2 NT  
**Medical-Surgical Nursing II Clinical**  
 Clinical experience emphasizing the study and application of management principles, identification of the practical nurse's role in the health team, and effective communication and collaborative techniques. Provides practice in principles of medication administration and intravenous therapy.

**Prerequisites: NURS 1030 and NURS 1500**

**Corequisite: NURS 1050**

**NURSING (HNS)**

**NURS 1070** 5-0-5 NT  
**Medical-Surgical Nursing III Theory**  
 Concentrates on the health care needs and nursing care of hospitalized adult patients with immunological, neurological, musculoskeletal, and sensory deficits.

**Prerequisite: NURS 1050**

**Corequisite: NURS 1080**

**NURS 1080** 0-25-5 NT  
**Medical-Surgical Nursing III Clinical**  
 Clinical experience to enhance the understanding of health care needs and nursing care of hospitalized adult patients. Emphasis given to using the nursing process in synthesizing concepts of health needs and nursing care.

**Corequisite: NURS 1070**

**NURS 1090** 1-0-1 NT  
**Mental Health Nursing Theory**  
 Emphasizes common psychiatric problems, therapies, nursing approaches and management, methods of treatment, and community resources.

**Prerequisite: NURS 1030**

**Corequisite: NURS 1150**

**NURS 1100** 5-0-5 NT  
**Maternal Child Nursing Theory**  
 Concentrates on the health care needs and nursing care of families during the child-bearing experience and of the hospitalized newborn, infant, child, and adolescent.

**Prerequisites: NURS 1030, NURS 1040, and NURS 1500**

**Corequisite: NURS 1110**

**NURS 1110** 0-5-1 NT  
**Maternal Child Nursing Clinical**  
 Clinical experience to enhance the understanding of healthcare needs and nursing care of families during the child bearing experience and of the hospitalized newborn, infant, child, and adolescent.

**Corequisite: NURS 1100**

## NURSING (HNS)

**NURS 1120** 3-0-3 NT  
**Geriatric Nursing I**

Provides information on the care of the elderly. The theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions are discussed. Ethical and legal aspects of caring for the elderly are addressed.

**Corequisites: NURS 1010, NURS 1020, NURS 1030, NURS 1040, and NURS 1500**

**NURS 1130** 1-0-1 NT  
**Career Readiness**

Presents information relevant to writing resumes, completing job applications, and participating in job interviews. Highlights licensure endorsement procedures, continuing education, and review for the licensure examination.

**Corequisites: NURS 1070**

## NURSING (HNS)

**NURS 1140** 3-0-3 NT  
**Geriatric Nursing II**

Focuses on the physiologic changes associated with each major body system. Includes normal anatomy of the body systems, age-related changes within that system, and the most common diseases of that system in the older adult. The nursing process format is used to present nursing care. Content will focus also on the role of the practical nurse in the management of unlicensed personnel.

**Prerequisites: NURS 1120**

**NURS 1150** 0-5-1 NT  
**Mental Health Nursing Clinical**

Clinical experience to enhance the student's conceptual knowledge and use of psychiatric theories.

**Corequisite: NURS 1090**

**NURS 1500** 3-0-3 NT  
**Pharmacology and Math for Nursing**

Basic pharmacology, terminology, classification of drugs, dosage calculations, and administration of medications.

**Corequisites: NURS 1010 and NURS 1020**

**OFFICE ADMINISTRATION (BT)****OADM 1410** 3-0-3 NT**Professionalism**

A study of professional responsibilities and duties in a modern office environment including work ethics, office procedures, and time, stress, and records management.

**OADM 1700** 3-0-3 NT**Legal Terminology and Transcription**

Familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/transcriptionist. Includes pronunciation of legal terms, transcription tests, and transcribing of legal cases. Emphasizes speed and accuracy when transcribing legal documents from the computer. Lab Fee

**Prerequisite:** OFCR 1200 or permission of program manager

**OADM 1710** 3-0-3 NT**Advanced Legal Transcription**

Advanced skills in legal transcription. Covers transcription of legal documents, pronunciation of legal terms, and transcription tests. This course helps students gain speed and accuracy when transcribing legal documents on a computer. Lab Fee

**Prerequisite:** OADM 1700

**OADM 1800** 3-0-3 NT**Medical Terminology and Transcription**

Familiarizes students with a broad base of medical terms through transcription of realistic cases. Includes pronunciation of medical terms, transcription tests, and transcribing of patient cases. Emphasizes speed and accuracy when transcribing medical documents from the computer. Lab Fee

**Prerequisite:** OFCR 1200 or permission of program manager

**OFFICE ADMINISTRATION (BT)****OADM 1810** 3-0-3 NT**Advanced Medical Transcription**

Advanced skills in medical transcription. Contains transcription of patient cases, exercises on pronunciation of medical terms, transcription tests, and helps students gain speed and accuracy when transcribing medical documents on a computer. Lab Fee

**Prerequisite:** OADM 1800

**OFFICE CAREERS (BT)**

- OFCR 1010** 1-0-1 NT  
**Keyboarding**  
 A course designed to teach the basic use of computer keyboard. Lab Fee
- OFCR 1100** 3-0-3 NT  
**Office Machines**  
 Use of the electronic printing calculator and transcribing predicated business letters.  
**Prerequisite:** OFCR 1200 or permission of program manager
- OFCR 1200** 3-0-3 NT  
**Beginning Typing**  
 The basic fundamentals of learning the home keys, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard; typing of business letters, memoranda, and tabulated reports. Lab Fee
- OFCR 1300** 3-0-3 NT  
**Intermediate Typing**  
 Keyboard mastery with an emphasis on accuracy and speed; production of business letters, forms, correspondence, tabulations, and manuscripts. Lab Fee  
**Prerequisite:** OFCR 1200 or permission of program manager

**OFFICE CAREERS (BT)**

- OFCR 1350** 3-0-3 NT  
**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. May be repeated for credit but may only count once toward the completion of a certificate or degree. Lab Fee  
**Prerequisite:** OFCR 1200 or knowledge of the keyboard
- OFCR 1500** 3-0-3 NT  
**Legal Typing**  
 Provides background in legal procedures and sharpens typing skills required in a legal office setting. Lab Fee  
**Prerequisite:** OFCR 1200 or permission of program manager
- OFCR 1600** 3-0-3 NT  
**Medical Typing**  
 Provides background in medical office procedures and sharpens typing skills required in a medical office setting. Lab Fee  
**Prerequisite:** OFCR 1200 or permission of program manager
- OFCR 2100** 3-0-3 NT  
**Advanced Typing**  
 Emphasis on speed and accuracy in the production of lengthy reports, correspondence, legal documents, development of techniques, knowledge, and skills necessary for production typing for the office. Lab Fee  
**Prerequisites:** OFCR 1300, OFCR 1500, or OFCR 1600

**PARALEGAL (AH)****PARL 1000 3-0-3 NT  
Introduction to Law and the Paralegal Profession**

Discussion of the practical realities of the legal field with special emphasis on the legal status of paralegals and the ethical constraints placed upon all individuals in the legal professions. Students will be introduced to specific paralegal skills, a variety of legal settings, and an overview of the U.S. legal system.

**Prerequisite: Students must have completed any developmental requirements in reading and English**

**PARL 1050 3-0-3 NT  
Litigation**

An overview of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure. The reading, interpretation and application of relevant state and federal rules governing civil litigation is emphasized.

**PARL 1100 3-0-3 NT  
Legal Research**

Introduction to the skills essential to the effective identification, analysis and research of legal issues. Students will learn to formulate and execute research strategies which effectively utilize the various law library resources including standard reference volumes/reporter and WESTLAW computerized research techniques.

**PARL 1200 3-0-3 NT  
Business Associations**

Introduction to various business entities and the laws that structure them. Included are sole proprietorships, partnerships, corporations, Subchapter "S" corporations, and unincorporated associations. Students will draft partnership agreements and articles of incorporation along with relevant IRS and S.E.C. documents.

**PARALEGAL (AH)****PARL 2000 3-0-3 NT  
Case Analysis and Writing**

Proper analysis of case law and effective legal writing are emphasized through research projects requiring students to draft legal memoranda and opinion letters which meet professional standards in format, style, and quality.

**Prerequisite: PARL 1000**

**PARL 2050 3-0-3 NT  
Evidence**

Students are introduced to the federal and state rules of evidence and their applicability to civil and criminal litigation. Mock trials will be utilized to enhance students' understanding of courtroom processes and the role of evidence in litigation.

**Prerequisite: PARL 1000**

**PARL 2100 3-0-3 NT  
The Law of Torts and Products Liability**

Students are introduced to the general law of tort liability. The Louisiana law of torts is examined through selected case law with a special emphasis on local and national products liability litigation.

**Prerequisite: PARL 1000**

**PARL 2150 3-0-3 NT  
Insurance Law**

An introduction to the various disciplines within the general law of Insurance: Life, Health, Marine, Property, and Casualty. Selected provisions of the Louisiana Insurance Code are examined in depth.

**Prerequisite: PARL 1000**

**PARL 2200 3-0-3 NT  
Contracts**

An introduction to the general principals of contract law. The course will also examine the Louisiana law on contracts contained in the Conventional Obligations section of the Louisiana Civil Code.

**Prerequisite: PARL 1000**

**PARALEGAL (AH)****PARL 2250 3-0-3 NT****Criminal Procedure**

Focuses on the major issues in American criminal procedure. Recent U.S. Supreme Court decisions in the areas of detention, arrest, search and seizure, application of the Warrant Requirement and Self Incrimination are reviewed. Selected portions of the Louisiana Code of Criminal Procedure are also examined.

**Prerequisite: PARL 1000****PARL 2300 3-0-3 NT****Domestic Law and Litigation**

Louisiana codal law and current case law on marriage, divorce, and community property regimes are examined along with the Revised Statutes governing child support, alimony, and other enforceable support obligations.

**Prerequisite: PARL 1000****PARL 2350 3-0-3 NT****Special Topics in Paralegalism**

Special topics of interest to students and graduates covering a wide variety of career and professional issues, will be scheduled as opportunity and need arise. With the approval of the Dean of Arts and Humanities, this course may be repeated for credit and applied to the degree if the repeated course is a different topic from the previous attempt(s).

**PARALEGAL (AH)****PARL 2500 1-6-3 NT****Paralegal Practicum**

This course presents an opportunity to work in one of the many different areas open to paralegals. Placement with area law firms, banks, insurance companies and government offices provides students with exposure to real life paralegal work experiences prior to embarking on a career as a paralegal or legal assistant.

**Prerequisite: Successful completion of 15 hours of paralegal courses****PHILOSOPHY (AH)****PHIL 1100 3-0-3 T****Introduction to Philosophy**

Introduction to philosophical thought from the Greek philosophers to the 20<sup>th</sup> century. The course will expose students to thinkers, history, and culture through the ages and reinforce the process of critical thinking.

**PHYSICAL SCIENCE (HNS)**

**PHSC 1000**                      **3-0-3 T**  
**Physical Science I**  
 An introduction to the basic principles and general concepts of the physical sciences with emphasis on concepts in physics and chemistry. Practical applications are made to everyday life.  
**Prerequisites: Completion of all DEVE and DEVM requirements**

**PHSC 1100**                      **0-3-1 T**  
**Physical Science I Lab**  
 The course is to enhance PHSC 1000 and will involve hands-on activities, internet activities, and a project. Lab fee  
**Corequisite: PHSC 1000**

**PHSC 1200**                      **3-0-3 T**  
**Physical Science II**  
 An introduction to the basic principles and general concepts of the physical sciences with emphasis on concepts of earth and space science. Practical applications are made to everyday life.  
**Prerequisites: Completion of all DEVE and DEVM requirements**

**PHSC 1300**                      **0-3-1 T**  
**Physical Science II Lab**  
 The course is to enhance PHSC 1200 and will involve hands-on activities, internet activities, and a project. Lab fee  
**Corequisite: PHSC 1200**

**PHYSICS (HNS)**

**PHYS 1010**                      **3-0-3 NT**  
**Elementary Physics**  
 Introductory physics focuses on fundamental problem solving strategies, motion in one and two dimensions, mechanical and gravitational energies, the conservation of energy and momentum. Students without high school physics may use this course to prepare for PHYS 1100.  
**Prerequisites: DEVM 0940 or MATH 1150**

**PHYS 1070**                      **0-3-1 NT**  
**Elementary Physics Laboratory**  
 Laboratory to accompany PHYS 1010. Lab Fee  
**Corequisite: PHYS 1010**

**PHYS 1100**                      **3-0-3 T**  
**General Physics I**  
 Kinematics, mechanics, mechanical properties of materials, thermodynamics, and fluid mechanics.  
**Prerequisite: High School physics or PHYS 1010**  
**Corequisite: MATH 1400**

**PHYS 1110**                      **0-3-1 T**  
**General Physics I Laboratory**  
 Laboratory to accompany PHYS 1100. Lab Fee  
**Corequisite: PHYS 1100**

**PHYS 1200**                      **3-0-3 T**  
**General Physics II**  
 Harmonic motion, waves, heat, electricity and magnetism, and light.  
**Prerequisite: PHYS 1100**

**PHYS 1210**                      **0-3-1 T**  
**General Physics II Laboratory**  
 Laboratory to accompany PHYS 1200. Lab Fee  
**Corequisite: PHYS 1200**



**POLITICAL SCIENCE (AH)**

**POLI 1100** 3-0-3 T  
**American Government**  
 (formerly POLI 1800)  
 Surveys the structure of American government.

**POLI 2610** 3-0-3 T  
**Constitutional Law**  
 Police powers of the state and their limitations. Particular attention is given to due process privileges and immunities of criminal defendants and prisoners afforded by the U.S. Constitution.

**PSYCHOLOGY (AH)**

**PSYC 1100** 3-0-3 T  
**Introduction to Psychology**  
 A basic introductory course in the understanding, prediction, and control of human behavior with special emphasis on personality development, motivation and learning.

**PSYC 1130** 3-0-3 T  
**Psychology of Personal Adjustment**  
 The psychology of daily living with emphasis on identification and coping with the stressors of life. Topics include personality, stress and anxiety, interpersonal relationships, and substance abuse.

**PSYC 2000** 3-0-3 T  
**Social Psychology**  
 A study of social and cultural factors as they impact attitudes, and interrelationships of individuals and groups.  
**Prerequisite: PSYC 1100 or SOCI 1100**

**PSYCHOLOGY (AH)**

**PSYC 2100** 3-0-3 T  
**Human Growth and Development**  
 The psychology of human development cognizant to major phases of life. Topics include theories and practices of genetics and prenatal development.  
**Prerequisite: PSYC 1100**

**PSYC 2200** 3-0-3 T  
**Child Psychology**  
 A study of the mental, physical, and social-emotional growth and development of a child from birth to adolescence.  
**Prerequisite: PSYC 1100**

**PSYC 2220** 3-0-3 T  
**Adolescent Psychology**  
 Study of the physical, cognitive, social, and psychological development of the adolescent.  
**Prerequisite: PSYC 1100**

**PSYC 2250** 3-0-3 T  
**Educational Psychology**  
 Psychological aspects of teaching including learning processes and individual differences.

**SOCIOLOGY (AH)**

**SOCI 1100** 3-0-3 T  
**Introduction to Sociology**  
 A general survey of the fundamental concepts and basic principles underlying man's social relations. This course includes basic understandings from anthropology and social psychology. Service learning is an optional activity.

**SOCI 1510** 3-0-3 T  
**Sociology of Sexual Behavior**  
 A survey of topics related to the sexual behavior of human beings. An exploration of concepts in human sexuality from diverse subject areas such as biology, anthropology, history, psychology, and sociology.

**SOCI 2090** 3-0-3 T  
**Criminology**  
 Process by which definitions of criminal behavior emerge and criminal justice systems operate. Theories of criminal behavior are included.  
**Perequisite: SOCI 1100**

**SOCI 2100** 3-0-3 T  
**Social Problems**  
 An analysis of the maladjustments found in contemporary society with emphasis on institutional and personal causes and consequences. Topics include crime, sexual deviance, drug abuse, inequality, and mental illness.

**SOCI 2200** 3-0-3 T  
**Marriage and the Family**  
 A study of family life with emphasis on the courtship process, marital adjustment, marital problems, and parenthood.

**SOCIOLOGY (AH)**

**SOCI 2220** 3-0-3 T  
**Drug Abuse**  
 This course is an overview of American drug problems. Characteristics of major drug groups are examined, and history and philosophy of drug control legislation are studied.

**SOCI 2400** 3-0-3 T  
**Juvenile Delinquency**  
 Theories of delinquency, the nature of delinquent behavior, and the juvenile justice system are discussed.

**SPANISH (AH)**

**SPAN 1010** 3-0-3 T  
**Elementary Spanish I**  
 Introduction to the Spanish language. The four basic skills of listening, speaking, reading, and writing are approached, as well as an appreciation of the Hispanic culture.

**SPAN 1020** 3-0-3 T  
**Elementary Spanish II**  
 Second semester of Elementary Spanish. This course includes an emphasis on Hispanic culture.  
**Prerequisite: SPAN 1010 or permission of the instructor**

**SPAN 2010** 3-0-3 T  
**Intermediate Spanish I**  
 Continuation of the development of language skills: speaking, listening, writing, and reading. The course includes a cultural emphasis.  
**Prerequisite: SPAN 1020**

**SPAN 2020** 3-0-3 T  
**Intermediate Spanish II**  
 Second semester of Intermediate Spanish. This course includes an emphasis on Hispanic culture.  
**Prerequisite: SPAN 2010**

**SPEECH COMMUNICATION (AH)****SPCH 1100 3-0-3 T**  
**Fundamentals of Effective Speaking**

An overview to speech communication including theory and practice in the preparation and presentation of original speeches. Major philosophers and orators and theories (classical, modern, post-modern) from the Greco-Roman-Anglo-American Western tradition of rhetoric will be studied. The historical and philosophical relationship between public speaking, politics, and ethics will be discussed.

**SPCH 1310 3-0-3 T**  
**Interpersonal Communication**

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, and intercultural communication.

**SPCH 1350 3-0-3 T**  
**Oral Communication for Classroom Teachers**

Basic principles of oral communication for classroom teachers. Topics include listening, interpersonal communication, and helping children to communicate.

**SPCH 2150 3-0-3 T**  
**Public Speaking**

A course designated to promote research, organization, and presentation of speeches and differing styles of oratory. The course surveys continuity and change in rhetoric beginning with the classical Greek period to modern times. Famous speeches will be considered in the course.

**SPCH 2200 3-0-3 T**  
**Argumentation and Debate**

The study and application of theories of argumentation and debate and the development of critical thinking, research, and oral-advocacy skills. Informal and formal debating contexts will be included as well as in-class debates.

**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 Credit 1-9**  
**Special Topics in Business****SPTP 1110/2110 Credit 1-9**  
**Special Topics in Arts and Humanities****SPTP 1210/2210 Credit 1-9**  
**Special Topics in Science and Math****SPTP 1310/2310 Credit 1-9**  
**Special Topics in Applied Technology****SPTP 1410/2410 Credit 1-9**  
**Special Topics in Community Services****SPTP 1510/2510 Credit 1-9**  
**Special Topics in Social Sciences****SPTP 1610/2610 Credit 1-9**  
**Special Topics in Health Sciences**

**TEACHING (AH)****TEAC 2010 3-2-3 T  
Teaching and Learning in Diverse Settings I**

This, the first of a two course sequence, introduces the candidate to the field of teaching by focusing on professional responsibilities of educators and the development of elementary school children. Three primary topics will be addressed: Professional Issues for Education Careers, Child Development, and Technology for teaching and Learning. Instruction will involve a combination of lecture, group learning, reflection, and site-based experiences within schools.

**Prerequisites:** ENGL 1010, Passage of PRAXIS I Pre-professional Skills Test, Admission to the AS in Teaching Program or permission of the program manager

**TEAC 2030 3-2-3 T  
Teaching and Learning in Diverse Settings 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. Two primary topics will be addressed: Diverse Ways of Knowing and Learning and Professional Issues of Diversity in Education. Instruction will involve a combination of group learning, reflection, and site-based experiences within schools.

**Prerequisites:** ENGL 1020, TEAC 2010, candidate for graduation or permission of the program manager

**THEATER (AH)****THEA 1100 3-0-3 T  
Classical Theater**

An historical survey of all aspects of theater, design of visual elements, acting, and directing from the time of the Greeks through the Renaissance.

**THEA 1200 3-0-3 T  
Modern Theater**

An historical survey of all aspects of theater, design of visual elements, acting, and directing from Classical Theater through Modern Theater.

**THEA 1300 3-0-3 NT  
Introduction to Acting**

A study of the basic fundamentals of acting. It is a practical class which utilizes theater exercises, improvisations, and scripted materials to give the students an introduction to acting and its artistry. Special emphasis will be put on stretching the imagination, honing discipline, and voice and body awareness.

**THEA 1500, 1550, 1600, 1650 0-3-1 NT  
Acting Workshop**

Participation in college theatrical productions.

**THEA 2100 2-3-3 NT  
Direction and Production**

Participation in the production and direction of campus theater.

**THEA 2110 3-0-3 NT  
Advanced Acting**

A detailed study of the fundamentals of performance. This is a practical course that utilizes theater exercises, improvisations, rigorous physical training, and scripted material as a means of encouraging students to grow as professional performers. Special emphasis will be placed on critical thinking skills, written exercise, voice/body awareness, and the field of performance in our communities.

**Prerequisite:** THEA 1300

**VIDEO PRODUCTION (AH)****VIPR 1100 3-0-3 NT****Video Production I**

An introductory course familiarizing students with basic video production techniques including pre-production activities, and camera operation and editing.

**VIPR 1200 3-0-3 NT****Video Production II**

A continuation of VIPR 1100. Students are responsible for organizing and producing a video production.

**Prerequisite: VIPR 1100**

**WELDING (BT)****WELD 1050 2-0-2 NT****Welding Safety**

The student will be exposed to general safety instruction and situations dealing with the proper operation of welding equipment, gases, clothing, material handling, and safety requirements of the laboratory.

**WELD 1100 1-6-4 NT****Oxy-Acetylene Cutting & Welding**

The student will be exposed to and will participate in learning the proper techniques for cutting metal and the selection of equipment needed for handling various types of metals. Also covers basic Oxy-Actylene Welding and the proper handling and setup of gas cylinders and regulators. Lab Fee

**Corequisite: WELD 1050**

**WELD 1130 0-6-3 NT****Basic Arc Welding**

The student will participate in the 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 a variety of proper methods for handling a variety of typical welding positions and types of joints. Lab Fee

**Corequisite: WELD 1050**

## FACULTY

APPE, Glenn, M.A., University of Phoenix, Instructor in Computer Information Systems.

BADER, Margaret, M.A., B.G.S., University of New Orleans, Assistant Professor of Sociology.

BARBE, Deborah, J.D., Tulane University, M.B.A., B.S., University of New Orleans, Associate Professor of Business.

BENNETT, Michelle, R.N., A.D.N., Louisiana State University Medical Center, Instructor in Nursing.

BERRIEN, Steve, Ph.D., M.A., Harvard University, B.A., Haverford College, Vice Chancellor for Academic Affairs.

CHAPMAN, Ron, M.A., B.A., University of New Orleans, Associate Professor of History, 2004 Lamarque Professor.

CHILDRESS, Conrad, M.Ed., University of New Orleans, B.S., University of Southwestern Louisiana, Associate Professor of Mathematics.

COOPER, Caitlin, M.L.I.S., Louisiana State University, M.A., University of New Orleans, B.A. Southeastern Louisiana University, Instructor in Library Science.

DAMPIER, Keith, A.S., Delgado Community College, Associate Professor of Welding.

DEFOE, Richard, M.L.I.S., B.I.D., Louisiana State University, Instructor in Library Science, Director of Library Services.

DOBSON, Sydney J., A.G.S., Nunez Community College, Professor of Construction Technology, Director of Facilities.

FRAZIER, Rose, M.A., University of Phoenix, B.S., Dillard University, Assistant Professor of Health Services Office Management.

GILBERT, Juanita, R.N., A.D.N., Nicholls State University, Instructor in Nursing.

GUERRERO, Javier, B.S., University of Teaxs-Pan American, Instructor in Industrial Technology.

HEYER, Klaus, M.S., University of Rhode Island, M.A., San Jose State University, B.A., Rhode Island College, Assistant Professor of Biology and Sociology.

HODGES, Donna, M.S.N., Louisiana State University, B.S., Xavier University, Diploma, Touro Infirmary School of Nursing, Assistant Professor of Nursing, Coordinator of Nursing.

HOFFMAN, Donald, M.S., University of Southern Mississippi, B.S., Southeastern Louisiana University, Assistant Professor of Computer Information Systems, 2002 Nicholas P. Trist Endowed Professor of Computer Information Systems, Dean of Business and Technology.

IRBY, Lynn, B.S., University of New Orleans, Associate Professor of Office Administration, 2005 Nicholas P. Trist Endowed Professor of Computer Information Systems.

KAMETANI, Nora, M.A., University of Montana, B.A., University of Hawaii, Assistant Professor of Psychology.

KANE, Mary, M.Ed., B.A., University of New Orleans, Associate Professor of Developmental Education, Director of Counseling.

LEBLANC, Sandra, B.S., Northeast Louisiana University, Emergency Medical Technician-Paramedic, Shelby Jackson Technical College, Program Coordinator of and Assistant Professor of Emergency Medical Technology, 2008 Lamarque Professor.

LORIA, Tonia, M.Ed., B.A., University of New Orleans, Associate Professor of Teaching and Care and Development of Young Children, 2005 Freeport/McMoran Professor of Arts and Sciences.

LOTT, Donalyn, M.A., B.S., Xavier University of Louisiana, Assistant Professor of Reading and Coordinator of Developmental Education.

MANNING, Curtis, Ph.D., M.Ed., University of New Orleans, M.A., University of Alabama at Birmingham, B.A., University of the South, Associate Professor of History, Special Assistant to the Chancellor for Academic Affairs.

MARVIL, Cassandra, R.N., A.D.N., Regents College of New York, Instructor in Nursing.

McPHERSON, Nevada, M.F.A., B.A., Louisiana State University, Assistant Professor of English.

McPHERSON, III, William F., M.A., University of Georgia, B.A., University of Virginia, Associate Professor of Speech Communication, 2005 Lamarque Professor.

MILLER, Marilyn, B.S.N., William Carey College, Instructor in Nursing.

MOCK, Chester, A.A.S., Nunez Community College, Apprentice Instructor with New Orleans Electrical Joint Apprenticeship Program, Associate Professor of Electrical Construction.

NIENABER, Stephanie, R.N., B.S.N., Louisiana College, Instructor in Nursing.

O'DELL, Jade, M.A., B.A., Loyola University, Assistant Professor of Developmental Education.

PAUL, Juliette, M.A.A.T., The School of the Arts Institute of Chicago, B.F.A., Louisiana State University, Associate Professor of Fine Arts, 2007 Lamarque Professor.

PERIGONI, Jeffrey, J.D., Loyola University, M.A., B.S., University of New Orleans, Assistant Professor of Mathematics and Paralegal Studies.

POHLMANN, Darlene, R.N., Pearl River Community College, L.P.N., Nunez Community College, Instructor in Nursing.

RICE, Mark G., Ed.D., University of Oklahoma, M.A., Pepperdine University, B.S., Illinois State University, Assistant Professor of Business and Coordinator of Special Projects.

ROBINSON, Gwendolyn, M.A., Louisiana Tech University, B.A., Grambling State University, Associate Professor of English.

RUTH, F. Dawn, M.A., New York University, B.A., University of Texas, Associate Professor of English and Journalism.

SCHMITT, Richard, M.F.A., B.S., University of New Orleans, Associate Professor of English.

SLIE, Nicholas, M.Phil., Trinity College Dublin, B.A., Louisiana State University, Instructor in Theater.

THOMAS, Christine, M.S., Southeastern Louisiana University, Instructor in Mathematics.

TOLLESON, Keith, B.A., Nicholls State University, Instructor in Industrial Technology.

VARISCO, Ruth Moise, M.Ed., University of New Orleans, B.S., Dominican College, C.C.E., C.E.P.C., American Culinary Federation, Associate Professor of Culinary Arts and Occupations, Duke Robin Family Professor of Culinary Arts.

WADDELL, Stephen, M.Ed., B.A., Livingston University, Assistant Professor of Biology.

WARNER, Thomas, Ed.D, University of New Orleans, M.Ed., B.A., Tulane University, Assistant Professor of Education, Chancellor.

WILSON, Cliff, A.A.S., Nunez Community College, Instructor in Heating, Ventilation, and Air Conditioning.

WILSON, Earl, A.A.S., Nunez Community College, Clinical Coordinator of and Instructor in Emergency Medical Technology.

WINSOR, Elsa, Ph.D., Tulane University, M.S., Tulane University, B.S., University of Arizona, Professor of Biology, 2003 Lamarque Professor, Dean of Health and Natural Sciences.

**EXCELLENCE IN TEACHING AWARDS**

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. The recipients are:

<u>Award Recipient</u>	<u>Date of Award</u>
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

**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.

<u>Award Recipient</u>	<u>Date of Award</u>
Sharon Flanagan	May 12, 1999
Tonia Loria	May 20, 2005
Jeff Perigoni	May 21, 2009

**LAMARQUE ENDOWED PROFESSORSHIP**

The recipient of the Excellence in teaching Award also receives this honor.

<u>Award Recipient</u>	<u>Date of Award</u>
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





**ARLENE SOPER MERAUX ENDOWED  
PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
George Villanueva	May 15, 1996
Michael Thiel	May 21, 2001
Chester Mock	May 21, 2009

**DUKE ROBIN FAMILY  
ENDOWED PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
Ruth Varisco	May 20, 2005
Margaret Bader	May 21, 2009

**MERAUX FOUNDATION  
ENDOWED PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
Ron Chapman	May 21, 2009

**JOEY GEORGUSIS  
ENDOWED PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
Donalyn Lott	May 21, 2009

**JACK ROWLEY  
ENDOWED PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
Earl Wilson	May 21, 2009

**STEWART ENTERPRISES  
ENDOWED PROFESSORSHIP**

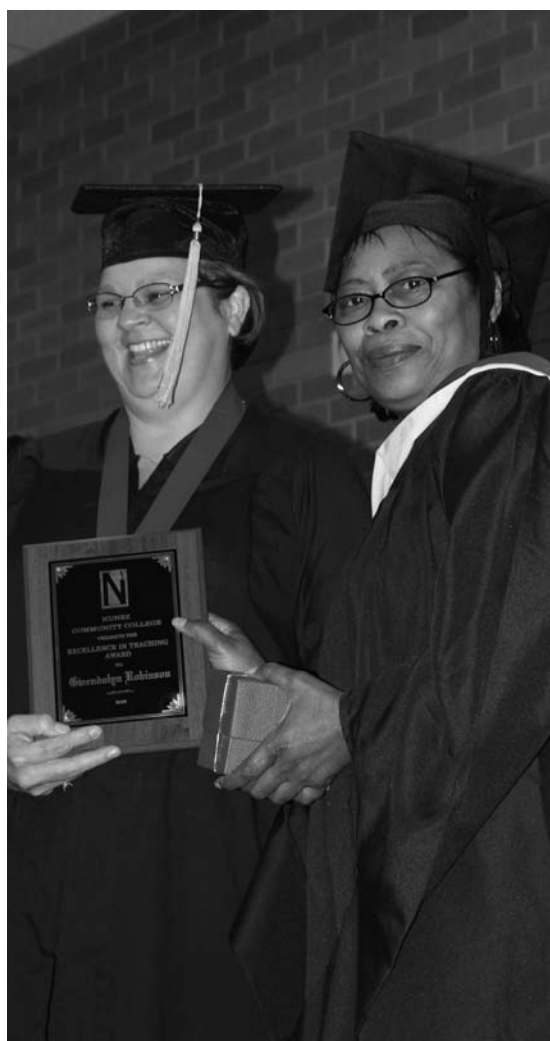
<u>Award Recipient</u>	<u>Date of Award</u>
Bill McPherson	May 21, 2009

**TATE & LYLE NORTH AMERICA DOMINO  
ENDOWED PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
David Hernandez	May 16, 2003
Cliff Wilson	May 21, 2009

**NICHOLAS P. TRIST  
ENDOWED PROFESSORSHIP**

<u>Award Recipient</u>	<u>Date of Award</u>
Don Hoffman	May 20, 2002
Lynn Irby	May 20, 2005
Mark Rice	May 21, 2009



**OFFICE OF THE CHANCELLOR**

**Thomas R. Warner, Ed.D.**.....**Chancellor**  
Josephine DiCristina, A.G.S ..... Executive Secretary to the Chancellor

**ACADEMIC AFFAIRS**

**Steve Berrien, Ph.D.**.....**Vice Chancellor for Academic Affairs**  
Conrad Childress, M.Ed. .... Dean of Arts and Humanities  
Caitlin Cooper, M.L.I.S..... Reference Librarian  
Ann Daigle, A.B.S. .... Administrative Assistant 1, Health & Natural Sciences  
Richard DeFoe, M.L.I.S ..... Director of Library Services  
Donna Hodges, M.S.N. .... Coordinator of Nursing  
Donald Hoffman, M.S. .... Dean of Business and Technology  
Mary Kane, M.Ed..... Director of Counseling  
Sandra LeBlanc, B.S. .... Coordinator of Emergency Medical Technology  
Nora Mainville.....Administrative Assistant 4  
Rachel Monson, A.S. .... Library Specialist 3  
Jean Nunez, A.S..... Library Specialist 4  
Hope Pitre..... Administrative Assistant 2, Health & Natural Sciences  
Barry Quirk, M.Ed. .... Coordinator of Plaquemines Learning Center  
Mark Rice, Ed.D. .... Coordinator of Special Projects  
Julie Riolo, A.S. .... Administrative Assistant 5, Industrial Technology  
Elsa Winsor, Ph.D..... Dean of Health and Natural Sciences

**ADMINISTRATIVE SERVICES**

**Sydney J. Dobson, A.G.S.**.....**Director of Facilities**  
Judy Bonicard..... Police Officer  
Patricia Caligione..... Police Officer  
Robert Donnelly..... Maintenance Foreman  
Walter Dornan. .... Police Officer  
Maria Duplessis ..... Custodian  
Randy Fernandez. .... Police Officer  
Melvin Foret..... Maintenance Repairer  
Marvin "Buddy" Gore ..... Computer & Electrical Maintenance  
Dawn Hart-Thore, A.S. ....Coordinator of Facilities, Security & FEMA  
Clara Johnson ..... Custodian  
Mark Lance..... Horticultural Specialist  
Marty Melerine..... Police Officer  
Bon Russell, A.A.S. .... HVAC Mechanic  
Dennis Showalter ..... Maintenance Repairer  
Debbie Weiland ..... Custodian  
Gaynell Williams..... Custodian Supervisor

**BUSINESS AFFAIRS**

**Jacqueline M. Sylvest, B.S.,C.P.A.,C.I.A.,C.F.E.,C.G.F.M.**..... **Chief Financial Officer**  
Bill Burton ..... Property and Receiving Supervisor  
Pam Butler, A.A.S. .... Human Resources Coordinator

Karen Dragon, B.S. .... Assistant Controller-Restricted Funds  
Wendy Frazier, B.S. .... Assistant Controller-Acquisitions & Contracts  
Sheree Green, M.P.A. .... Controller  
George Haase, A.B.S., A.S. .... Property Control Coordinator  
Yolanda Holmes, B.S. .... Human Resources Analyst  
Michael Karge, B.B.S. .... Budget Analyst  
Carol B. McLeod, Ph.D. .... Director of Human Resources  
Tachel Porch, B.S. .... Assistant Controller-Bursar & Accounts Receivable  
Katherine Russell ..... Accounting Specialist 2, Accounts Payable  
Elizabeth Scallan ..... Accounting Specialist 2, Purchasing  
Eileen Schwartz, A.S. .... Accounting Specialist 2, Bursar's Office  
George Seymour ..... Disbursement Supervisor/Payroll  
Pattie Timmons, A.A.S. .... Property Clerk  
Michelle Watson, A.S. .... Accounting Specialist 2, Travel & Cash

**INSTITUTIONAL ADVANCEMENT**

**Teresa Smith, M.A. .... Executive Director of Institutional Advancement  
and Executive Assistant to the Chancellor**  
Thelma Annaloro, A.B.S. .... Administrative Assistant 4  
Ernest Frazier, B.A. .... Director of Workforce Development  
Marie Harney, A.A.S. .... Computer Technician  
Dorothy Harrington, B.A. .... Public Information Officer/Alumni Affairs Coordinator  
Chris Hintzen, A.A.S. .... Assistant Coordinator of Computer Services  
Jason Hosch, A.A.S. .... Coordinator of Computer Services  
Carly Gervais, M.M. .... Interim Director of Sponsored Programs  
Katrina Major, A.A.S. .... Grants Coordinator  
Wayne McCarthy ..... Computer Technician  
Gillian McKay, M.Ed. .... College and Career Transitions Coordinator  
Michele Minor, A.G.S. .... Coordinator of Career Services/ADA  
Andrea Simien, B.A. .... Institutional Researcher  
Leonard Unbehagen, M.Ed. .... Dean for Planning and Institutional Effectiveness

**STUDENT AFFAIRS**

**Donna Clark, M.S. .... Vice Chancellor for Student Affairs**  
Irma Beltram, A.G.S. .... Records Coordinator  
Glenda Despenza, B.A. .... Director of Financial Aid  
Betty Diodene ..... Administrative Assistant 4  
Kim Doty, A.B.S. .... Administrative Coordinator 3  
Stephanie Hoskins ..... Administrative Coordinator 1, Receptionist  
Theresa Legnon, A.G.S. .... Administrative Assistant 1, Admissions/Registration  
Becky T. Maillet, M. Ed. .... Director of Admissions and Registration  
Bonnie Stephany, A.G.S. .... Administrative Coordinator 3, Admissions/Registration  
Colleen Veters, A.G.S. .... Administrative Coordinator 3, Admissions/Registration  
Vacant ..... Student Affairs Database Manager

## GLOSSARY

**Ability to Benefit** A term introduced by the 1980 Omnibus Budget Act which requires that students without high school diplomas or GEDs attending postsecondary institutions receiving Title IV financial aid take a standardized test to demonstrate their ability to benefit from a postsecondary educational experience. It also requires that students not receiving financial aid may not be held to entrance requirements any less stringent than those receiving Title IV aid.

**Academic Advisor** An instructor in an academic program or a counselor who advise students concerning academic programs and class schedules.

**Academic Amnesty** Offers an opportunity, for students who have a past history of less than satisfactory work, to start college over with a new GPA.

**Academic Calendar** The days of each semester set aside as class days, holidays, and days marking special events.

**Academic Year** The period of time generally extending from August to May, usually equated to two semesters (fall and spring).

**Accreditation** Institutional accreditation is a recognized approval given by one of the U.S. Department of Education's recognized regional accreditors (i.e. Southern Association of Colleges and Schools). Programmatic accreditation is recognized approval given by professional accrediting entities in a given field (i.e. National Association of Industrial Technology).

**Adjunct Faculty** The instructors serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis.

**Alumni** Persons who have graduated from a program within the college.

**Applicant** A student who has simply filed an application for entrance into the college or into a program but who has not yet registered.

**Articulation** Agreement made with other colleges and universities to facilitate the transfer of credits.

**Auditing** Attending a course without receiving credit.

**Catalog** Contains information on such matters as admissions, registration, student organizations, programs offered, academic requirements, and courses of study.

**Census Date** The 14th day of class in a fall or spring semester and the 7th day of class in a summer session are designated as the official census reporting date for Louisiana Institutions of Higher Education.

**Closed Sections** A section of a class for which it is no longer possible to register. This section has no more space.

**Concurrent Enrollment** When a college student is enrolled at two or more postsecondary institutions outside of a formal cross enrollment agreement.

**Continuing Education** The division of the college that offers courses that are not applicable toward a degree or certificate. Also called non-credit courses.

**Corequisite** A course that must be taken at the same time or prior to another course.

**Credit** The amount of work a student completes is referred to as credit hours. Each completed course is worth an established number of credits. To receive a degree or certificate, a specified number of credits is required. One credit hour typically represents a minimum of fifteen 50 minute periods of instruction. Credit hours must be identified as being semester hours, quarter hours, or clock hours.

**Cross Enrollment** When a college student is enrolled at two postsecondary institutions under a formal agreement that designates one institution as the home institution and the other as the host.

**Credit by Examination** Available to students who feel they have sufficient knowledge of a particular course. To determine eligibility, the student must consult the dean of the division in which the course is offered. Credit is awarded upon passing the examination.

**Curriculum** Course requirements and electives for a Degree or Certificate Program.

**Degree or Certificate Program** Any grouping of campus-approved courses which, when satisfactorily completed, will entitle a student to a degree or certificate.

**Degree Designation** is the rank and title of the degree awarded by an institution of higher education to a student who has successfully completed a Degree Program.

**Degree Subject Area** is the primary discipline which constitutes the focus of a Degree Program. When a student satisfactorily completes a Degree Program, he/she will be entitled to a degree in the appropriate subject area.

**Degree Title** is the complete label of a Degree Program, consisting of a Degree Designation (e.g. Associate of Science) and the Degree Subject Area (e.g. Biology).

**Developmental Courses** Course which are designed to increase student knowledge to a level at which the student can continue with success in an academic program. Developmental courses do not apply toward the completion of a degree or certificate but are required for students who place into them.

**Division** The separation of the College's academic program. Nunez currently has three academic divisions: Arts and Humanities, Business and Technology, and Health and Natural Sciences.

**Division Dean** Each academic division is headed by an administrator who is designated as a division dean. The division deans provide educational and administrative leadership for the divisions and are the liaisons between the faculty and the administration of the college.

**Dual Enrollment** When a secondary student is also enrolled at a postsecondary institution.

**Early Registration** Registration which occurs prior to regular registration.

**Fine Arts** Includes courses in fine art, applied art, music, and theater.

**General Education Requirements** The group of courses, including English composition, mathematics, social sciences, arts and humanities, natural sciences, computer literacy, and oral communication, required by the managing boards and accrediting agencies that must be completed in order to earn an associates degree or other approved credential.

**Grade Point** Numerical values assigned to letter grades. Example: an A has a value of 4. The total grade points for receiving an A is determined by multiplying the grade points (4) times the number of credit hours earned in that course.

**Grade-Point Average (GPA)** A system of measuring students' average grades.

**Graduation Check-Out/Audit** is the process by which an academic advisor, Division Dean, and Registrar determine if a student who has applied for graduation has met the requirements of the student's academic program as well as all other specified requirements.

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**Humanities** Includes courses from literature, foreign languages, history, philosophy, and speech communications.

**Major** That part of a degree program which consists of a specialized group of courses in a particular discipline or field and which usually is consistent with the Degree Subject Area. A major usually consists of 25% or more of total hours in a curriculum. Major courses must be completed with a grade of 'C' or higher to fulfill graduation requirements.

**Matriculation** Official enrollment of a student in a degree or certificate program.

**Natural Sciences** Courses in biology, chemistry, geology, physical science, and physics.

**Non-Matriculating Student** A student who is attending college but is not working toward completion of a degree or certificate. Such students are usually not eligible for most forms of financial aid.

**Overall Good Standing** The status of a student when he or she is in good academic standing, has no debts with the college, and has no discipline file in the Student Affairs Office.

**Placement Testing** An examination process that determines a student's entry-level into college courses.

**Post-secondary Education Institution** An institution which has as one of its main missions, the provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school.

**Prerequisite** A course which must be completed before enrolling in another course.

**Probation** A warning signal which indicates poor academic performance. A student is placed on probation if his/her average falls below a 2.00.

**Program Manager** A member of the faculty who serves as the lead person in a degree or certificate program.

**Registration** The process of officially enrolling in and paying for specific courses in a given semester or session.

**Scantron** A test sheet that is purchased from the bookstore and graded by computer.

**Schedule of Classes** A publication which includes the semester calendar, times the courses will meet, room numbers, instructors, fees, and other information for a particular enrollment period.

**Service Learning** An instructional strategy that combines community service with academic instruction.

**Social Sciences** Includes courses from anthropology, criminal justice, economics, geography, political science, psychology, and sociology.

**Suspension** A period of time in which a student is not permitted to attend college due to below satisfactory academic performance or for disciplinary reasons.

**Syllabus** A sequential outline of topics to be covered by the instructor during a course. It should include the instructor's grading policy, attendance regulations, course requirements, learning objectives, and instructor's office hours.

**Transcript** Official record of all academic work attempted by a student. It contains course numbers, titles of each course taken, the grades received, majors, degrees/certificates received, and may include academic standing and honors.

**Transfer Credit Evaluation** The process by which students who have taken courses at other colleges and universities attempt to apply that course work to their program of study at Nunez.

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# FINAL EXAM SCHEDULE

## FALL 2009

Exam Day & Time	Friday 12/4	Saturday 12/5	Monday 12/7	Tuesday 12/8	Wednesday 12/9	Thursday 12/10
8:00a.m. 10:00a.m.	XXXX XXXX	XXXX XXXX	XXXX XXXX	TT Classes 8:30am- 9:45am	MW Classes 8:30am- 9:45am	XXXX XXXX
10:00a.m. 12:00p.m.	Friday Morning Classes	Saturday Classes 9:00-11:45am	MW Classes 10:00am- 11:15am	XXXX XXXX	XXXX XXXX	TT Classes 10:00am- 11:15am
12:00p.m. 2:00p.m.	XXXX XXXX	Saturday Classes 12-2:45pm	XXXX XXXX	TT Classes 11:30am- 12:45pm	MW Classes 11:30am- 12:45pm	XXXX XXXX
2:00p.m. 4:00p.m.	Friday Afternoon Classes	XXXX XXXX	MW Classes 1:00pm- 2:15pm	TT Classes 2:30pm- 3:45pm	MW Classes 2:30pm- 3:45pm	TT Classes 1:00pm- 2:15pm
4:00p.m. 6:00p.m.	XXXX XXXX	XXXX XXXX	MW Classes 4:00pm- 5:15pm	TT Classes 4:00pm- 5:15pm	XXXX XXXX	XXXX XXXX
6:00p.m. 8:00p.m.	Friday Evening Classes	XXXX XXXX	MW Classes 5:30pm- 6:45pm	TT Classes 5:30pm- 6:45pm	MW Classes 7:00pm- 8:15pm	TT Classes 7:00pm- 8:15pm
8:00p.m. 10:00p.m.	XXXX XXXX	XXXX XXXX	MW Classes 8:30pm- 9:45pm	TT Classes 8:30pm- 9:45pm	XXXX XXXX	XXXX XXXX

Grades are due in Division Offices by  
noon on Monday, December 14th.

# FINAL EXAM SCHEDULE

## SPRING 2010

<b>Exam Day &amp; Time</b>	<b>Friday 5/7</b>	<b>Saturday 5/8</b>	<b>Monday 5/10</b>	<b>Tuesday 5/11</b>	<b>Wednesday 5/12</b>	<b>Thursday 5/13</b>
8:00a.m. 10:00a.m.	XXXX XXXX	XXXX XXXX	XXXX XXXX	TT Classes 8:30am- 9:45am	MW Classes 8:30am- 9:45am	XXXX XXXX
10:00a.m. 12:00p.m.	Friday Morning Classes	Saturday Classes 9:00-11:45am	MW Classes 10:00am- 11:15am	XXXX XXXX	XXXX XXXX	TT Classes 10:00am- 11:15am
12:00p.m. 2:00p.m.	XXXX XXXX	Saturday Classes 12-2:45pm	XXXX XXXX	TT Classes 11:30am- 12:45pm	MW Classes 11:30am- 12:45pm	XXXX XXXX
2:00p.m. 4:00p.m.	Friday Afternoon Classes	XXXX XXXX	TT Classes 1:00pm- 2:15pm	TT Classes 2:30pm- 3:45pm	MW Classes 2:30pm- 3:45pm	TT Classes 1:00pm- 2:15pm
4:00p.m. 6:00p.m.	XXXX XXXX	XXXX XXXX	MW Classes 4:00pm- 5:15pm	TT Classes 4:00pm- 5:15pm	XXXX XXXX	XXXX XXXX
6:00p.m. 8:00p.m.	Friday Evening Classes	XXXX XXXX	MW Classes 5:30pm- 6:45pm	TT Classes 5:30pm 6:45pm	MW Classes 7:00pm- 8:15pm	TT Classes 7:00pm- 8:15pm
8:00p.m. 10:00p.m.	XXXX XXXX	XXXX XXXX	MW Classes 8:30pm- 9:45pm	TT Classes 8:30pm- 9:45pm	XXXX XXXX	XXXX XXXX

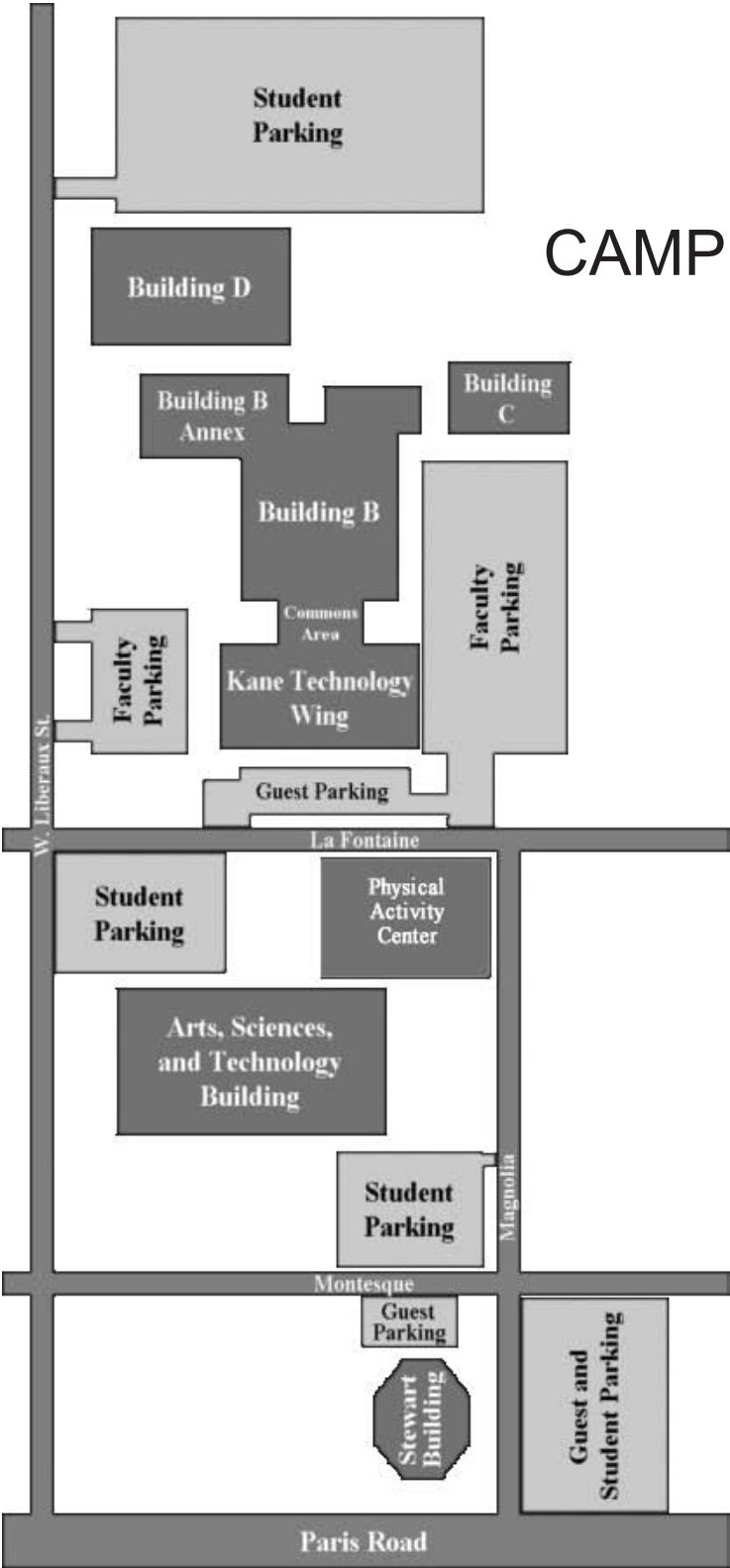
Grades are due in Division Offices by  
noon on Friday, May 15th.

## FINAL EXAM SCHEDULE SUMMER 2010

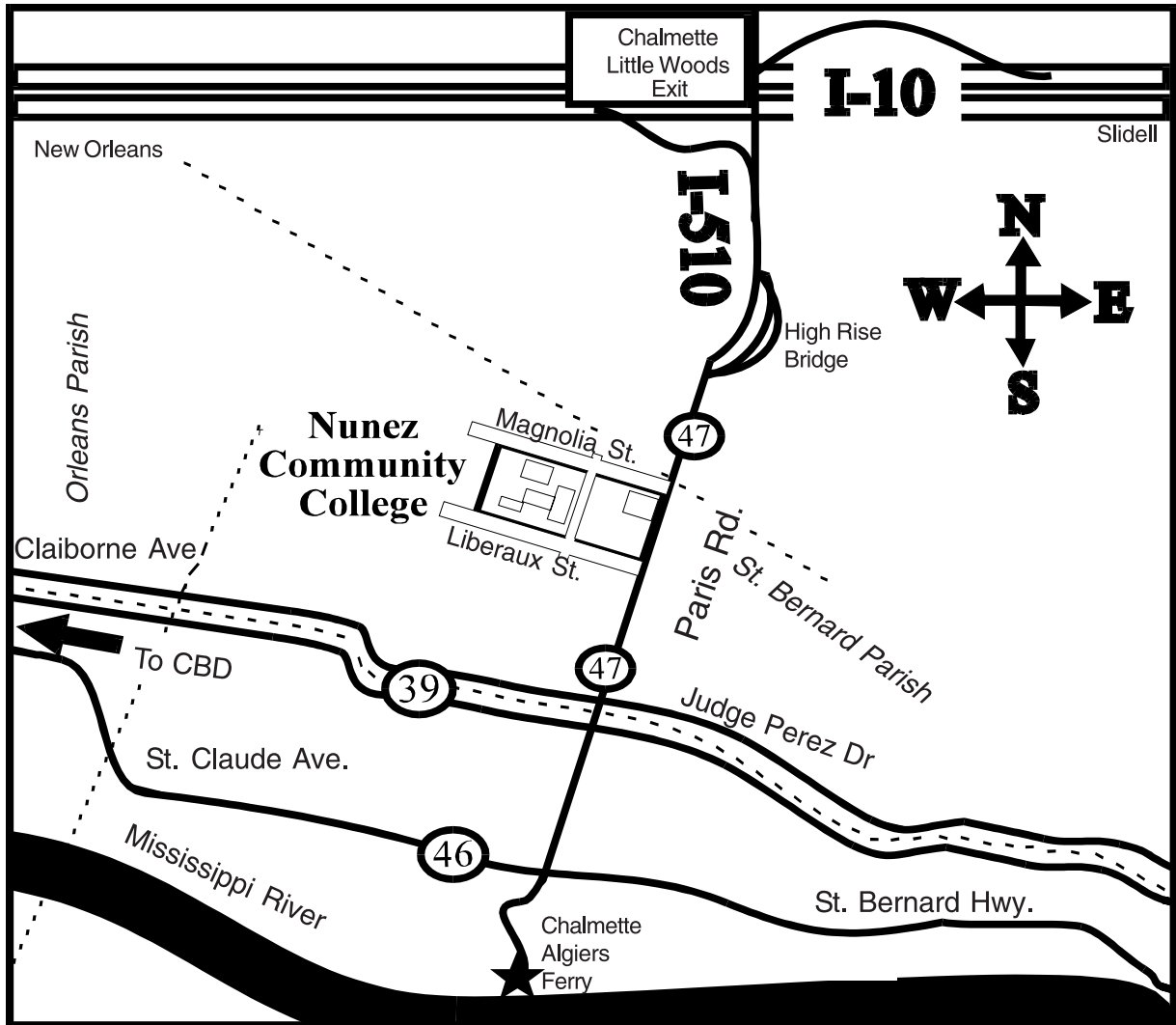
Exam Day & Time	Wednesday 7/28	Thursday 7/29
8:00a.m. 10:00a.m.	MW Classes 8:00am-10:25am	TT Classes 8:00am-10:25am
10:00a.m. 12:00p.m.	MW Classes 10:30am-12:55pm	TT Classes 10:30am-12:55pm
12:00p.m. 2:00p.m.	Atypical MW Day Classes	Atypical TT Day Classes
2:00p.m. 4:00p.m.	MW Classes 2:00pm-4:25pm	TT Classes 2:00pm-4:25pm
4:00p.m. 6:00p.m.	XXXX XXXX	XXXX XXXX
6:00p.m. 8:00p.m.	MW Classes 5:00pm-7:25pm	TT Classes 5:00pm-7:25pm
8:00p.m. 10:00p.m.	MW Classes 7:30pm-9:55pm	TT Classes 7:30pm-9:55pm

Grades are due in Division Offices by  
noon on Monday, August 2nd

# CAMPUS MAP



# MAP TO NUNEZ COMMUNITY COLLEGE



## IMPORTANT TELEPHONE NUMBERS

Admissions Office.....	278-6467
ADA/504 Issues.....	278-6421
Alumni Affairs.....	278-6421
Arts and Humanities Division.....	278-6285
Bursar/Cashier.....	278-6403
Business and Technology Division .....	278-6306
Campus Police .....	278-6332
Career Services.....	278-6421
Chancellor's Office .....	278-6468
Counseling.....	278-6423
Emergency Medical Technology Program Office.....	278-6385
Facilities Management.....	278-6332
Financial Aid .....	278-6479
Health and Natural Sciences Division .....	278-6380
Human Resources.....	278-6488
Library.....	278-6230
Public Relations.....	278-6421
Receptionist.....	278-6200
Registrar's Office.....	278-6467
Student Affairs .....	278-6467
Workforce Development .....	278-6421

