



# **Nunez Community College 2011-2012 Catalog**



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# **ELAINE P. NUNEZ COMMUNITY COLLEGE**

A Comprehensive Community College

Chalmette, Louisiana

Member of the Louisiana Community & Technical College System

## **NUNEZ COMMUNITY COLLEGE CATALOG 2011-2012**

Volume 20

### **EQUAL OPPORTUNITY STATEMENT**

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

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[www.nunez.edu](http://www.nunez.edu)

**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 2011-2012

### FALL SEMESTER 2011

**Friday, July 22**

Priority Deadline to Apply for ADA Accommodations for Fall 2011

**Monday - Friday, July 25-29**

Early Fall Registration, Monday-Thursday, 9 a.m.- 6 p.m., Friday, 9 a.m.- 4:30 p.m.

**Friday, August 5**

Financial Aid Priority Deadline for Completion of Required Documentation

**Monday - Tuesday, August 15-16**

Faculty Institute

**Tuesday, August 16**

New Student Orientation, 2:00 – 4:00 p.m.

**Wednesday, August 17**

Registration, 9:00 a.m. – 7:00 p.m.

**Thursday, August 18**

Registration, 9:00 a.m. – 7:00 p.m.

**Thursday, August 18**

New Student Orientation, 6:00 - 8:00 p.m.

**Friday, August 19**

Registration, 9:00 a.m. – 4:30 p.m.

**Saturday, August 20**

Registration, 9:00a .m. - 1:00 p.m.

**Monday, August 22**

First Day of Classes

**Monday – Tuesday, August 22-23**

Late Registration/Drop & Add, 9:00 a.m. - 7:00 p.m.

**Friday, August 26**

Last day to apply for payment plan for Fall 2011

**Friday, August 26**

Last Day to Receive 100% Refund for Dropped Class

**Tuesday, August 30**

Last Day to Receive 75% Refund for Dropped Class  
(Exceptions may be made on a case-by-case basis for Friday-only classes)

**Monday, September 5**

Labor Day Holiday (Campus Closed)

**Tuesday, September 6**

Classes Resume

**Wednesday, September 7**

Last Day to Receive 50% Refund for Dropped Class

**Thursday, September 8**

Last Day to Receive 25% Refund for Dropped Class



**Friday, September 9**

Official Fourteenth Class Day

**Thursday – Wednesday, October 6-12**

Midterm Exams

**Monday, October 17**

Midterm Grades Due in Division Offices

**Monday, November 14**

Priority Deadline to Apply for ADA Accommodations for Spring 2012

**Monday – Friday, November 14-18**

Advising Week for Spring 2012, by appointment with advisor

**Monday - Tuesday, November 21-22**

Classes do not meet (Study Days/Make-up days, if needed)

**Wednesday-Friday November 23-26**

Thanksgiving Holidays (Classes Do Not Meet)

**Monday, November 28**

Classes Resume

**Wednesday, November 30**

Last Day to Drop a Course or Withdraw from the College with a "W" Grade

**Wednesday, December 7**

Last Day of Class Meetings

**Thursday – Wednesday, December 8-14**

Final Exams

**Friday, December 16**

Final Grades Due in Division Offices, 12:00 p.m.

**SPRING SEMESTER 2012**

**Tuesday, January 10**

Faculty Institute

**Wednesday - Thursday, January 11-12**

Registration 9:00 a.m. - 7:00 p.m.

**Thursday, January 12**

New Student Orientation, 5:30 – 7:30 p.m.

**Friday, January 13**

Registration, 9:00 a.m. - 4:30 p.m.

**Saturday, January 14**

Registration, 9:00 a.m. - 1:00 p.m.

**Monday, January 16**

M. L. King Holiday (Campus Closed)

**Tuesday, January 17**

First Day of Class

**Tuesday - Wednesday, January 17-18**

Late Registration/Drop and Add, 9:00 a.m. - 7:00 p.m.

**Tuesday, January 24**

Last Day to Receive 100% Refund for Dropped Courses

**Tuesday, January 24**

Last day to apply for payment plan for Spring 2012

**Friday, January 27**

Last Day to Receive 75% Refund for Dropped Courses

**Tuesday, January 31**

Last Day to Receive 50% Refund for Dropped Courses

**Thursday, February 2**

Last Day to Receive 25% Refund for Dropped Courses

**Friday, February 3**

Official Fourteenth Class Day

**Monday – Wednesday, February 20-22**

Mardi Gras Holidays (Classes Do Not Meet)

**Thursday, February 23**

Classes Resume

**Thursday - Friday, March 8-9**

LCTCS Conference and Faculty In-service Days (Classes Do Not Meet)

**Monday – Friday, March 19-23**

Midterm Exams

**Friday, March 23**

Priority Date to Pay Graduation Fee and Request to Graduate in Absentia

**Monday, March 26**

Midterm Grades Due in Division Offices

**Monday, April 2**

Priority Deadline to Apply for ADA Accommodations for Summer 2012

**Monday - Thursday, April 2-5**

Advising Week for Summer 2012 Registration, by appointment with advisor

**Friday, April 6**

Good Friday Holiday (Campus Closed)

**Friday - Tuesday, April 6-10**

Spring Break (Classes Do Not Meet) (Study Days/Make-up days, if needed)

**Wednesday, April 11**

Classes Resume

**Monday, April 30**

Last Day to Drop a Course or Withdraw from the College with a "W" Grade

**Tuesday, May 8**

Last Day of Class Meetings

**Wednesday – Tuesday, May 9-15**

Final Exams

**Wednesday, May 16**

Final Grades Due in Division Offices

**Thursday - Friday, May 17-18**

Faculty Workshops

**Tuesday, May 22**

Graduation Ceremony

## **SUMMER SESSION 2012**

### **Monday, May 28**

Memorial Day Holiday (Campus Closed)

### **Wednesday-Thursday, May 30-31**

Registration, 9:00 a.m. – 7:00 p.m.

### **Friday, June 1**

Registration, 9:00 a.m. – 4:30 p.m.

### **Monday, June 4**

First Day of Class

### **Monday-Tuesday, June 4-5**

Late registration/Add & Drop

### **Wednesday, June 6**

Last day to apply for payment plan for Summer 2012

### **Friday, June 8**

Last Day to Receive 100% Refund for Dropped Courses

### **Monday, June 11**

Last Day to Receive 75% Refund for Dropped Courses

### **Tuesday, June 12**

Official 7<sup>th</sup> Class Day

### **Thursday, June 14**

Last Day to Receive 50% Refund for Dropped Courses

### **Monday, June 18**

Last Day to Receive 25% Refund for Dropped Courses

### **Monday, July 2**

Priority Deadline to Apply for ADA Accommodations for Fall 2012

### **Wednesday, July 4**

Fourth of July Holiday (Campus Closed)

### **Thursday, July 5**

Classes Resume

### **Monday-Friday, July 23-27**

Early Registration for Fall 2012

### **Thursday, July 26**

Last Day to Drop a Course or Withdraw from the College with a “W” Grade

### **Monday, July 30**

Last Day of Classes

### **Tuesday, July 31**

Study Day/Make-Up Class Day

### **Wednesday-Thursday, August 1-2**

Final Exams

### **Monday, August 6**

Final Grades Due in Division Offices

### **Monday, August 6**

Priority Deadline for Completion of Required Documentation for Fall 2012 Financial Aid

**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 above. 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.

## **HISTORY**

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

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

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

In the spring of 1993, Elaine P. Nunez Community College was accredited by the 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 changes in its facilities. Hurricane Katrina did much to change the face of the campus, if temporarily. 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 has been demolished, and construction of a new administration building is scheduled to begin soon.

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 that 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 was 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 developed plans for the restoration of this building.

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. Enrollment in continuing education courses added to that number. Enrollment in Fall 2010 exceeded pre-Katrina numbers.

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 developed articulation agreements with four-year institutions throughout the region.

In addition to the growth in programs and articulation, Nunez has pursued community support in the form of its Investing in Educational Excellence Capital Campaign. Nunez received funds for eight Endowed Professorships from various businesses and individuals in the community and raised over one million dollars in the Capital Campaign. The College continues to pursue development opportunities, both through the Nunez Community College Foundation and through outside funding agencies. The Foundation usually sponsors events to raise funds for the College's programs and services. In addition to Foundation funding, Nunez currently averages over 20% of 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 general education and occupational technologies curricula that blend the humanities, social sciences, and natural sciences and lead to associate degrees, certificates, and workforce development opportunities.

## **GOALS**

Nunez Community College Educational Goals include providing:

1. educational opportunities that prepare students for lifelong learning, responsible citizenship, productive and satisfying careers, as well as the opportunity to transfer to senior institutions;
2. a variety of occupational programs with input from local employers and industry that prepare students for immediate employment;
3. general education courses that transfer to senior institutions;
4. a program of developmental education for students who need to strengthen their academic backgrounds;
5. student support services including educational counseling, placement testing, and career counseling designed to assist students in selecting a course of study that meets their needs;
6. a means to acquire an awareness of global and multicultural issues that produce responsible world citizens;
7. opportunities for gaining basic and general understanding of ethics;

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

### **EDUCATIONAL POLICY AND SERVICES**

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

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

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

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

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

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

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

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



# **ADMISSIONS & REGISTRATION**

**ADMISSION TO THE COLLEGE**

**ADMISSIONS REQUIREMENTS**

**ADMISSION CLASSIFICATIONS**

**ACADEMIC AMNESTY**

**TUITION AND FEES**

**REGISTRATION PROCEDURES**

# ADMISSIONS & REGISTRATION

## ADMISSION TO THE COLLEGE

Students seeking admission to Nunez must meet the admission requirements for the classification 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 are limited-enrollment programs that have special admissions requirements as identified in their respective program descriptions.

Requests for general information and applications should be directed to:

**Admissions Office  
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 program, course, and grade requirements of the college to which they plan to transfer.

## ADMISSIONS REQUIREMENTS

All students applying to the College must submit the following items to the Admissions Office:

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;
5. A high school transcript; an official transcript if a graduate from a private, parochial, or out-of-state high school; or an original of a GED diploma or GED test scores. (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 all colleges previously attended;
7. Selective Service registration (if applicable).

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.)**

## **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 be immunized against meningitis. Proof of immunization must be provided.

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 on the immunization form claiming exemption from the immunization policy. 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 RESIDENCE**

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

Regulations establishing residence are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 12 consecutive months immediately preceding registration. A student may not establish residence while residing in Louisiana for the primary purpose of attending school.

The non-resident fee policy is explained 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 **Error! Hyperlink reference not valid.** 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, to determine what documentation is needed, and to arrange the appropriate accommodations as required under the ADA and Section 504.

Students with special needs should contact the ADA/504 Coordinator at (504)278-6422 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. Transfer students are encouraged but not required to attend.

## **ADMISSION CLASSIFICATIONS**

### **FIRST-TIME ENTERING FRESHMEN**

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

1. A high-school graduate of a secondary school approved by a state department of education.
2. A recipient of a state-issued high-school equivalency diploma (GED).
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.

### **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. 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.

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 apply toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

1. Acceptance of courses taken more than 10 years before a student transfers to Nunez Community College is determined by the Chair of the Department in which the student's program of study resides.
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Department Chair.
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.louisiana.gov/assets/docs/Data/MASTER\\_COURSE\\_ARTIC\\_MATRIX\\_2011-12.pdf](http://regents.louisiana.gov/assets/docs/Data/MASTER_COURSE_ARTIC_MATRIX_2011-12.pdf)), as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements, will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations 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 the coursework as a basis to apply for Credit by Examination.
2. Use the coursework as a basis to apply for LEAP (Life Experience Assessment Program) credit.
3. Establish that a regionally-accredited institution has accepted the courses in question toward a degree or certificate.

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

A transfer student with less than a 2.00 adjusted cumulative GPA 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.

Transfer students who were on academic suspension at their previous institution may not be admitted to Nunez until their suspension period has ended. Students may appeal in writing to the Vice Chancellor for Academic and Student Affairs to enroll while on academic suspension. However, students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.

## **MATRICULATING STUDENTS**

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

## **NON-MATRICULATING STUDENTS**

Students who wish to take credit courses for personal enrichment, job improvement, or reasons other than to pursue a degree or certificate are permitted to enroll as non-matriculating students. **Non-matriculating students are usually not eligible for financial aid.**

## **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.

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

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

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

The College reserves the right to limit the number of hours and the particular courses for which a high school student may enroll. Contact the 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 full-time study in an approved program. It is not always possible for the College to guarantee that students will be able to enroll in a full-time course load. Rather than jeopardizing an international student's eligibility to remain in the country, Nunez recommends contacting one of the larger colleges or universities in the area that offers the program the student wishes to pursue.

## **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. Students who submit a Letter of Good Standing rather than a transcript must present proof that they have met the prerequisites for courses in which they plan to enroll. 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.

## **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 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 enrollment under academic amnesty.
2. The student must submit an application for academic amnesty to the Dean of Student Affairs/ Director of Admissions 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 Dean of Student Affairs will evaluate each application and recommend to the Vice Chancellor for Academic and Student Affairs (VCASA) only those who meet the criteria. Applying does not ensure approval.
4. If academic amnesty is granted, 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 academic amnesty is granted, the date is entered on the transcript. LCTCS institutions are prohibited from using these 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 who intend to transfer 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 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.

## **TUITION AND FEES**

***For specific tuition and fee amounts, consult the Class Schedule for the semester in question or call the Admissions Office.***

### **TUITION**

All tuition and fees must be paid at the time of registration either in person or online, except when a student qualifies for the deferred-payment plan or when a financial aid award has already been approved. A student is considered officially registered once tuition and fees are paid and all admissions requirement have been met. A \$2 convenience fee will be assessed to students who pay tuition and fees in full online before the end of the registration period by going to [www.nunez.edu](http://www.nunez.edu) and clicking on the NelNet eCashier link. A \$15 late payment fee will be assessed to those students whose full payments or payment arrangements are not completed within the registration period. Students may be administratively dropped for nonpayment of tuition and fees. For specific tuition and fee amounts, consult the Class Schedule for the semester in question or call the Bursar's Office.

### **TUITION AND FEES DEFERMENT**

Throughout the registration period, deferred tuition and fees payment plans are available online by applying at [www.nunez.edu](http://www.nunez.edu) and clicking on the NelNet eCashier link. A minimum of one-third of tuition and fees must be paid upon enrollment in the deferred payment plan. Information on the deferred-payment plans is available from the Bursar's Office. A non-refundable \$25 convenience fee will be assessed to students who take advantage of the deferred-payment plan. Failure to comply with the deferred-payment plan may result in the student being withdrawn from all courses.

### **APPLICATION FEES**



All applicants for enrollment in credit classes are assessed a non-refundable \$10 application fee.

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

Students auditing courses are assessed the application fee as well as 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.

### **GRADUATION FEE**

Applicants for graduation must pay a College-assessed 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 if they are participating in commencement.

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

Some areas of instruction, such as laboratory courses and courses that include competency testing, require extra fees. These fees are listed in 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 Department Chair 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.

### **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.

## **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 does not by itself qualify a student for Louisiana residency.

Non-resident students will be charged an additional fee. 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 Dean of Student Affairs/Director of Admissions 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 vehicle registration, voter registration, Louisiana-issued professional license, marriage to a resident, full-time employment for one year, designation of Louisiana as one's permanent address on school and employment records, current mortgage or rent receipts, most recent state and/or federal tax returns, or other documents that indicate the location of a student's official domicile.

Once classified as a non-resident, a student may request a change in residency status with the Dean of Student Affairs/Director of Admissions 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 Dean of Student Affairs/Director of Admissions. The appeal will be forwarded to the Student Financial Assistance Committee, which will examine all documentation. If the Committee finds that the student is entitled to reclassification as a resident, such a recommendation will be made to the Chancellor and written notice of the decision will be sent to the student, the Admissions Office, and the Bursar. Failure of a student to comply with the stated deadlines shall

constitute a waiver of all claims for reclassification for the applicable semester.

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

## **STUDENT SELF-ASSESSED 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**

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

## **TRANSCRIPT POLICY AND FEES**

All admission requirements and financial obligations to the College must be met in full before transcripts are issued. Students who have defaulted on student loans or who owe repayment of grant funds may not receive a copy of their transcript until the debt is cleared. The first transcript is furnished without charge as a service to alumni. Additional transcripts will require a \$3 fee to be paid at the time of the request. 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 [www.nunez.edu](http://www.nunez.edu) and is available in Student Affairs.

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

## **RETURNED CHECKS**

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

## **LOUISIANA NATIONAL GUARD WAIVER**

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

The National Guard tuition exemption may be requested by contacting the Bursar **during each registration period** to verify the student's eligibility according to the LA National

Guard State Tuition Exemption Program List. Repayment of amounts waived may be required upon withdrawal from college.

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

## **SENIOR CITIZENS**

Senior citizens are encouraged to contact the Financial Aid Office to apply for a Pell Grant which is financial aid awarded by the Federal Government based on a student's income. A limited number of tuition waivers may be available to senior citizens age 60 and above who do not qualify for other financial assistance.

## **REFUND POLICY**

Refund of tuition for the fall and spring semesters upon reductions in credit hours or official withdrawal from the College is made according to the schedule listed in the Academic Calendar and the semester Class Schedule.

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 should be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Student Financial Assistance Committee. The student will be notified in writing of the decision of the Committee. A student may make a final appeal to the Chancellor of the College.

No refunds are made when a student is administratively dropped.

## **RETURN OF TITLE IV FUNDS POLICY**

### **Official and Unofficial Withdrawal**

A student who wishes to resign from the College must do so 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.

## **REGISTRATION PROCEDURES**

### **PLACEMENT TESTS**

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

American College Test (ACT) or Compass Test scores from within the past three years are required of entering degree- or certificate-seeking freshmen students. The purpose of these tests is to ensure that students are properly placed in English, mathematics, reading, and general education courses. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate developmental courses to help prepare them to perform successfully in higher-level courses. Students who perform exceptionally well on placement tests may be placed in advanced courses. The College provides testing for students who do not have recent test scores. Prospective students should contact the Admissions Office for testing times.

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

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

### **ACADEMIC ADVISING**

All students are 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.

### **STUDENTS IN ONLINE CLASSES**

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

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

7. Be able to take their final exam on campus.

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

1. Students taking or testing into developmental classes. (Students required to take only DEVM 0940 as a developmental class may take one on-line class.)
2. Students on academic probation or suspension.

Exceptions to these rules may be granted by the VCASA.

Classes offered through IctcsOnline require separate admission, registration, and textbook processes as described at <http://online.lctcs.edu>. The IctcsOnline courses follow a different semester calendar than do Nunez's regular course offerings. For a complete listing of IctcsOnline courses, see the end of the Course Descriptions section of this catalog. Students wishing to take an IctcsOnline class must meet with the Registrar

### **AUDITING STUDENTS**

Students who do not want to earn college credit may enroll for no credit under audit status during the registration period or, with the VCASA'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 examinations on the courses audited. However, courses previously audited may be taken for credit by enrolling in the course. An auditing student is required to attend class and participate in course activities. The same fee schedule applies to audited courses.

A student's enrollment status for most forms of financial aid will be based only on the semester hours scheduled for credit, not the hours taken under the audit status.

### **CONCURRENT ENROLLMENT**

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

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

### **CROSS-ENROLLMENT AGREEMENTS**

Through formal transfer agreements, Nunez students will be able to register for a limited number of classes at the University of New Orleans (UNO), Southeastern Louisiana University (SLU), Southern University at New Orleans (SUNO), and Delgado Community College (DCC). 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 campus. 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.louisiana.gov/assets/docs/Data/MASTER\\_COURSE\\_ARTIC\\_MATRIX\\_2011-12.pdf](http://regents.louisiana.gov/assets/docs/Data/MASTER_COURSE_ARTIC_MATRIX_2011-12.pdf)) On the College website, [www.nunez.edu](http://www.nunez.edu) students may find information about the Louisiana Transfer degrees, transfer agreements with several regional institutions, links to other colleges, and other resources to help them track their own progress toward graduation. Information on the transferability of courses may be obtained from Nunez advisors or the website; however, students are encouraged to contact the school to which they plan to transfer for an official evaluation of their transfer credit.

## **MOBILIZATION/ACTIVATION OF RESERVISTS AND NATIONAL GUARD**

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

If activation/mobilization occurs:

1. During the first 14 days of the semester, the student will be completely withdrawn from all classes with a full refund/cancellation of tuition and refundable fees. No grade will be recorded on the student's permanent record.
2. During the period between the 15th day of the semester and the last day to withdraw, the student will receive a 'W' grade for all classes. Tuition and refundable fees will be refunded at 100%.
3. After the last day to withdraw with a "W" grade, the student may:
  - a. Choose to take a 'W' in all classes, and receive a full refund, or
  - b. Request an incomplete ("I") grade for some or all courses, and receive a refund 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.

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

# **STUDENT AFFAIRS**

**STUDENT AFFAIRS**

**STUDENT RIGHTS AND RESPONSIBILITIES**

**FINANCIAL ASSISTANCE**

**STUDENT SERVICES AND ACTIVITIES**



# STUDENT AFFAIRS

## STUDENT AFFAIRS

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

### ADMISSIONS OFFICE

The Dean of Student Affairs/Director of Admissions oversees the management of the Admissions Office personnel, policies and procedures. The main functions of this office are recruiting, processing of applications for admission, collecting and evaluating student credentials, and coordinating dual enrollment. The Office also sends reminders to provisional students, evaluates records for incoming transfer students, and provides an array of printed materials to walk-in students, potential students at recruiting events, and campus visitors. Placement testing on the ACT Compass Test is also conducted prior to, and during, each registration period and by appointment. Students who wish to apply for admission, to inquire about admissions deadlines, or to request other information should call the Student Affairs Office at 504-278-6467.

### REGISTRATION AND STUDENT RECORDS

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

The dates for registration, drop and add, and deadlines to withdraw are published in each semester's 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 in writing. 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 ensure that privacy is

maintained.

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

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Nunez Community College provides relevant information in order to ensure that all students are familiar with their rights and responsibilities. New students are required to attend an orientation at which the College's policies and procedures are presented and discussed. Students are also expected to read and follow all of the policies and procedures published or announced in this catalog, the LCTCS website, the class schedules, 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, gender, national origin, religious or political beliefs, military status, or disability.
2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economic, or cultural purposes when such organizations do not infringe upon the rights of others.
3. Issuance of publications following appropriate procedures.
4. Democratic student governance.
5. Use of campus facilities with appropriate approval.
6. Choice of speakers and topics subject to approval.
7. Petition for changes through proper channels.
8. Due process in any disciplinary matters.

### **STUDENT RESPONSIBILITIES**

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

be subject to disciplinary proceedings.

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

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

## **WEAPONS ON CAMPUS**

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

## **DRUG-FREE CAMPUS POLICY**

Nunez Community College prohibits the abuse of drugs, including alcohol, on campus, or at any activity sanctioned by the College. It is unlawful to possess, use, or distribute illicit drugs on Nunez property, or at any college-sponsored event, whether or not the event is conducted on campus. In addition, Nunez prohibits the use of alcohol on campus, except when approval is granted by the Chancellor for employees and outside groups or by the Vice Chancellor for Academic and Student Affairs for student organizations. Students and employees who wish to serve alcohol at approved College

functions must request approval in writing no later than two weeks prior to the scheduled event.

The 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 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.

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

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

**JEFFERSON PARISH Addictive Disorders Center**  
5001 West Bank Expressway  
Marrero, LA 70072  
504-349-8708

**ORLEANS PARISH**  
**Algiers-Fischer Behavioral Health Center**  
4440 General Meyer Ave. New Orleans, LA 70114  
504-361-6500

**New Orleans East Behavioral Health Center**  
5552 Read Blvd. New Orleans, LA 70127  
504-243-7600

**ST. TAMMANY PARISH Centers for Addictive Disorders**  
2130 First St. Slidell, LA 70456  
985-646-6406

**NorthLake Addicted Disorder Clinic**  
19404 North 10th Street  
Covington, LA 70433  
985-871-1380

### **STUDENT DISCIPLINARY PROCEDURE**

In cases of student misconduct, the following procedure applies:

**1. Initial Report:** A report is made in writing by the complainant to the Vice Chancellor for Academic and Student Affairs (VCASA) 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 VCASA or designee shall determine whether the report alleges facts that set forth a violation of one or more of the enumerated Student Responsibilities. If it does not, the report is dismissed. If it does, the VCASA conducts an investigation of the matter to include, but not be limited to, one or more face-to-face interviews of the accused violator(s), of witnesses for and against the accused violator(s), and the receiving of evidence relevant to the investigation.

**3. Sanctions:** If an investigation indicates to the VCASA 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 VCASA 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 VCASA or designee by notifying the VCASA in writing of the intent to appeal. The notice of intent to appeal must be received by the VCASA 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 VCASA shall convene an Appellate Review Panel comprised of students, faculty, and staff not directly supervised by the VCASA.

**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 VCASA 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 VCASA or designee. The Review Panel is empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if necessary. The Review Panel may adjourn and continue its proceedings as it deems necessary.

**C. Recording of Proceedings:** All proceedings of the Appellate Review Panel will be electronically recorded and, in the event of a further appeal, transcribed at the request of any party.

**D. Judgment of the Panel:** The Review Panel's judgment is reached by a voice vote of its members. The judgment shall be rendered in written form and shall include the reasons for the decision.

**6. Further Appeal:** Accused violators may appeal the Judgment of the Appellate Review Panel to the Chancellor within 72 hours of receipt of the judgment of the Appellate Review Panel. The judgment of the Chancellor constitutes a final judgment at the institutional level. The student may appeal the decision of the Chancellor to the Louisiana Community and Technical College System Board of Supervisors. The appeal must be filed within 30 calendar days of receipt of the Chancellor's decision. The System staff shall then review the due process proceedings followed by the College and submit recommendations to the LCTCS Board.

NOTE: NO PROVISION OR PART OF THIS DISCIPLINARY PROCEDURE SHOULD BE CONSTRUED AS A DEROGATION OF THE RIGHT OF ANY PERSON ACCUSED HEREUNDER TO SEEK RELIEF IN ANY OTHER FORUM FOR DISPUTE RESOLUTION ESTABLISHED UNDER STATE OR FEDERAL LAW.

## STUDENT GRIEVANCE PROCEDURE

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

Federal law (20 USC sec. 1681 et seq.) provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Regulations also require that colleges and universities implement a procedure for “prompt and equitable resolution of sex discrimination complaints.”

## LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POLICY REGARDING HARASSMENT

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

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

**Sexual harassment** is defined by the Equal Employment Opportunity Commission as:

Unwelcome sexual advances, 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, and academic performance.

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

1. Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures;
2. Unwelcome or unwanted conversations;
3. Unwelcome or unwanted touching;
4. Continued or repeated verbal abuse of a sexual nature;
5. Explicit or degrading verbal comments, suggestions, or slurs about another individual or



- his/her appearance;
6. Offensive comments regarding sexual or private matters;
  7. Display of sexually suggestive pictures or objects;
  8. Offensive jokes;
  9. Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin, or disability; and
  10. Any other offensive or abusive physical, visual, or verbal conduct.

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTCS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, or of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS.

## **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 his/her 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 Academic and Student Affairs, located in the Arts, Science & Technology Building on Paris Road, or by calling 504-278-6222.**

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 they believe that the College has violated specific sections of the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges. 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. Department Chair Review:** If the matter cannot be resolved with the instructor, the student should discuss the problem with the instructor’s Department Chair. If the matter cannot be resolved to both the instructor’s and student’s satisfaction at the Department Chair 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 and Student Affairs, attaching documentation, and attempts to resolve the problem at that level. If the matter cannot be resolved to both the instructor’s and the student’s satisfaction with the VCASA, the VCASA may refer the matter to an ad hoc Academic Appeals Committee. A dissatisfied party may appeal the VCASA’s decision to the Chancellor.

**D. Academic Appeals Hearing:** The VCASA appoints an ad hoc Academic Appeals Committee and sets a hearing for a specific day, time, and location. The Dean of Student Affairs or the VCASA’s designee will serve on this committee. The committee may review the student’s written appeal and documentation by the student and instructor and may interview witnesses as it deems necessary. All parties will receive written notice of the outcome of the appeal. Decisions of the Academic Appeals Committee will stand unless the student or the instructor appeals in writing to the College Chancellor. The decision of the Chancellor is final.

### **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 in writing to the Vice Chancellor for Academic and Student 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 VCASA until the student and the instructor are notified of the decision by the VCASA. Final authority rests with the 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 Vice Chancellor for Academic and Student Affairs. Normally, the decisions of the VCASA are final and are subject only to review by the Chancellor.

## **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. The College 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's Title IV code is 015130.

Nunez participates in the following federal programs: Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Academic Competitiveness Grant, Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loans for Parents. 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. Students should see the Registrar if they are TOPS eligible.

All A.A.S. 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 2011-12 deadline for TOPS is July 1, 2011, 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 and LEAP/SLEAP Grant.

### **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 must meet with the VA representative at the College (in Student Affairs) so that his or her enrollment can be certified 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**

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

#### **Financial Aid Contacts**

##### **TOPS Grants**

Meg Greenfield, Registrar  
504-278-6424

##### **Federal Programs**

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

Financial Aid Office  
504-278-6479

##### **LAMP Scholarship**

Carly Gervais, Director of Sponsored Programs  
504-278-6421

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

Carly Gervais, Director of Sponsored Programs  
504-278-6421

##### **Career Solutions**

504-278-4261

##### **Louisiana Office of Student Financial Assistance (TOPS, LEAP/SLEAP, and GO Grants)**

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

##### **Louisiana Rehabilitation Services**

1-800-737-2957

##### **Veterans Benefits**

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

1-888-442-4551

Or

Bonnie Stephany, Veterans Affairs Representative  
Student Affairs Office, 504-278-6428

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

**Priority Deadline for 2011-2012: July 1, 2011**

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 Title IV 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. Additional documentation may be requested due to special student circumstances.

3. Students are required to meet with a Financial Aid Counselor once steps 1 and 2 are complete. They will then receive an award letter from the Financial Aid Office. The accompanying letter and all of the forms included in the 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 and then sign, date, and return the award letter to the Financial Aid Office by the deadline stated on the award letter.

### Attendance

Students receiving financial aid are expected to attend class regularly and to follow the College's attendance policy. Failure to do so may result in the loss of previously awarded financial aid and the return to the federal government of funds disbursed to the student. The student will be liable for all returned funds.

### General Information

The following information gives a general description of the major sources and types of financial aid. Any questions not answered by reading this section of the catalog should be directed to the Financial Aid Office (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:** Grant money, sometimes referred to as gift aid or free money, is a form of financial assistance that usually does not have to be repaid. 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 unearned funds awarded.**

The FSEOG and ACG 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. The GO and LEAP/SLEAP grants will be awarded by the following (Spring 2012) semester based on the availability of state funding.

**Loans:** Loans are financial aid awards with a low-interest rate made to students attending at least half-time. They must be repaid by the borrower. Repayment usually begins six 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.

**Work-Study:** Work-study money is earned by a student through a job on campus while attending school and does not have to be repaid. Eligibility is 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, 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. Meet the federal criteria regarding any drug convictions.

### Satisfactory Academic Progress

To be eligible for Title IV Federal Financial Assistance, a student must be in good academic standing and enrolled in an eligible program. To retain eligibility, a student must maintain a satisfactory overall (from all colleges attended) cumulative and Nunez cumulative Grade Point Average (GPA) and a total earned/attempted credit hours ration in accordance with the set standards.

Satisfactory academic progress (SAP) policy provides the guidelines for monitoring academic progress and determining eligibility for all federal financial aid, scholarships, and other aid programs. All students receiving any financial aid or scholarships from Nunez must abide by this policy as well as any other specific requirements for scholarships or waivers as applicable.

Satisfactory Academic Progress (SAP) has three parts: a **qualitative standard** (grade point average standard); a **credit hour standard** (based on the completion of a minimum number of hours attempted); and a **time standard** (the maximum number of credits a student may attempt in completing his/her course of study). These standards are used consistently for all Nunez students who apply for Title IV Federal Financial Assistance. This includes all new, transfer, re-entry, re-admit with transfer work, and continuing students at Nunez.

**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 in) a minimum number of the credit 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

### **Timeframe 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% of) the hours required for their program. Degrees require about 60 hours; therefore, the maximum number of allowable hours attempted for degree programs is 90 hours. Certificates require about 30 hours; therefore, the maximum number of 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 at Nunez are Emergency Medical Technology, Industrial 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 the VCASA 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. Grades of "A," "B," "C," "D," and "P" will be counted as satisfactory completions; grades of "F," "W," "I," and "NP" will be counted as unsatisfactory attempts. 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 include hours earned, incompletes, failures, and withdrawals. 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 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 the last day of registration for the spring and 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 that explains the result of the appeal and that may include a list of special conditions for the student as a condition of granting the appeal.
6. Appeals that are approved will result in the student's classes being kept based on anticipated aid. Student whose appeals are denied must make payment arrangements with the Bursar or officially cancel their class schedule.



## **Enrollment Certification**

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.

After a student has submitted all required documentation, has 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 that the College will 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 issued only 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. Not all students who meet the Title IV requirements for a loan will be offered a loan at Nunez. The College reserves the right to refuse a loan request based on 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 be certified to borrow only 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.dlssonline.com](http://www.dlssonline.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 in which 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.dlssonline.com](http://www.dlssonline.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 maybe 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 withdraw from the College must do so officially by contacting the Student Affairs Office and completing the required form. 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 the full 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 has not 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 is 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 504-278-6421.

**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 at least half time. 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 SERVICES AND ACTIVITIES**

### **COUNSELING SERVICES**

The Counseling Department offers free, confidential counseling services to assist students in resolving personal, social, and educational concerns that may be interfering with their ability to succeed academically. Services to all Nunez students include short-term counseling, educational programming, crisis intervention, consultation, and referral to private

and community resources.

The Counseling Department furnishes information, resources, and prevention services that facilitate students' academic, vocational, and life goals and that may enhance their personal growth and well being.

Non-matriculating students and students who are undecided about a major must meet with a counselor for academic advising.

The Counseling Department is located on the second floor of the Arts, Science, & Technology Building and may be reached by calling 504-278-6423.

## **MEDICAL EMERGENCIES**

Family members who must reach a student for a medical emergency should call Student Affairs at 504-278-6467. Only in cases of true medical emergencies will campus officials attempt to locate 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 occurs 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

## **OVERALL GOOD STANDING**

Students must be in "overall good standing" to be eligible for student organizations, honors, and other extracurricular activities. A student is in overall good standing with the 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 GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) is the official body that represents all of the students

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

Through student petitions and referenda, the SGA has the authority to approve expenditures from the SGA self-assessed fees. Such requests also require the approval of the SGA Advisor and VCASA or his designee.

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; the SGA and/or VCASA 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 students. Officers of all student organizations must maintain overall good standing. This also applies to all members of student organizations unless otherwise specified by the organization's charter or constitution. Several organizations offer membership to college faculty and staff and the community, as well as students.

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

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

Interested students may choose 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 Nunez 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 that includes hazing.

B. Hazing shall be defined as:

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

2. kidnapping, paddling, slapping, branding, burning with a cigarette, or any such activities that are life threatening to the individual or are intended to hurt or to humiliate 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 that 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) that is distasteful or designed to provoke nausea or inebriation;

4. any form of verbal harassment, any action or situation that subjects an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;

5. any activities that 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 Academic and 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.

## **LOST AND FOUND**

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

# ADMINISTRATIVE AND BUSINESS SERVICES

## **BUSINESS AFFAIRS**

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

## **BUSINESS SERVICES**

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

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

### **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 VCASA as soon as possible in person or by calling 504-278-6222. Assistance will be provided in reporting the crime, preserving the evidence, and seeking outside help if needed.

## **CAMPUS SECURITY POLICY AND CRIME STATISTICS**

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

The campus crime statistics for Nunez and most other U.S. colleges during the three preceding years can be found at [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. These reports are maintained in the Facilities Department and in the Office of the Vice Chancellor for Academic and Student Affairs.

## **INSTITUTIONAL ADVANCEMENT**

### **PLANNING, INSTITUTIONAL EFFECTIVENESS, AND RESEARCH**

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

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

This office produces an annual Fact Book, which contains a significant amount of data about the College and its students. The Fact Book is available in the Library and 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 the community at large. The promotion of the College through literature is one priority, along with news releases that create an awareness of the many programs and



services available to the College population and the community. The Public Information Officer can be reached at 504-278-6421.

### **NUNEZ COMMUNITY COLLEGE FOUNDATION**

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

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

### **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 assists students in choosing a major, developing a career plan, researching job information, résumé writing, and job placement assistance, including mock interviews. Campus interviews with potential employers are also arranged by Career Services. An annual Job Fair and a Career Fair for career exploration are 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 located in the Student Affairs Suite in the AST Building or you may reach the Career Services Coordinator by calling 504-278-6422.

### **WORKFORCE DEVELOPMENT**

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

# ACADEMIC AFFAIRS

## ACADEMIC AFFAIRS

### ACADEMIC DIVISIONS

The Academic Affairs unit of the College, under the leadership of the Vice Chancellor for Academic and Student Affairs, is responsible for the coordination of all academic programs and services. Academic Affairs is represented by three divisions.

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

### 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 26,000 square feet with seating for 165 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. A reference librarian is available to help patrons with research needs during all open hours.

The library houses a collection of over 33,000 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 collaboration with the history department, the Archives are accumulating a vast number of local oral histories. The



St. Bernard Genealogical Society library is housed near the Archives.

The library is a member of LOUIS (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, located on the first floor of the Library, 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.

A number of programs provide 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 three experiential educational programs: internships, practicums, and cooperative educational programs. These provide supervised work experience in the various curricula while granting academic credit according to the standards of the accrediting agencies. Students gain occupational experience to help prepare them for meaningful employment.

These programs provide the opportunity to:

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

## **COLLEGE COOPERATIVE EDUCATION 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 Department Chair before enrolling for cooperative credit.

## **INTERNSHIP**

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

## **PRACTICUM AND CLINICAL EXPERIENCES**

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

## **CONTINUING EDUCATION PROGRAM**

Continuing Education offers non-credit courses (not applicable to a degree or certificate program) that are designed to expand career opportunities and 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 equal 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 are 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.

# **ACADEMIC POLICIES**

**CREDIT HOURS AND GRADING SYSTEM**

**GRADUATION REQUIREMENTS**

**GRADUATION HONORS**

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# ACADEMIC POLICIES

## CREDIT HOURS AND GRADING SYSTEM

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

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

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

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

<b>LETTER GRADE</b>	<b>DESCRIPTION</b>	<b>QUALITY POINTS PER CREDIT HR</b>
A	Outstanding	4
B	Above average	3
C	Average	2
D	Passing, below 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
-R	Repeated Course	Not computed
-Z	Amnesty	Not computed

Students should be aware that courses in which they have earned a “D” are not generally accepted for transfer credit and may not satisfy program requirements.

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

**Cumulative Quality Hours-** 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, 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.

## **INCOMPLETE GRADES**

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

Completed “I” contracts must be submitted to the Vice Chancellor for Academic and Student Affairs (VCASA) for approval at the time final grades are submitted. The work must be completed no later than the end of the semester following the semester in which the “I” grade was received. If the “I” grade is not removed, it will convert to an “F” and will be calculated as such in the grade point average.

## **REPEAT/DELETE POLICY**

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

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

## **DEAN'S LIST**

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

## GRADUATION REQUIREMENTS

### GENERAL REQUIREMENTS

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

1. Apply for graduation by the deadline noted in the Class Schedule of the semester prior to the semester in which they expect to graduate. Applications are available from their advisor and should be completed and signed by the advisor.
2. Complete the requirements of their program as described in the catalog in effect at the time they enrolled. As an alternative, they may follow the requirements in the catalog in effect during their final semester as long as they have been continuously enrolled. If they change their major, or if they do not enroll at Nunez Community College for a fall or spring semester, they must follow the program requirements described in the catalog that is in effect at the time of the change of major or the return to college.
3. Earn at least a “C” in each required major course, as identified in the catalog program description, and have 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 adjusted cumulative grade point average must also be at least 2.00.**
4. Complete at least 25 percent of required courses applied toward the degree or certificate in residence at Nunez. This percentage may not include any credit from non-traditional sources, with the exception of credit earned through credit by examination. Courses applied toward the 25% residency requirement may include the 50% of required major courses referenced in #7 below.
5. Earn no more than 25 percent of the total hours applied toward the degree or certificate from portfolio-based, non-traditional sources.
6. Earn no more than one-third of the credits needed in required major courses from non-traditional sources (not including credit by examination). Major courses are identified in the catalog program description.
7. Earn no less than 50 percent of the required major courses in residence at Nunez. Major courses are identified in the catalog program description.
8. Complete **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, however, an appropriate course substitution may be approved by the Department Chair responsible for that program or by the VCASA.
9. Complete at least 12 hours of 2000-level courses applicable toward an associate degree.
10. Receive, in writing, approval from the VCASA for any deviation from the required curriculum. Students may not apply toward graduation credit a lower-level course in a sequence after earning credit in the higher-level course.
11. Fulfill all other obligations to the College, including financial obligations, 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. Pay 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. Students must be enrolled at Nunez when applying for graduation. Students who apply for degrees or certificates after leaving school must have completed program requirements for graduation and have been enrolled within the nine months preceding their late application for graduation.
14. The College strongly encourages participation in commencement. The graduation fee is required even when a student does not attend.
15. The College reserves the right to confer a certificate or degree on any student who has fulfilled the program 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.

Students must receive written approval from the Vice Chancellor for Academic and Student Affairs for any deviation from these requirements.

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

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

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

### **STUDENTS IN DISCONTINUED MAJORS**

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

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

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

### **GRADUATION HONORS**

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-level work attempted at all colleges attended. Students with an adjusted cumulative grade point average of at least 3.50 on the college-level work attempted at all colleges attended will receive the distinction of HONOR graduate.

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

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

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

**Academic Good Standing** Students whose GPA is at least 2.00 are in academic good standing.

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

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

## ENROLLMENT DURING A SUSPENSION PERIOD

Students who have been suspended may appeal to the VCASA if they feel that extenuating circumstances contributed to their unsatisfactory academic performance. Appeals must be submitted prior to the end of regular registration for the semester for which the student wants to enroll. Appeals may be granted or denied. As a condition of enrollment during a suspension period, the courses in which the student is allowed to enroll may be limited. If a suspended student is granted permission to enroll, and earns a semester 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 who intend to transfer should confer with the transfer institution prior to enrolling.

### **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 VCASA, establish higher academic standards for admission to, continuation in, and/or re-entry to that major. At present, the only areas with such higher academic standards are Emergency Medical Technology and Practical Nursing.

## **AWARDING OF NON-TRADITIONAL CREDIT**

### **AWARDING OF CREDIT FOR PRIOR LEARNING AND EXPERIENCE**

Nunez Community College offers a variety of ways for a student to receive college credit based on learning experiences outside 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. 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 Registrar.

### **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 courses must be requested during registration for the first semester of enrollment. A student must be both enrolled and in good standing at the time credit is awarded.

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

Criteria 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 19-26 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 course 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 Chair of the Department of Mathematics.

## **CREDIT EXAMINATIONS**

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

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

The following regulations govern the program:

1. Credit examinations are approved by the Department Chair only after the student is enrolled in at least one course at the College.
2. A non-refundable fee of \$8 per credit hour is charged prior to administration of the examination.
3. To receive credit, a student must demonstrate a minimum proficiency of 70% for all competencies in the course.
4. Semester hours of credit earned by credit examination are assigned 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 successfully at any regionally

accredited college.

9. Students who are granted academic amnesty may take credit examinations for any course completed with a grade of "C" or better prior to requesting amnesty.
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 and Student Affairs.

**Procedures for Credit by Examination:**

1. The student requests an Application for Credit Examination from the appropriate Division Office or the Student Affairs Office. Current enrollment is verified. If the student is enrolled, the date, student's name, social security number, course number, course title, and credit hours are entered on the form and the student is directed for approval to the Chair of the Department in which the course is offered.
2. The Department Chair for the student's major must be consulted by the student to make certain 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 Department Chair.
4. The Bursar's Office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.
5. The student completes the examination with the instructor designated by the Department Chair to administer the examination.
6. The instructor administering the examination completes the test information section (score, date of exam, etc.) and submits the form to the Student Affairs Office where the form is processed and a copy is distributed to the appropriate Division Office.

**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.

**Procedures for LEAP Credit:**

1. The student requests an Application for LEAP Credit from the appropriate Division Office or the Student Affairs Office. Current enrollment 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 for approval to the Chair of the Department in which the course is offered.
2. The Department Chair for the student's major must be consulted by the student to make certain also that the credit earned through LEAP may be used to fulfill program requirements.
3. If the request for LEAP credit is approved, the Department Chair will instruct the student as to the components of an acceptable portfolio.
4. The student pays the appropriate fee in the Bursar's Office, which then completes the payment section of the form and issues a receipt to the student.
5. The student submits the completed form to the Department Chair, who requests that the student's portfolio be evaluated by the appropriate instructor.

6. The instructor evaluating the portfolio may request additional documentation from the student. Upon completion of the evaluation, the instructor submits his/her recommendation to the Department Chair.
7. If the instructor's recommendation is approved by the Department Chair, the Chair completes the form and submits it to the Student Affairs Office.
8. Once the LEAP credit is entered on the student's transcript, the student and the appropriate division office(s) will receive copies of the student's unofficial transcript.

## **MILITARY CREDITS**

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

### **Procedures for requesting credit for Military Experience:**

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

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

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

The College may accept non-traditional credits that have been awarded by other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do non-traditional 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 Department Chair to discuss the acceptance of such credit toward meeting graduation requirements at Nunez.

## **GENERAL POLICIES AND PROCEDURES**

### **ATTENDANCE**

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

suspension from the institution.

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

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 Academic and Student Affairs. However, excused absences do not excuse the student from making up any work missed during the absence. If a student accumulates excessive unexcused absences, the instructor may drop the student from the roll of that class. Faculty cannot drop a student once final exams have begun.

A student who is dropped for excessive absences may appeal this action first to the instructor and then to the Vice Chancellor for Academic and Student Affairs. The student must notify the VCASA 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.

## **MAJOR**

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

## **CHANGE OF MAJOR**

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

## **DUAL MAJORS**

A student may work 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.

## **COURSE LOAD**

Only an exceptional student may, upon the approval of the VCASA, 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 VCASA 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 VCASA. A course in a sequence is defined as a course for which it is necessary to successfully complete the first course prior to enrolling in the second (a prerequisite)

when both courses are in the same series (e.g., Introduction to Algebra, Algebra for College Students, and College Algebra, or English Composition I and English Composition II).

### **DROPPING COURSES AND WITHDRAWING FROM COLLEGE**

Students may drop courses or may withdraw from the College with grades of “W” up to the specified date before the last week of classes. **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 the College after the refund period will not reduce the student’s financial obligation to the College and may affect eligibility for continued financial aid.

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

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

### **EXAMINATIONS AND PORTFOLIOS**

Final examinations or other final assessments 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, the VCASA may approve exceptions to this requirement. 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 or to complete an approved portfolio before they receive credit for the course or 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 class work 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 directly related to their course of study.

Request for field trips must be approved by the VCASA at least one week prior to the scheduled event. Overnight field trips require special approval of the VCASA prior to making arrangements for the trip. Safety should be emphasized at all times during field trips. Proper instruction on conduct and safety should be given to the class prior to departure.

### **STUDENT CLASSIFICATION**

#### **Class Standing**

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

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

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

# **CURRICULUM INFORMATION**



## READING REQUIREMENTS

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

## GENERAL EDUCATION REQUIREMENTS

Nunez Community College has identified general education competencies in the following areas that graduates of degree programs should attain:

### Area I: Critical Analysis

#### Area I.1: Critical Thinking/Problem-Solving

*Definition:* Students will develop the ability to:

- identify and summarize the problem/question at issue (and/or the source's position)
- identify and present their own perspective and position as it is important to the analysis of the issue
- identify and consider other salient perspectives and positions important to the analysis of the issue
- identify and assess the key assumptions that underline the issue or position
- identify and assess the quality of supporting data/evidence and provide additional relevant data/evidence
- identify and consider the influence of the context on the issue
- identify and assess conclusions, implications, and consequences

#### Area I.2: Critical Reading

*Definition:* Students will develop the ability to:

- paraphrase college-level texts
- draw inferences and conclusions
- evaluate information and arguments for validity and sound reasoning
- select information appropriate to the reading, writing, or research task
- synthesize information from a variety of sources to construct personal meaning

#### Area I.3: Information Literacy

*Definition:* Students will develop the ability to:

- determine the nature and extent of the information needed
- access needed information effectively and efficiently
- evaluate information and its sources critically and incorporate selected information into their knowledge base and value system
- use information effectively to accomplish a specific purpose
- access and use information ethically

### Area II: Communication

#### Area II.1: Written Communication

*Definition:* Students will develop the ability to:

- use language that is precise, clear, and reflective of standard, academic English
- use written English in contextually appropriate ways, according to audience, purpose, and setting
- organize information and critical thought into coherent and unified documents, using appropriate formats

- select, evaluate, incorporate and document research effectively and ethically

#### Area II.2: Oral Communication

*Definition:* Students will develop the ability to:

- present ideas in clearly spoken English
- demonstrate critical analysis of selected topics
- speak appropriately to a given audience within a specific discipline

### Area III: Scientific Reasoning and Discovery

*Definition:* Students will develop:

- an understanding of the scientific method as applied in the traditional sciences
- an understanding of the basics of at least one scientific body of knowledge as a foundation for the analysis of evidence and the methodology of scientific inquiry
- scientific literacy – the ability to analyze critically science-based issues in contemporary society

### Area IV: Quantitative and Symbolic Reasoning

*Definition:* Students will develop the ability to:

- recognize, understand and use logical arguments
- use quantitative applications to demonstrate the value and methods of verifying the validity of a process by checking its result

### Area V: Historical, Cultural, and Social Phenomena

#### Area V.1: Historical Phenomena

*Definition:* Students will develop:

- the ability to use historical factual information to understand the current world
- an understanding of how values, belief systems, and institutions have evolved over time, and their significance and relationship to each other
- an understanding of and the ability to make connections between human behaviors and consequences

#### Area V.2: Global Awareness

*Definition:* Students will develop:

- an awareness of varied perspectives concerning current global issues
- the ability to consider issues from a global perspective (rather than from a particular culture)
- an awareness of the events that set the foundations for current global situations
- an understanding that the modern world is the product of complex forces involving divergent views and dynamics

#### Area V.3: Multicultural Perspectives

*Definition:* Students will develop:

- an understanding of the similarities and differences in the values, beliefs, traditions, and practices of people from different cultures
- the ability to recognize and learn from the different assumptions, beliefs, and perspectives of people from different cultural backgrounds
- the recognition that their ability to discuss, examine, and develop their own ideas is enriched by people who bring culturally different assumptions, perspectives, and modes of analysis to those ideas

#### Area V.4: Social Phenomena

*Definition:* Students will develop an understanding of:

- the forms of human interaction: social, political, economical, personal, and environmental
- the principles of group behavior and social organization, with attention to how power is wielded in society

### Area VI: Humanities and Fine Arts

*Definition:* Students will:

- develop an understanding of philosophical, literary, aesthetic, and/or cultural expressions of human beings

- acquire the capacity to examine and make sense of the human experience in general and their own experiences in particular; and
- explore the value, purpose, and meaning of the human condition in a rigorous and systematic way
- actively participate in an aesthetic experience as creator or performer

**Area VII: Ethical Dimensions**

*Definition:* Students will develop an understanding of:

- differing points of view on the same issue
- the evolution of the concepts of right and wrong
- the underlying concepts of justice and fairness
- the value of good citizenship
- the standards for judging human behavior
- the importance of considering the ramifications of decisions

**Area VIII: Technical Literacy**

*Definition:* Students will develop:

- basic familiarity with hardware and software
- the ability to use the Internet appropriately for research (including the ability to evaluate sources) and communications (email)
- the ability to navigate an operating system
- the ability to identify and apply appropriate software packages to solve real-world problems

The College is currently in the process of developing the measures by which students will demonstrate their achievement of these outcomes. Measures will include successful completion of identified courses, successful performance on proficiency exams, and approved portfolios.

In addition to the general education core competencies, 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**

	<b>TCA/TD</b>	<b>CTS</b>	<b>CAS</b>	<b>AAS</b>	<b>AA</b>	<b>AS</b>	<b>A</b>	<b>AALT</b>	<b>ASLT</b>
ENGLISH COMPOSITION	0	0	3	3	6	6	6	6	6
MATHEMATICS	0	0	3	3	3	6	3	6	6
NATURAL SCIENCES	0	0	0	3	6	6	6	9	9
HUMANITIES	0	0	0-3	3	3	3	3	9	9
FINE ARTS	0	0	0-3	0	3	3	3	3	3
SOCIAL/BEHAVIORAL SCIENCES*	0	0	0-3	3	6	3	6	6	6

\* In the A. A., A.G.S., A.A.T.L., and A.S.T.L. degree programs, three of the six required hours in social/behavioral sciences must be at the sophomore (2000) level.

## GENERAL EDUCATION COURSES

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

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

**ANALYTICAL REASONING/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; SPTP 1210/2210-Special Topics in Science and Math

**ARTS:** *FINE ARTS:* FIAR 1000-Introduction to Drawing, FIAR 1010-Sculpture Fundamentals, FIAR 1150-Figure Drawing, FIAR 1600-Introduction to Painting, FIAR 1700-Ceramics, FIAR 2100-Intermediate Drawing, FIAR 2500-Watercolor; *MUSIC:* MUSC 1100-Music Fundamentals; *THEATER:* THEA 1300-Introduction to Acting. THEA 1500, 1550, 1600, 1650-Acting Workshop (1 credit), THEA 2100-Direction and Production, THEA 2110-Advanced Acting

**HUMANITIES – ENGLISH:** ENGL 2010 & 2020- Survey of English Literature I & II, ENGL 2100- Short Story and Novel, ENGL 2110- Poetry and Drama, ENGL 2150-Introduction to Fiction Writing, ENGL 2210-Major American Writers, ENGL 2600 & 2610- World Literature I & II; *FINE ARTS:* FIAR 1200- Art Appreciation, FIAR 2400- Survey of the Visual Arts to 1400, FIAR 2410- Survey of the Visual Arts from 1400; *FRENCH:* FREN 1010 & 1020-Elementary French I & II; *HISTORY:* HIST 1010-History of Western Civilization I, HIST 1020-History of Western Civilization II, HIST 1500-World History I, HIST 1510-World History II, HIST 2010-American History to 1865, HIST 2020-American History from 1865, HIST 2100-Louisiana History; *MUSIC:* MUSC 1400-Survey of Music from Medieval to Classical, MUSC 1500-Survey of Music from Romantic to the Present; *PHILOSOPHY:* PHIL 1100-Introduction to Philosophy; *RELIGION:* HUMN 1100-Survey of World Religions; *SPANISH:* SPAN 1010 & 1020-Elementary Spanish I & II, SPAN 2010 & 2020-Intermediate Spanish I & II; *SPEECH:* 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; *SPECIAL TOPICS:* SPTP 1110/2110 Special Topics in Arts and Humanities; *THEATER:* THEA 1100- Classical Theater, THEA 1200-Modern Theater

**NATURAL SCIENCES:** *BIOLOGY:* BIOL 1060/1070 & 1080/1090-Principles of Biology I & II, BIOL 1100/1100 & 1200/1210-General Biology I & II, BIOL 1500-Human Nutrition, BIOL 2000-Microbiology, BIOL 2050-Genetics, BIOL 2200-Louisiana Wetlands Ecology, BIOL 2210/ENVN 2210-Environmental Science, BIOL 2300/2310 & 2400/2410-Human Anatomy and Physiology I & II; *CHEMISTRY:* CHEM 1100/1110 & 1200/1210-General Chemistry I & II, CHEM 1300/1310-Introductory Organic Chemistry, CHEM 2070/ENVN 2070-Chemistry of Water, Air, and Soil; *GEOLOGY:* GEOL 1010/1030-Physical Geology; *PHYSICAL SCIENCE:* PHSC 1000/1100 & 1200/1300-Physical Science I & II; *PHYSICS:* PHYS 1100/1110 & 1200/1210-General Physics I & II; *SPECIAL TOPICS:* SPTP 1210/2210-Special Topics in Science and Math

**SOCIAL/BEHAVIORAL SCIENCES:** *ECONOMICS:* ECON 2000-Microeconomics, ECON 2020-Macroeconomics, ECON 2250-Money and Banking; *GEOGRAPHY:* GEOG 1200- Physical Geography, *POLITICAL SCIENCE:* POLS 1100- American Government, POLS 2610- Constitutional Law; *PSYCHOLOGY:* PSYC 1100-Introduction to Psychology, PSYC 1130-Psychology of Personal Adjustment, PSYC 2000-Social Psychology, PSYC 2100-Human Growth and Development, PSYC 2200-Child Psychology, PSYC 2220-Adolescent Psychology; *SOCIOLOGY:* SOCI 1100-Introduction to Sociology, SOCI 1510-Sociology of Sexual Behavior, SOCI 2090-Criminology, SOCI 2100-Social Problems, SOCI 2200-Marriage and the Family, SOCI 2220-Drug Abuse, SOCI 2400-Juvenile Delinquency, SOCI 2500-Sociology of Deviant Behavior; *SPECIAL TOPICS:* SPTP 1510/2510 Special Topics in Social Sciences

**ACADEMIC  
PROGRAM  
INFORMATION**

## ACADEMIC PROGRAMS

The following are brief descriptions of the academic programs offered at Nunez Community College. Students are required to complete at Nunez a minimum of 25% of the required hours in all degree or certificate programs. Additional graduation requirements are described in the Graduation Requirements section of the catalog. 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.

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

**Technical Diploma (T.D.)** - An applied, technical program (45-60 hours).

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

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

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

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

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

**Associate of Science (A.S.)** - An academic degree program with a significant general education core, designed primarily to serve as preparatory education for transfer to a related baccalaureate program. A.S. degrees are usually offered by community colleges and two-year transfer institutions.

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

**Louisiana Transfer Associate (AA/LT or AS/LT)** – an Associate of Arts or Associate of Science degree that follows a prescribed curriculum (providing both structure and flexibility) and assures transfer of the 60 hours in the degree plus credit for completion of the required general education block at any public university.

## PROGRAMS OF INSTRUCTION

### ASSOCIATE DEGREE PROGRAMS

#### Associate

General Studies

Arts and Humanities

#### Associate of Arts

Louisiana Transfer Degree (3 concentrations)  
Paralegal Studies

Arts and Humanities  
Arts and Humanities

#### Associate of Applied Science

Business Technology (four concentrations)  
Care and Development of Young Children  
Food Service Production and Management  
Industrial Technology (two concentrations)  
Paramedic (pending state approval)

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

#### Associate of Science

Louisiana Transfer Degree (two concentrations)  
Teaching (Grades 1-5)\*

Health and Natural Sciences  
Arts and Humanities

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

### TECHNICAL DIPLOMA PROGRAMS

#### Technical Diploma

Practical Nursing\*

Health and Natural Sciences

\* 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 Information Systems  
Medical Coding and Billing

Arts and Humanities  
Business and Technology  
Business and Technology

#### Certificate of General Studies

Arts and Humanities

#### Certificate of Technical Studies

Construction Technology  
Culinary Arts  
Electrical Construction  
Heating, Ventilation, and Air Conditioning  
Industrial Maintenance  
Office Careers (four concentrations)  
Paralegal Studies  
Paramedic\*

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



## TECHNICAL COMPETENCY AREA PROGRAMS

### Technical Competency Area

Biotechnology Laboratory Assistant	Health and Natural Sciences
Care and Development of Young Children	Arts and Humanities
Emergency Medical Technician*	Health and Natural Sciences
Industrial Maintenance	Business and Technology
Industrial Technology	Business and Technology
Metal Fabrication	Business and Technology
Nursing Assistant*	Health and Natural Sciences
Petrochemical Maintenance	Business and Technology
Tack Welding	Business and Technology

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

## PROGRAM PAGES

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

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

The College reserves the right to make changes to the courses and programs contained in this catalog as necessary to keep the programs current to meet the needs of our students, business, and industry.

# **PROGRAM DESCRIPTIONS**

## **ASSOCIATE OF ARTS/ LOUISIANA TRANSFER DEGREE**

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

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

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

## **ASSOCIATE OF SCIENCE/ LOUISIANA TRANSFER DEGREE**

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

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

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

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

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

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

<b>Discipline</b>	<b>Courses</b>	<b>Credit</b>
	<b>ENGLISH (6 Hours: Gen Ed)</b>	
English Composition I (3 Hours)	ENGL 1010	6
English Composition II/Advanced English Composition (3 Hours)	ENGL 1020	
	<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>	
College Algebra (3 Hours)	MATH 1300	6
Gen Ed Math Elective (3 Hours)	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the catalog	
	<b>Natural Sciences (9-10 Hours: 9 Gen Ed + 0-1 Lab)</b>	
Sequence in Biological or Physical Sciences (6 Hours)	BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	9-10
Lecture in Area Opposite of Sequence (3 Hours)	BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	
Lab to Augment One of the Above Science Lectures (0-1 Hours)	BIOL 1070, CHEM 1100, or PHYS 1110 to match lecture course	
	<b>Humanities (9-12 Hours = 9 Gen Ed + 0-3)</b>	
Gen Ed Literature (3 Hours)	ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	9-12
Gen Ed Humanities (6 Hours)	Any two other Humanities courses, as listed on the General Education Courses page of the catalog, not taken to satisfy other Humanities requirements, OR a transfer course in a related area as approved by a Transfer Advisor	
Humanities/Related Elective (0-3 Hours)	Any Humanities course, as listed on the General Education Courses page of the catalog, not taken to satisfy other Humanities requirements, OR a transfer course in a related area as approved by a Transfer Advisor	
	<b>Social Sciences/Behavioral Sciences (6-9 Hours = 6 Gen Ed + 0-3)</b>	
Social Science (3 Hours)	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	6-9
Social Science 2000 level (3 Hours)	Any 2000-level Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	
Related Elective (0-3 Hours)	Any Social/Behavioral Sciences course, as listed on the General Education Courses page of the catalog, not used to satisfy the other Social Sciences requirements, OR any transfer courses in related areas as approved by a Transfer Advisor	
	<b>Fine Arts (15-24 Hours = 3 Gen Ed + 12-21)</b>	
Fine Arts (3 hours)	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the catalog	15-24
Fine Arts Courses (12-18 Hours) [include one from at least three areas: History; Appreciation; Theory; or Basic Skills]	Any other Arts Courses (FIAR/MUSC/THEA) as listed on the General Education Courses page of the catalog	
Free Elective, Any Area (0-3 Hours)	Any transfer course as approved by a Transfer Advisor	0-3
	Total Possible Credits: 39 Gen Ed + 12-31 electives	<b>51-70</b>
	Total Credits Required for Degree Completion: 39 Gen Ed + 21 electives	<b>60</b>

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

<b>Discipline</b>	<b>Courses</b>	<b>Credit</b>
	<b>ENGLISH (6 Hours: Gen Ed)</b>	
English Composition I (3 Hours)	ENGL 1010	6
English Composition II/Advanced English Composition (3 Hours)	ENGL 1020	
	<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>	
College Algebra (3 Hours)	MATH 1300	6
Gen Ed Math Elective (3 Hours)	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the catalog	
	<b>Natural Sciences (9-10 Hours = 9 Gen Ed + 0-1 Lab)</b>	
Sequence in Biological or Physical Sciences (6 Hours)	BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	9-10
Lecture in Area Opposite of Sequence (3 Hours)	BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	
Lab to Augment One of the Above Science Lectures (0-1 Hours)	BIOL 1070, CHEM 1100, or PHYS 1110 to match lecture course	
	<b>Humanities (24-30 Hours = 9 Gen Ed + 15-24)</b>	
Gen Ed Literature (3 Hours)	ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	24-30
History Sequence or Humanities (6 Hours)	HIST 1010/1020, 1500/1510, 2010/2020 or any two Humanities courses as listed on the General Education Courses page of the catalog	
Foreign Language Sequence (9-14 Hours)	SPAN 1010/1020, 2010/2020; FREN 1010/1020	
Humanities Electives (6-12 Hours)	Any Humanities courses, as listed on the General Education Courses page of the catalog, not taken to satisfy other Humanities requirements	
	<b>Social/Behavioral Sciences (6-12 Hours = 6 Gen Ed + 0-6)</b>	
Social Science (3 Hours)	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	6-12
Social Science 2000 level (3 Hours)	Any 2000-level Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	
Social/Behavioral Science Electives (0-6 Hours)	Any Social/Behavioral Sciences course(s), as listed on the General Education Courses page of the catalog, not used to satisfy the other Social Sciences requirements, OR any transfer courses in related areas as approved by a Transfer Advisor	
	<b>Fine Arts (3 Hours = 3 Gen Ed)</b>	
Fine Arts (3 hours)	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the catalog	3
	Total Possible Credits: 39 Gen Ed + 15-31 electives	<b>54-70</b>
	Total Credits Required for Degree Completion: 39 Gen Ed + 21 electives	<b>60</b>

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

<b>Discipline</b>	<b>Courses</b>	<b>Credit</b>
	<b>ENGLISH (6 Hours: Gen Ed)</b>	
English Composition I (3 Hours)	ENGL 1010	6
English Composition II/Advanced English Composition (3 Hours)	ENGL 1020	
	<b>Math/Analytical Reasoning (6 Hours: Gen Ed)</b>	
College Algebra (3 Hours)	MATH 1300	6
Gen Ed Math Elective (3 Hours)	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the catalog	
	<b>Natural Sciences (9-10 Hours = 9 Gen Ed + 0-1 Lab)</b>	
Sequence in Biological or Physical Sciences (6 Hours)	BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	9-10
Lecture in Area Opposite of Sequence (3 Hours)	BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	
Lab to Augment One of the Above Science Lectures (0-1 Hours)	BIOL 1070, CHEM 1100, or PHYS 1110 to match lecture course	
	<b>Humanities (9-21 Hours = 9 Gen Ed + 0-12)</b>	
Gen Ed Literature (3 Hours)	ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	9-21
History Sequence or Humanities (6 Hours)	HIST 1010/1020, 1500/1510, 2010/2020 or any two Humanities courses as listed on the General Education Courses page of the catalog	
Foreign Language Sequence (0-12 Hours)	SPAN 1010/1020, 2010/2020; FREN 1010/1020	
Humanities Electives (0-6 Hours)	Any Humanities course(s), as listed on the General Education Courses page of the catalog, not taken to satisfy other Humanities requirements	
	<b>Social Sciences/Behavioral Sciences (15-27 Hours = 6 Gen Ed + 9-21)</b>	
Social Science (3 Hours)	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	15-27
Social Science 2000 level (3 Hours)	Any 2000-level Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	
Social Science or Related Electives (9-21 Hours)	Any Social/Behavioral Sciences courses, as listed on the General Education Courses page of the catalog, not used to satisfy the other Social Sciences requirements, OR any transfer courses in related areas as approved by a Transfer Advisor	
	<b>Fine Arts (3 Hours = 3 Gen Ed)</b>	
Fine Arts (3 hours)	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the catalog	3
	Total Possible Credits: 39 Gen Ed + 9-34 electives	<b>48-73</b>
	Total Credits Required for Degree Completion: 39 Gen Ed + 21 electives	<b>60</b>

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

<b>Discipline</b>	<b>Courses</b>	<b>Credit</b>
	<b>ENGLISH (6 Hours: Gen Ed)</b>	
English Composition I (3 Hours)	ENGL 1010	6
English Composition II/Advanced English Composition (3 Hours)	ENGL 1020	
	<b>Math/Analytical Reasoning (6-12 Hours: 6 Gen Ed + 0-6)</b>	
College Algebra/Trigonometry (0-3 Hours)	MATH 1300/1400	6-12
Trigonometry/Statistics (3-4 Hours)	MATH 1400/2000	
Statistics/Calculus (0-5 Hours)	MATH 2000/2050	
	<b>Natural Sciences (18-28 Hours: 9 Gen Ed + 9-19)</b>	
BIOLOGY I & II and Labs (Choose options for Science Majors; 8 Hours)	BIOL 1100/1110, BIOL 1200/1210	18-28
Chemistry I & Lab (4 Hours)	CHEM 1100/1110	
	<i>Choose at least 6 hours from</i>	
Chemistry (& Lab) (3-8 Hours)	CHEM 1200/1210	
Microbiology (& Lab) (3-8 Hours)	BIOL 2000/2010	
Organic Chemistry (& Lab) (3-8 Hours)	CHEM 1300/1310	
Natural Science Courses (3-15 Hours)	Any other Natural Science courses as listed on the General Education Courses page of the catalog	
	<b>Humanities (9-21 Hours: 9 Gen Ed + 0-12)</b>	
Gen Ed Literature (3 Hours)	ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	9-21
History/Communication/Humanities Electives (6 Hours)	Any History, Speech, or other Humanities course(s) as listed on the General Education Courses page of the catalog	
Foreign Language Sequence or Humanities Electives (0-12 Hours)	SPAN 1010/1020, 2010/2020, FREN 1010/1020, or any other Humanities courses listed on the General Education Courses page of the catalog.	
	<b>Social Sciences/Behavioral Sciences (6 Hours: Gen Ed)</b>	
Social Science (3 hours)	Any Social/Behavioral Sciences course as listed on the General Education Course page of the catalog	6
Social Science 2000 level (3 hours)	Any 2000-level Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	
	<b>Fine Arts (3 Hours: Gen Ed)</b>	
Fine Arts (3 hours)	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the catalog	3
	Total Possible Credits: 39 Gen Ed + 9-37 electives	<b>48-76</b>
	Total Credits Required for Graduation: 39 Gen Ed + 21 electives	<b>60</b>

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

<b>Discipline</b>	<b>Courses</b>	<b>Credit</b>
	<b>ENGLISH (6 Hours: Gen Ed)</b>	
English Composition I (3 Hours)	ENGL 1010	6
English Composition II/Advanced English Composition (3 Hours)	ENGL 1020	
	<b>Math/Analytical Reasoning (8-10 Hours: 6 Gen Ed + 2-4)</b>	
Calculus I (4-5 Hours)	MATH 2050	8-10
Calculus II (4-5 Hours)	MATH 2100	
	<b>Natural Sciences (17-27 Hours: 9 Gen Ed + 8-18)</b>	
Sequence + Labs in Chemistry or Physics (Choose options for Science Majors; 8 hours)	CHEM 1100/1110, 1200/1210, PHYS 1100/1110, 1200/1210	17-27
Biology I (3 Hours)	BIOL 1100	
	<i>Choose at least 6 hours from</i>	
Chemistry (& Lab) (3-8 Hours)	CHEM 1100/1110, 1200/1210, if not used for sequence	
Biology (& Lab) (3-8 Hours)	BIOL 1200/1210, if not used for sequence; BIOL 2000/2010	
Physics (& Lab) (3-8 Hours)	PHYS 1100/1110, 1200/1210, if not used for sequence	
Science/Engineering/Math Courses (3-16 Hours)	Any other Analytical Reasoning/Mathematics or Natural Science courses as listed on the General Education Courses page of the catalog	
	<b>Humanities (9-21 Hours: 9 Gen Ed + 0-12)</b>	
Gen Ed Literature (3 Hours)	ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	9-21
History/Communication/Humanities Electives (6 Hours)	Any History, Speech, or other Humanities course(s) as listed on the General Education Courses page of the catalog	
Foreign Language Sequence or Humanities Electives (0-12 Hours)	SPAN 1010/1020, 2010/2020, FREN 1010/1020, or any other Humanities courses listed on the General Education Courses page of the catalog.	
	<b>Social Sciences/Behavioral Sciences (6 Hours: Gen Ed)</b>	
Social Science (3 hours)	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	6
Social Science 2000 level (3 hours)	Any 2000-level Social/Behavioral Sciences course as listed on the General Education Courses page of the catalog	
	<b>Fine Arts (3 Hours: Gen Ed)</b>	
Fine Arts (3 hours)	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the catalog	3
	Total Possible Credits: 39 Gen Ed + 10-34 electives	<b>49-67</b>
	Total Credits Required for Graduation: 39 Gen Ed + 21 electives	<b>60</b>



**BIOTECHNOLOGY LABORATORY ASSISTANT  
TECHNICAL COMPETENCY AREA**

This Technical Competency Area provides basic skills for the laboratory assistant in a biotechnology setting. The program introduces students to laboratory procedures, including the preparation of solutions and media, sterile techniques, maintenance of cultures, use of basic equipment, and safety guidelines needed in biotechnology laboratories.

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

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

**BUSINESS TECHNOLOGY  
(ACCOUNTING CONCENTRATION)  
ASSOCIATE OF APPLIED SCIENCE**

The Business Technology Program prepares students for positions in business and industry. This concentration provides exposure to a broad range of business theory and skills with an emphasis on Accounting.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
Natural Sciences	See the General Education Courses page of the catalog for eligible Natural Sciences courses	3
	Subtotal	<b>21</b>

\*Must earn a grade of “C” or better.

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least 21 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1100	Introduction to Business	3
ACCT 2010	Principles of Accounting I	3
ACCT 2020	Principles of Accounting II	3
ACCT 2100	Computerized Accounting	3
ACCT 2150	Managerial Accounting	3
BUSN 2100 or OADM 1410	Management or Professionalism	3
BUSN 2400	Business Communication	3
BUSN 2190	Legal Environment of Business	3
Accounting Elective	Select <b>one</b> course from the following: ACCT 2180, ACCT 2200, or ACCT 2330	3
Business Elective 1	Any ACCT, BUSN, CINS, ECON, FINA	3
Business Elective 2	Any ACCT, BUSN, CINS, ECON, FINA, OADM, or OFCR	3
CINS 1100	Microcomputer Applications	3
CINS Elective		3
	Subtotal	39
<b>Total Hours In Program</b>		<b>60</b>

**BUSINESS TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
ADMINISTRATIVE PROFESSIONAL CONCENTRATION**

The Business Technology Program prepares students for positions in business and industry. This area of concentration provides exposure to a broad range of business theory and skills with an emphasis on Office Administration.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I*	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
Natural Sciences	See the General Education Courses page of the catalog for eligible Natural Sciences courses	3
	Subtotal	<b>21</b>

**\*Must earn a grade of “C” or better.**

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least 21 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1100	Introduction to Business	3
ACCT 2010	Principles of Accounting I	3
BUSN 2100 or OADM 1410	Management <b>or</b> Professionalism	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
OFCR 2100	Advanced Typing	3
CINS 1100	Microcomputer Applications	3
CINS 1200	Word Processing	3
CINS 2200	Advanced Word Processing	3
Business Elective	Spreadsheets, Databases, or Beginning Typing	3
Business Elective	Any ACCT, BUSN, CINS, ECON, or FINA	3
Business Elective	Any ACCT, BUSN, CINS, ECON, FINA, OADM, or OFCR	3
CINS Elective		3
	Subtotal	39
<b>Total Hours in Program</b>		<b>60</b>

**BUSINESS TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
MANAGERIAL CONCENTRATION**

The Business Technology Program prepares students for positions in business and industry. This concentration provides exposure to a broad range of business theory and skills with an emphasis on Business Management.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
Natural Sciences	See the General Education Courses page of the catalog for eligible Natural Sciences courses	3
	<b>Subtotal</b>	<b>21</b>

\*Must earn a grade of “C” or better.

**MAJOR COURSES:** Must earn a grade of “C” or better in each. At least 21 must be earned in residence.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1100	Introduction to Business	3
ACCT 2010	Principles of Accounting I	3
BUSN 2100 or OADM 1410	Management or Professionalism	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
ECON 2000 or 2020	Microeconomics or Macroeconomics	3
CINS 1100	Microcomputer Applications	3
	Select <b>three</b> courses from the following: BUSN 1050, BUSN 2000, BUSN 2200, ACCT 2020, ECON 2250, or FINA 2010	
		3
		3
		3
	9 Hours of Business Electives. At least one elective must be in CINS.	
Business Elective	Any ACCT, BUSN, CINS, ECON, or FINA	3
Business Elective	Any ACCT, BUSN, CINS, ECON, FINA, OADM, or OFCR	3
CINS Elective		3
	<b>Subtotal</b>	<b>39</b>
<b>Total Hours in Program</b>		<b>60</b>

**BUSINESS TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
MEDICAL OFFICE MANAGEMENT CONCENTRATION**

The Business Technology Program prepares students for positions in business and industry. This concentration prepares students specifically for the Health Services industry and provides exposure to a broad range of business theory and skills with an emphasis on Medical Office Management.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Social Sciences	Microeconomics or Macroeconomics	3
Natural Sciences	BIOL 1010 Introduction to Anatomy and Physiology	3
	Subtotal	<b>21</b>

**\*Must earn a grade of “C” or better.**

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least twenty-one credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1100	Introduction to Business	3
ACCT 2010	Principles of Accounting I	3
HSOM 2050	Medical Office Management	3
HSOM 2010	Legal Aspects of the Medical Office	3
BUSN 2400	Business Communication	3
HSOM 2100	Reimbursement	3
HSOM 1110	Basic CPT Coding	3
HSOM 1330	Basic ICD9 Coding	3
HSOM 2090	Advanced Medical Coding	3
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 2040	Computerized Patient Billing	3
CINS 1100	Microcomputer Applications	3
	Subtotal	<b>39</b>
	<b>Total Hours in Program</b>	<b>60</b>

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

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

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

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1350	Oral Communication for Classroom Teachers	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Natural Science	See the General Education Courses page of the catalog for eligible Natural Science courses	3
PSYC 1100	Introduction to Psychology	3
PSYC 2200	Child Psychology	3
CINS 1100	Survey of Microcomputer Applications	3
Fine Arts	See the General Education Courses page of the catalog for eligible Arts courses	3
	Subtotal	30

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least 12 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CDYC 1050	Introduction to the Care and Development of Young Children	3
CDYC 1110	Observation and Participation	3
CDYC 2300	Literature/Language Development	3
CDYC electives	Three courses, to be approved by advisor	9
CDYC 2980	Practicum	6
	Subtotal	24

**APPROVED ELECTIVES**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Two courses, to be approved by advisor	6
	Subtotal	6
	Total	60

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

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

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

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
MATH 1300	College Algebra	3
PSYC 1100	Introduction to Psychology	3
PSYC 2200	Child Psychology	3
SPCH 1350	Oral Communication for Classroom Teachers	3
	Subtotal	15

**MAJOR COURSES: Must earn a grade of “C” or better in each**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CDYC 1050	Introduction to the Care and Development of Young Children	3
CDYC 2300	Literature and Language Development in Early Children	3
CDYC 2730 <b>or</b> CDYC 2130	Curriculum and Teaching Materials in Early Childhood <b>or</b> Infant and Toddler Curriculum Development	3
CDYC 2850	Guiding and Managing Child Behaviors	3
CDYC Elective	One course, to be approved by advisor	3
	Subtotal	15
	Total	30

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

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

**MAJOR COURSE: Must earn a grade of “C” or better**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CDYC 1050	Introduction to the Care and Development of Young Children	3
	Total	3

**COMPUTER INFORMATION SYSTEMS  
CERTIFICATE of APPLIED SCIENCE**

The Computer Technology Certificate of Applied Science program provides specialized classroom instruction to prepare students in two semesters for employment in the field of computer technology.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I	3
MATH 1180*	Algebra for College Students	3
MATH 1300	College Algebra	3

**\*Must earn a grade of “C” or better in each.**

Select **one** course from **one** of the following areas:

Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Fine Arts	See the General Education Courses page of the catalog for eligible Fine Arts courses	
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	
Subtotal		<b>12</b>

**3 Hours of Related Courses**

BUSN 1100	Introduction to Business	<b>3</b>
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**MAJOR COURSES: Must earn a grade of “C” or better in each. At least eight (8) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CINS 1100	Survey of Microcomputer Applications	3
CTEC 1800	A+ Certification Preparation	3
CINS/CTEC	Any other CINS or CTEC course	3
CINS/CTEC	Any other CINS or CTEC course	3
CINS/CTEC	Any other CINS or CTEC course	3
Subtotal		15
<b>Total Hours in Program</b>		<b>30</b>



**CONSTRUCTION TECHNOLOGY  
CERTIFICATE of TECHNICAL STUDIES**

The Construction Technology Certificate of Technical Studies program prepares students for employment in the building construction industry. Students may select courses from Construction (CNST), Drafting (DRDT), Machine Tools (MACH), or Welding (WELD).

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1000*	Applied Writing <b>or</b> ENGL 1010 or above	3
MATH 1150*	Math for Technology <b>or</b> MATH 1180 or above	3
Subtotal		<b>6</b>

**\*Must earn a grade of “C” or better in each**

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least twelve (12) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
CNST, DRDT, ELEC, WELD, MACH	Construction Discipline	
Subtotal		<b>23</b>
<b>Total Hours in Program</b>		<b>29</b>

**CULINARY ARTS  
CERTIFICATE of TECHNICAL STUDIES**

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

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1000*	Applied Writing** or ENGL 1010 or above	3
MATH 1150*	Math for Technology** or MATH 1180 or above	3
Subtotal		<b>6</b>

**\*Must earn a grade of “C” or better in each.**

**\*\* These courses will not fulfill the General Education requirements in the Food Service Production and Management Associate of Applied Science degree program.**

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least twelve (12) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CULA 1000	Culinary Arts & Science	3
CULA 1020	Basic Food Preparation	3
CULA 1050	Sanitation	3
CULA 1500	Baking	3
CULA 1700	Foodservice Management I	3
CULA 1750	Meat, Poultry, Seafood	3
CULA 1800	Soups, Stocks, Sauces	3
Elective	Either CULA 1600, BUSN 1510, FIAR 1000, or FIAR 1010	3
Subtotal		<b>24</b>
<b>Total Hours in Program</b>		<b>30</b>

**ELECTRICAL CONSTRUCTION  
CERTIFICATE of TECHNICAL STUDIES**

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

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1000*	Applied Writing <b>or</b> ENGL 1010 or above	3
MATH 1150*	Math for Technology <b>or</b> MATH 1180 or above	3
Subtotal		<b>6</b>

**\*Must earn a grade of “C” or higher in each**

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least fifteen (15) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ELEC 1210	Introduction 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
ELEC 1400	House Wiring Methods	3
ELEC 1420	Understanding Meters & Instruments	3
ELEC 1440	Understanding National & Electrical Code	3
ELEC 1460	Electrician’s License Exam Review	3
Subtotal		<b>27</b>
<b>Total Hours in Program</b>		<b>33</b>

## **EMERGENCY MEDICAL TECHNOLOGY PROGRAMS GENERAL INFORMATION**

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

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

*See also the Paramedic section of the Program Descriptions for additional programs in this area.*

### **EMERGENCY MEDICAL TECHNICIAN TECHNICAL COMPETENCY AREA**

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

<b>Course Rubric</b>	<b>Description</b>	<b>Credits</b>
EMTP 1020*	Emergency Medical Technician	6
EMPT 1030*	Basic Skills in EMT	1
	Total	7

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

**FOOD SERVICE PRODUCTION AND MANAGEMENT  
ASSOCIATE OF APPLIED SCIENCE**

The Associate of Applied Science in Food Service Production and Management prepares students for employment in a variety of areas in food service. Culinary and management courses provide students with the necessary foundation to meet industry standards. Nunez Community College partners with the National Restaurant Association (NRA) to offer the ManageFirst™ Development Program. Many courses in the Nunez program offer content that allows 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.

**GENERAL EDUCATION REQUIREMENTS: Must earn a grade of “C” or better in each.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
BIOL 1030	Nutrition for Food Service Personnel	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
CINS 1100	Microcomputer Applications	3
	Subtotal	<b>21</b>

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least twenty-three (23) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CULA 1000	Culinary Arts & Science	3
CULA 1020	Basic Food Preparation	3
CULA 1050*	Sanitation	3
CULA 1500	Baking	3
CULA 1700*	Food Service Management I (Purchasing)	3
CULA 1750	Meat, Poultry, and Seafood	3
CULA 1800	Soups, Stocks, and Sauces	3
CULA 1900	Garde Manger Management	3
CULA 2020	Externship	2
CULA 2710*	Food Service Management II (Cost Control)	3
CULA 2730*	Food Service Management III (Supervision)	3
CULA 2770	Desserts/Patisserie	3
CULA 2800	Culinary Seminar	3
CULA 2850	Culinary Practicum	3
Elective	CULA 1600, BUSN 1510, BUSN 2000, FIAR 1000 or FIAR 1010	3
	Subtotal	<b>44</b>
<b>Total Hours in Program</b>		<b>65</b>

\* Denotes courses that lead to NRA Certificate Examinations

**GENERAL STUDIES  
ASSOCIATE**

The Associate of General Studies degree program allows pre-baccalaureate studies in many areas. The degree provides an opportunity for students with specific needs to complete an associate degree not met by other degree options. All courses applied toward this program must be intended for transfer to a four-year institution and designated with a ‘T’ in the Course Descriptions section of this catalog. A minimum of 12 hours must be taken at the 2000 level. A student may not be awarded the Associate in General Studies more than once. To ensure the transferability of all coursework, students should complete all required courses with a grade of “C” or better.

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (Must earn a grade of “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1200/1300	Survey of Math Concepts/College Algebra	3
SPCH 1100 or 2150	Fundamentals of Effective Speaking or Public Speaking	3
CINS 1100	Survey of Microcomputer Applications	3
Humanities Elective	See the General Education Courses page of the catalog for eligible Humanities courses	3
Fine Arts Elective	See the General Education Courses page of the catalog for eligible Fine Arts courses	3
Social/Behavioral Sciences Electives	See the General Education Courses page of the catalog for eligible Social Sciences courses. At least one must be a 2000- level course.	6
Natural Sciences Electives	See the General Education Courses page of the catalog for eligible Natural Sciences courses	6
	Subtotal	<b>33</b>

**AREA OF CONCENTRATION: Grades of “C” or better are required for all courses in this area. At least nine (9) credit hours must be completed in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Courses with the same prefix or prefixes in the same category (see the General Education Courses page of the catalog), with at least 12 hours at the 2000 level.	18
	(If the area of concentration is Natural Sciences or Social/Behavioral Sciences, the corresponding pair in General Education Requirements may be replaced with a pair of transferable courses from another subject area. If the area of concentration is Humanities or Fine Arts, the corresponding General Education Requirement may be replaced with another transferable course.)	
	Subtotal	<b>18</b>

**ELECTIVES**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	All courses must be transferable (“T” code in course descriptions)	9
	Subtotal	<b>9</b>
	<b>Total</b>	<b>60</b>

## GENERAL STUDIES CERTIFICATE

The General Studies Certificate program allows students to complete the first year of study toward an associate or baccalaureate degree. Students who plan to transfer after completion of the certificate should discuss their plans with an advisor from the college they will attend to determine what courses will transfer. All courses applied to this certificate must be intended for transfer and designated with a 'T' in the Course Descriptions section of this catalog. To ensure the transferability of all coursework, students should complete all required courses with a grade of "C" or better.

**GENERAL EDUCATION REQUIREMENTS: Students must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence. General Education courses should be carefully selected to satisfy requirements of the degrees to be pursued upon completion of the certificate.**

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I	3
ENGL1020	English Composition II	3
MATH 1200 or MATH 1300	Survey of Mathematical Concepts or College Algebra	3
Fine Arts	See the General Education Courses page of the catalog for eligible Fine Arts courses	3
Natural Sciences	See the General Education Courses page of the catalog for eligible Natural Sciences courses	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
	Subtotal	<b>21</b>

**APPROVED ELECTIVES: Must earn a grade of "C" or better**

COURSE RUBRIC	DESCRIPTION	CREDIT
ELECTIVES	Two courses from a single category as described on the General Education Courses page of the catalog. It is recommended that one course be at the 1000 level and one course at the 2000 level.	6
	Subtotal	<b>6</b>

**ELECTIVES: Must earn a grade of "C" or better**

COURSE RUBRIC	DESCRIPTION	CREDIT
ELECTIVE	Select a course from one of the following categories: Humanities, Mathematics, Natural Science, or Social Science	3
	Subtotal	<b>3</b>
	Total	<b>30</b>



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

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 they may challenge out of any HVAC courses.

**At least twelve (12) credit hours must be earned in residence.**

### GENERAL EDUCATION REQUIREMENTS:

COURSE RUBRIC	DESCRIPTION	CREDIT
MATH 1180	Algebra for College Students	<b>3</b>
Select <b>one</b> course from <b>one</b> of the following areas:		
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	<b>3</b>
Fine Arts	See the General Education Courses page of the catalog for eligible Fine Arts courses	
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	

### Major Courses: Must earn a grade of “C” or better in each.

COURSE RUBRIC	DESCRIPTION	CREDIT
HVAC 1000	Basic Refrigeration I	3
HVAC 1020	Residential Instillation Techniques	3
HVAC 1060	Service Techniques Lab I	3
HVAC 1510	Basic Applied Electricity I	3
HVAC 1570	Trouble-Shooting Techniques I	3
HVAC 1580	Trouble-Shooting Techniques II	3
HVAC 1590	Electrical Schematics	2
HVAC 2900	Industrial Cooperative Work Program	7
	Subtotal	<b>27</b>
<b>Total Hours in Program</b>		<b>33</b>

**INDUSTRIAL MAINTENANCE  
CERTIFICATE OF TECHNICAL STUDIES**

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

The certificate is composed of a Technical Competency Area (TCA) in the Core Curriculum plus any two other approved TCAs. The courses can also be counted toward an Associate of Applied Science degree in Industrial Technology.

**Approved Industrial Maintenance TCAs :**

**Must earn a grade of “C” or better in each course.**

**Technical Competency Area – Industrial Maintenance Core**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
INDT 1100	Introduction to Industrial Maintenance Technology	1
INDT 1120	Material Handling	2
INDT 1030	Industrial and Plant Safety	3
HUDV 1050	Career Success Seminar	1
<b>TCA TOTAL HOURS</b>		<b>7</b>

**Technical Competency Area – Metal Fabrication**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
WELD 1140	Blueprint Reading for Welding and Fabrication	3
INDT 1200	Metal Fabrication	3
<b>TCA TOTAL HOURS</b>		<b>12</b>

**Technical Competency Area – Petrochemical Maintenance**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ELEC 1230 or HVAC 1510	Basic Electricity or Basic Applied Electricity I	3
INDT 1610	Plant Equipment	3
INDT 1210	Preventative Maintenance	4
INDT 1220	Rigging	2
<b>TCA TOTAL HOURS</b>		<b>12</b>

**CERTIFICATE TOTAL HOURS      31**

**INDUSTRIAL TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
GENERAL CONCENTRATION**

The Industrial Technology Program prepares students for management careers in a technical field. The major courses must come from a combination of 36 hours in CTEC, DRDT, ELEC, MACH, INDT, and WELD.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I	3
MATH 1300	College Algebra	3
SPEECH		3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
CHEM 1100	General Chemistry I	3
CHEM 1110	General Chemistry I Lab	1
	<b>Subtotal</b>	<b>19</b>

\* Must earn a grade of “C” or better.

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least eighteen (18) hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
CTEC, DRDT, ELEC, MACH, INDT, or WELD.		
	Subtotal	<b>36</b>

**Enrichment Courses:** Nine credit hours. Electives must be selected with advisor.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CINS 1100	Microcomputer Applications	3
ELECTIVE		3
ELECTIVE		3
	<b>Total Hours in Program</b>	<b>64</b>

**INDUSTRIAL TECHNOLOGY  
ASSOCIATE OF APPLIED SCIENCE  
INDT CONCENTRATION**

The Industrial Technology (INDT Concentration) program prepares graduates to work as process technicians in refineries, chemical plants, and related industries.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010*	English Composition I	3
MATH 1300	College Algebra	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Speech		3
CHEM 1100	General Chemistry I	3
CHEM 1110	General Chemistry I Lab	1
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
	Subtotal	<b>19</b>

**\*Must earn a grade of “C” or higher.**

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least eighteen (18) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
INDT 1000	Introduction to Hazardous Materials	3
INDT 1010	Introduction to Process Technology	3
INDT 1030	Industrial and Plant Safety	3
INDT 1310	Process Instrumentation I	3
INDT 1320	Process Instrumentation II	3
INDT 1610	Process Technology I: Equipment	3
INDT 2420	Process Technology II: Systems	3
INDT 2430	Process Technology III: Operations	3
INDT 2070	Quality Controls	3
INDT 2630	Fluid Mechanics	3
INDT 2440	Process Technology	3
INDT 2910	Internship	3
	Subtotal	<b>36</b>

**Enrichment Courses:** Nine credit hours. Electives must be selected with advisor.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
CINS 1100	Microcomputers Application	3
ELECTIVE		3
ELECTIVE		3
<b>Total Hours in Program</b>		<b>64</b>

**INDUSTRIAL MAINTENANCE  
TECHNICAL COMPETENCY AREA**

The Technical Competency Area (TCA) program in Industrial Maintenance gives students who complete the program an OSHA 30 certification and allows them to gain an entry-level position with a maintenance contractor.

All courses in this TCA may be applied to the Certificate of Technical Studies in Industrial Maintenance.

Must earn a grade of “C” or better in each course.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
INDT 1100	Introduction to Industrial Maintenance	1
INDT 1120	Material Handling	2
INDT 1030	Industrial and Plant Safety	3
HUDV 1050	Career Success Seminar	1
<b>TCA TOTAL HOURS</b>		<b>7</b>

**INDUSTRIAL TECHNOLOGY  
TECHNICAL COMPETENCY AREA  
(DUAL ENROLLMENT)**

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

Must earn a grade of “C” or better in each course.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
INDT 1010	Introduction to Process Technology	3
INDT 1030	Industrial and Plant Safety	3
<b>TCA TOTAL HOURS</b>		<b>6</b>

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

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

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
CINS 1100	Microcomputer Applications	3
MATH 1180	Algebra for College Students	3

Select **one** course from **one** of the following areas:

Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Fine Arts	See the General Education Courses page of the catalog for eligible Fine Arts courses	
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	
<b>Subtotal</b>		<b>12</b>

**MAJOR COURSE REQUIREMENTS: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 2010	Legal Aspects of Medical Office	3
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
HSOM 2040	Computerized Patient Billing	3
<b>Subtotal</b>		<b>27</b>
<b>TOTAL HOURS</b>		<b>39</b>

**METAL FABRICATION  
TECHNICAL COMPETENCY AREA**

The Metal Fabrication Technical Competency Area (TCA) program allows students who complete the program to gain entry-level employment as a metal fabricator.

All courses in this TCA may be applied to the Certificate of Technical Studies in Industrial Maintenance.

Must earn a grade of “C” or better in each course.

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
WELD 1140	Blueprint Reading for Welding and Fabrication	3
INDT 1200	Metal Fabrication	3
<b>TCA TOTAL HOURS</b>		<b>12</b>

**NURSING ASSISTANT  
TECHNICAL COMPETENCY AREA (TCA)**

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

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

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

**Course Requirements:**

- Achieve ACT score of: Reading 13, **OR**
- Achieve a COMPASS score of: Reading 60, **OR**
- Eligibility for DEVR 0780

Program length: One semester

Students will be required to have a criminal background check, drug screening, and TB test upon admission. Additionally, specific health requirements must be met. Students must attend several off-campus clinical sites using their own means of transportation. Clinical site times will vary depending on the facility and clinical availability.

**Nursing Assistant Course Requirements**

<b>Course Rubric</b>	<b>Course Description</b>	<b>Credits</b>
NURS 1000	Nursing Assistant	7
<b>Total Credits</b>		<b>7</b>

**CNA to Practical Nurse Articulation Plan**

Completion of this course may qualify for the CNA-to-PN Articulation Credit. A Certified Nursing Assistant (CNA) may receive credit for NURS 1010 Nursing Fundamentals I and NURS 1020 Nursing Fundamentals I Clinical in the Practical Nursing (PN) Program. Go to the College’s website at [www.nunez.edu](http://www.nunez.edu) and click on the Practical Nursing link for more details.

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

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



**OFFICE CAREERS  
CERTIFICATE of TECHNICAL STUDIES  
ACCOUNTING CONCENTRATION**

The Accounting Concentration in the Office Careers program prepares the student for entry-level employment in accounting. At least 30 credits can be applied to the Associate of Applied Science degree in Business Technology (Accounting Concentration).

An Office Careers certificate will be awarded in only one option.

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3

**MAJOR COURSES: Must earn a grade of "C" or better in each. At least 15 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1050 or MATH 1150	Business Mathematics or Math for Technology or higher math	3
CINS 1000 or CINS 1100	Computers for Everyday Use or Microcomputer Applications	3
OFCR 1200	Beginning Typing	3
ACCT 1100 or ACCT 2010	Accounting for Office Careers or Principles of Accounting I	3
BUSN 2400	Business Communications	3
CINS 1200	Word Processing	3
CINS 2200	Advanced Word Processing	3
Select <b>three</b> elective courses from the following:		
Elective 1	ACCT 1500, ACCT 2020, ACCT 2100, ACCT 2150, ACCT 2180, ACCT 2200, ACCT 2330, CINS 1300 or OADM 1410	3
Elective 2		3
Elective 3		3
Subtotal		<b>30</b>
<b>TOTAL HOURS IN PROGRAM</b>		<b>33</b>

**OFFICE CAREERS  
CERTIFICATE OF TECHNICAL STUDIES  
GENERAL CONCENTRATION**

The General Concentration in the Office Careers program prepares the student for entry-level employment in a business office. At least 30 credits can be applied to the Associate of Applied Science degree in Business Technology (Administrative Assistant Concentration).

An Office Careers certificate will be awarded in only one option.

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least 15 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1050 or MATH 1150	Business Mathematics <b>or</b> Math for Technology <b>or</b> higher math	3
CINS 1000 <b>or</b> CINS 1100	Computers for Everyday Use <b>or</b> Microcomputer Applications	3
OFCR 1200	Beginning Typing	3
ACCT 1100 <b>or</b> ACCT 2010	Accounting for Office Careers <b>or</b> Principles of Accounting I	3
BUSN 2400	Business Communications	3
CINS 1200	Word Processing	3
CINS 2200	Advanced Word Processing	3
	Select <b>three</b> electives from the following:	
Elective 1	OADM 1410, OFCR 1100, OFCR 1300, or OFCR 2100	3
Elective 2	OADM 1410, OFCR 1100, OFCR 1300, or OFCR 2100	3
Elective 3	OADM 1410, OFCR 1100, OFCR 1300, or OFCR 2100	3
	Subtotal	<b>30</b>
<b>TOTAL HOURS IN PROGRAM</b>		<b>33</b>

**OFFICE CAREERS  
CERTIFICATE OF TECHNICAL STUDIES  
LEGAL CONCENTRATION**

The Legal Concentration in the Office Careers program prepares the student for entry-level employment in a law office. At least 27 credits can be applied to the Associate of Applied Science degree in Business Technology (Administrative Assistant Concentration).

An Office Careers certificate will be awarded in only one option.

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3

**MAJOR COURSES: Must earn a grade of "C" or better in each. At least 12 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1050 or MATH 1150	Business Mathematics <b>or</b> Math for Technology <b>or</b> higher math	3
CINS 1000 or CINS 1100	Computers for Everyday Use <b>or</b> Microcomputer Applications	3
OFCR 1200	Beginning Typing	3
ACCT 1100 or ACCT 2010	Accounting for Office Careers <b>or</b> Principles of Accounting I	3
BUSN 2400	Business Communications	3
CINS 1200	Word Processing	3
CINS 2200	Advanced Word Processing	3
	Select <b>three</b> electives from the following:	
Elective 1	OADM 1410, OADM1700, OADM 1710, or OFCR 1500	3
Elective 2	OADM 1410, OADM1700, OADM 1710, or OFCR 1500	3
Elective 3	OADM 1410, OADM1700, OADM 1710, or OFCR 1500	3
	Subtotal	<b>30</b>
<b>TOTAL HOURS IN PROGRAM</b>		<b>33</b>

**OFFICE CAREERS  
CERTIFICATE OF TECHNICAL STUDIES  
MEDICAL CONCENTRATION**

The Medical Concentration in the Office Careers program prepares the student for entry-level employment in a medical office. At least 27 credits can be applied to the Associate of Applied Science degree in Business Technology (Administrative Assistant Concentration).

An Office Careers certificate will be awarded in only one option.

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3

**MAJOR COURSES: Must earn a grade of "C" or better in each. At least 12 credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BUSN 1050 or MATH 1150	Business Mathematics <b>or</b> Math for Technology <b>or</b> higher math	3
CINS 1000 <b>or</b> CINS 1100	Computers for Everyday Use <b>or</b> Microcomputer Applications	3
OFCR 1200	Beginning Typing	3
ACCT 1100 <b>or</b> ACCT 2010	Accounting for Office Careers <b>or</b> Principles of Accounting I	3
BUSN 2400	Business Communications	3
CINS 1200	Word Processing	3
CINS 2200	Advanced Word Processing	3
	Select <b>three</b> electives from the following:	
Elective 1	OADM 1410, OADM1800, OADM 1810, or OFCR 1600	3
Elective 2	OADM 1410, OADM1800, OADM 1810, or OFCR 1600	3
Elective 3	OADM 1410, OADM1800, OADM 1810, or OFCR 1600	3
	Subtotal	<b>30</b>
<b>TOTAL HOURS IN PROGRAM</b>		<b>33</b>

**PARALEGAL STUDIES  
ASSOCIATE OF ARTS**

This program is designed to educate and train paralegals to work independently under the supervision of attorneys in all areas of law. Graduates are prepared for careers in law firms, insurance companies, government agencies, title companies, banks and corporations.

Paralegals organize and manage the flow of work in law offices and handle routine legal documents in other office settings. They also do background research and investigation for attorneys, research legal issues, and interview and prepare witnesses and clients for depositions and court appearances. They prepare drafts of motions, briefs or arguments and maintain files, documents, and correspondence about cases. They also organize, file, maintain case histories and may regularly interface with the police, attorneys, government officials, and a variety of court personnel.

**GENERAL EDUCATION REQUIREMENTS:**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1200 <b>or</b> MATH 1300	Survey of Mathematical Concepts <b>or</b> College Algebra	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
CINS 1100	Survey of Microcomputer Applications	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses. At least one must be at the 2000 level.	6
Natural Sciences	See the General Education Courses page of the catalog for eligible Natural Sciences courses	6
Fine Arts	See the General Education Courses page of the catalog for eligible Fine Arts courses	3
	Subtotal	<b>30</b>

**MAJOR COURSES: Must earn a grade of “C” or better in each. At least twelve (12) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
PARL 1000	Introduction to Law and Paralegal	3
PARL 1050	Litigation	3
PARL 1100	Legal Research	3
PARL 2000	Case Analysis	3
PARL 2050	Evidence	3
PARL 2500	Practicum	3
	Subtotal	<b>18</b>

**PARALEGAL ELECTIVES: Must earn a grade of “C” or better in each.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Select 3 courses from the following: PARL 1200, PARL 2100, PARL 2150, PARL 2200, PARL 2250, PARL 2300, or PARL 2350	9
	Subtotal	<b>9</b>

**APPROVED ELECTIVE**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Select from: CINS 1200, ENVN 1030, OFCR1500, POLI 1100, OR POLI 2610	3
	SUBTOTAL	<b>3</b>
	TOTAL	<b>60</b>

**PARALEGAL STUDIES  
CERTIFICATE OF TECHNICAL STUDIES**

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

**GENERAL EDUCATION REQUIREMENTS**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
CINS 1100	Survey of Microcomputer Applications	3
CINS 1200	Word Processing	3
	Subtotal	<b>9</b>

**MAJOR COURSES: Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
PARL 1000	Introduction to Law and Paralegal	3
PARL 1050	Litigation	3
PARL 1100	Legal Research	3
PARL 2000	Case Analysis	3
PARL 2100	Law of Torts and Product Liability	3
PARL 2300	Domestic Law and Litigation	3
	Subtotal	<b>18</b>

**PARALEGAL ELECTIVE: Must earn a grade of "C" or better.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
	Select one course from the following: PARL 2050, PARL 2250, or PARL 2350	3
	Subtotal	<b>3</b>
	Total	<b>30</b>

**PARAMEDIC  
ASSOCIATE OF APPLIED SCIENCE  
(pending state approval)**

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

1. Be currently listed on the National Registry of EMT-Basic or Intermediate and maintain NREMT and Louisiana status as an EMT-Basic or Intermediate during enrollment;
2. Be eligible to enroll in DEVM 0940;
3. Be eligible to enroll in ENGL 1010;
4. Document evidence of current professional-level proficiency in CPR.

Before entering the second semester of the paramedic program, students must complete BIOL 1010 and BIOL 1020 with a grade of “C” or better,

*See also the Emergency Medical Technician section of the Program Descriptions for additional programs in this area.*

**General Education Requirements**

<b>Course Rubric</b>	<b>Description</b>	<b>Credits</b>
BIOL 1010*	Introduction to Anatomy and Physiology	3
BIOL 1020*	Introduction to Anatomy and Physiology Lab	1
ENGL 1010*	English Composition I	3
MATH 1180*	Algebra College Students	3
Humanities	See the General Education Courses page of the catalog for eligible Humanities courses	3
Social Sciences	See the General Education Courses page of the catalog for eligible Social Sciences courses	3
Approved Electives		9
	Subtotal	<b>25</b>

**\*Must earn a grade of “C” or better in each**

**MAJOR COURSES: Must earn a grade of “C” or better in each.**

EMTP 1020	Emergency Medical Technician	6
EMTP 1030	Basic Skills in EMT	1
EMTP 1200	Introduction to Advanced Emergency Care and Patient Assessment	4
EMTP 1210	Introduction to Advanced Emergency Care and Patient Assessment Lab	1
EMTP 1300	Advanced Airway Management and Trauma Emergencies	4
EMTP 1310	Advanced Airway Management and Trauma Emergencies Lab	1
EMTP 1320	Advanced Airway Management and Trauma Emergencies Practicum	1
EMTP 1500	Cardiac and Medical Emergencies	4



EMTP 1510	Cardiac and Medical Emergencies Lab	1
EMTP 1520	Cardiac and Medical Emergencies Practicum	1
EMTP 2200	Obstetrical and Pediatric Emergencies	4
EMTP 2210	Obstetrical and Pediatric Emergencies Lab	1
EMTP 2220	Obstetrical and Pediatric Emergencies Practicum	1
EMTP 2300	Special Situations and Operations	4
EMTP 2310	Special Situations and Operations Lab	1
EMTP 2320	Special Situations and Operations Practicum	1
	Subtotal	<b>36</b>
	Total	<b>61</b>

**PARAMEDIC  
CERTIFICATE OF TECHNICAL STUDIES**

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

1. Be currently listed on the National Registry of EMT-Basic or Intermediate and maintain NREMT and Louisiana status as an EMT-Basic or Intermediate during enrollment;
2. Be eligible to enroll in DEVM 0940;
3. Be eligible to enroll in ENGL 1010;
4. Document evidence of current professional-level proficiency in CPR.

Before entering the second semester of the paramedic program, students must complete BIOL 1010 and BIOL 1020 with a grade of “C” or better.

**All courses must be completed with a grade of “C” or above.**

<b>Course Rubric</b>	<b>Description</b>	<b>Credits</b>
BIOL 1010	Introduction to Anatomy and Physiology	3
BIOL 1020	Introduction to Anatomy and Physiology Lab	1
EMTP 1200	Int Adv Emergency Care and Patient Assessment	4
EMTP 1210	Int Adv Emergency Care and Patient Assessment Lab	1
EMTP 1300	Adv Airway Mgmt and Trauma Emergencies	4
EMTP 1310	Adv Airway Mgmt and Trauma Emergencies Lab	1
EMTP 1320	Adv Airway Mgmt and Trauma Emergencies Practicum	1
EMTP 1500	Cardiac and Medical Emergencies	4
EMTP 1510	Cardiac and Medical Emergencies Lab	1
EMTP 1520	Cardiac and Medical Emergencies Practicum	1
EMTP 2200	Obstetrical and Pediatric Emergencies	4
EMTP 2210	Obstetrical and Pediatric Emergencies Lab	1
EMTP 2220	Obstetrical and Pediatric Emergencies Practicum	1
EMTP 2300	Special Situations and Operations	4
EMTP 2310	Special Situations and Operations Lab	1
EMTP 2320	Special Situations and Operations Practicum	1
	<b>Total</b>	<b>33</b>

**PETROCHEMICAL MAINTENANCE  
TECHNICAL COMPETENCY AREA**

The Technical Competency Area (TCA) program in Petrochemical Maintenance allows students who complete the program to gain an entry-level position with a maintenance contractor.

All courses in this TCA may be applied to the Certificate of Technical Studies in Industrial Maintenance.

**Must earn a grade of “C” or better in each course.**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ELEC 1230 or MACH 1510	Basic Electricity	3
INDT 1610	Plant Equipment	3
INDT 1210	Preventative Maintenance	4
INDT 1220	Rigging	2
<b>TCA TOTAL HOURS</b>		<b>12</b>

## **PRACTICAL NURSING TECHNICAL DIPLOMA**

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

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

The Practical Nursing Program has a limited enrollment and strict admission requirements. Students are eligible to apply to the Practical Nursing Program when they meet all of the following prerequisites:

- 1) Must be a registered student at Nunez Community College and meet all college admission requirements;
- 2) Must be a citizen of the United States or have submitted an application for citizenship;
- 3) Earn a cumulative GPA of 2.0 in all courses taken;
- 4) Earn a cumulative GPA of 2.5 in all Practical Nursing prerequisite courses:
  - a) Earn a "C" or better in ENGL 1010 English Composition I, PSYC 1100 Introduction to Psychology, MATH 1190 Math for Allied Health. *Note: MATH 1180 Algebra for College Students or higher is a prerequisite for MATH 1190. Pharmacology courses do not satisfy the requirements of this course.*
  - b) Earn a "B" or better in BIOL 1500 Human Nutrition and Diet Therapy. This course must have been taken within four (4) years of the time of entry into the Practical Nursing Program;
  - c) Earn a "B" or better in all courses in one of two Anatomy and Physiology series options. All courses taken to meet this requirement must have been taken within four (4) years of the time of entry into the Practical Nursing Program:
    - **Option 1:** BIOL 1010 Introductory Anatomy and Physiology and BIOL 1020 Introductory Anatomy and Physiology Lab.
    - **Option 2:** BIOL 2300 Human Anatomy and Physiology I, BIOL 2310 Human Anatomy and Physiology I Lab, BIOL 2400 Human Anatomy and Physiology II, and Human Anatomy and Physiology II Lab. This sequence is appropriate for students who plan to continue their training in a program for registered nurses within a short time after completing the PN program. *Note: BIOL 1100 and BIOL 1110 are prerequisite courses for this series.*
- 5) Submit a score acceptable to the Louisiana State Board of Practical Nurse Examiners (LSBPNE) on the ACT, COMPASS, ASSET, or TABE placement tests;

- 6) Obtain acceptable scores on The National League of Nurses (NLN) Pre-admission Exam (PAX PN).
- 7) Submit an official transcript that verifies high school graduation or completion of a General Education Diploma (GED);
- 8) Submit an official birth certificate indicating an age of at least eighteen (18) years and legal maiden name;
- 9) Submit a driver's license or state-issued identification card with legal name and current address;
- 10) Submit a social security card with legal name;
- 11) Meet all other requirements that may be established by the LSBPNE;
- 12) Attend mandatory orientation classes as scheduled if accepted into the program.

Because space in the program is limited, not all students who meet these requirements will be accepted into the program. Students are accepted based on their individual profile score. This score is calculated using the GPA, admission testing scores, supportive classes taken, and an interview by the nursing faculty in which work history and readiness for the program are evaluated.

An "Evaluation for Admission into a Practical Nursing Program" form that includes mandatory disclosure and documentation of all criminal charges and arrests must be submitted to the LSBPNE. **All students chosen to enter the program must be approved by the LSBPNE prior to program entry.**

Students admitted into the Practical Nursing program will be required to have fingerprinting, criminal background check, credential evaluation, and drug screening upon admission. Results may prevent enrollment in nursing courses. Additionally, specific health requirements must be met. Students will be required to complete CPR certification (BLS for Healthcare Providers from American Heart Association).

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

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

### Practical Nursing Prerequisite Requirements

Course Rubric	Course Description	Credits
ENGL 1010	English Composition I	3
PSYC 1100	Introduction to Psychology	3
MATH 1190	Math for Allied Health	3
BIOL 1500	Human Nutrition and Diet Therapy	3
BIOL 1010	Introductory Anatomy and Physiology	3
BIOL 1020	Introductory Anatomy and Physiology Lab	1
<b>Total Prerequisite Credits</b>		<b>16</b>

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

### Practical Nursing Program Requirements

Course Rubric	Course Description	Credits
NURS 1010	Fundamentals of Nursing I Theory	3
NURS 1020	Fundamentals of Nursing I Clinical	1
NURS 1025	Fundamentals of Nursing II Theory	4
NURS 1030	Medical Surgical Nursing I Theory	6
NURS 1040	Medical Surgical Nursing I Clinical	4
NURS 1500	Pharmacology and Math of Nursing	3
NURS 1050	Medical Surgical Nursing II Theory	6
NURS 1060	Medical Surgical Nursing II Clinical	9
NURS 1210	Intravenous Therapy	1
NURS 1090	Mental Health Nursing Theory	2
NURS 1150	Mental Health Nursing Clinical	1
NURS 1100	Maternal Child Nursing Theory	5
NURS 1110	Maternal Child Nursing Clinical	2
NURS 1130	PN Professionalism and Leadership Theory	2
NURS 1135	PN Professionalism and Leadership Clinical	1
<b>Total PN Program Credits</b>		<b>50</b>

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

**TACK WELDING  
TECHNICAL COMPETENCY AREA**

The Tack Welding Technical Competency Area program of study provides students with the necessary skills to obtain an entry-level position as a tack welder.

All courses in this TCA may be applied to the Certificate of Technical Studies in Industrial Maintenance.

**Must earn a grade of “C” or better in each course.**

	<b>DESCRIPTION</b>	<b>CREDIT</b>
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
<b>Total Hours</b>		<b>6</b>

**TEACHING (GRADES 1 – 5)  
ASSOCIATE OF SCIENCE**

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

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

Students must earn a grade of ‘C’ or higher in all courses to ensure their transferability.

**English Requirements**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
ENGL 2210	Major American Writers	3
ENGL 2020	English Literature II	3
	Subtotal	<b>12</b>

**Natural Sciences**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
BIOL 1060	Principles of Biology I	3
BIOL 1070	Principles of Biology I Lab	1
BIOL 1080	Principles of Biology II	3
PHSC 1000	Physical Science I	3
PHSC 1100	Physical Science I Lab	1
PHSC 1200	Physical Science II	3
PHSC 1300	Physical Science II Lab	1
	Subtotal	<b>15</b>

**Mathematics**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
MATH 1300	College Algebra	3
MATH 1600	Elementary Number Structures	3
MATH 1630	Elementary Geometry and Statistics	3
MATH 2000	Statistics	3
	Subtotal	<b>12</b>

**Fine Arts Elective**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
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	Select one of the following: FIAR 1200, FIAR 2400, FIAR 2410, MUSC 1400, THEA 1000, or THEA 1200	3
	Subtotal	<b>3</b>

**History**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
HIST 1510	World History II	3
HIST 2010	American History to 1865	3
	Subtotal	<b>6</b>

**Social Sciences**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
POLI 1100	American Government	3
GEOG 1200	Physical Geography	3
	Subtotal	<b>6</b>

**TEAC courses**

<b>COURSE RUBRIC</b>	<b>DESCRIPTION</b>	<b>CREDIT</b>
TEAC 2010	Teaching and Learning in Diverse Settings I	3
TEAC 2030	Teaching and Learning in Diverse Settings II	3
PPST	Praxis I: Reading, Writing, and Mathematics (These are standardized tests students must pass.)	0
PPCK	Praxis II: Elementary Education: Content Knowledge (This is a standardized test students must pass.)	0
	Subtotal	<b>6</b>
	Total	<b>60</b>

# **COURSE INFORMATION**

## COURSE DESCRIPTION GUIDE

Following are descriptions of courses offered by Nunez Community College. Courses are listed alphabetically by discipline.

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.

	<b>Course Prefix</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Hours of Lecture Per Week</b>	<b>Hours of Lab Per Week</b>	<b>Hours of Credit</b>
<b>Example:</b>	<b>ENGL</b>	<b>1000</b>	<b>Applied Writing</b>	<b>3</b>	<b>0</b>	<b>3</b>

Some courses have prerequisites or co-requisites listed. A prerequisite must be taken prior to entering a course; a co-requisite must be taken concurrent with the course. In exceptional cases, prerequisites or co-requisites may be waived upon the recommendation of the instructor.

Only courses numbered 1000 or above may be used to fulfill program requirements.

After each discipline heading in the course description section, there is a two- or three-letter abbreviation indicating the academic division to which the discipline belongs: "AH" for Arts and Humanities; BT for Business and Technology; "HNS" for Health and Natural Sciences.

Courses that have additional fees 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 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 course either appears on the Board of Regents Master Course Articulation Matrix or has historically been accepted for transfer by a four-year institution. The letters "NT" indicate that a course is not intended to transfer; 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\\_2010-2011.htm](http://regents.state.la.us/Academic/articulation_2010-2011.htm).

## Course Descriptions

### ACCOUNTING (BT)

**ACCT 1100** 3-0-3 T

**Accounting for Office Careers**

This vocationally-oriented course includes the accounting cycle, journalizing, posting, adjusting, and preparation of financial statements. Upon completion of this course, students are able to maintain a small set of books. *Credit is not applicable toward a degree or certificate if taken after ACCT 2010.*

**ACCT 1500** 3-0-3 T

**Payroll Accounting**

This course emphasizes methods of computing earnings and deductions, preparation of payroll records, and journalizing payroll transactions. It includes the use of a 10-key calculator, with emphasis on performing addition, subtraction, multiplication, and division using the touch system.

**Prerequisite:** ACCT 1100 or ACCT 2010

**ACCT 2010** 3-0-3 T

**Principles of Accounting I**

This introductory course familiarizes students with fundamental financial accounting principles and practices. *ACCT 2010 and ACCT 2020 combined normally transfer to most baccalaureate programs as only one three-credit course.*

**Prerequisite:** Eligibility for MATH 1180

**ACCT 2020** 3-0-3 T

**Principles of Accounting II**

This course is a continuation of ACCT 2010. It emphasizes the asset section of the balance sheet. *ACCT 2010 and ACCT 2020 combined normally transfer to most baccalaureate programs as only one three-credit course.*

**Prerequisite:** ACCT 2010

**ACCT 2100** 3-0-3 T

**Computerized Accounting**

This course teaches the student to perform practical accounting applications using a computer. It includes major components of computerized accounting: general ledger, accounts receivable, accounts payable, and payroll. *Lab fee*

**Prerequisite:** ACCT 2020

**ACCT 2150** 3-0-3 T

**Managerial Accounting**

This course focuses on basic financial statements, the interpretation and interrelationships of financial data, and quantitative concepts relating to management objectives.

**Prerequisite:** ACCT 2020



**BIOL 1050** 3-0-3 T

**Marine Biology**

This course surveys the biological, physical, and chemical components of the ocean ecosystem.

**BIOL 1060** 3-0-3 T

**Principles of Biology I**

This course for non-science majors introduces general biological concepts including biochemistry, cell structure, cellular metabolism, photosynthesis, cellular respiration, the life cycle of the cell, genetics, evolution, and ecology.

**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOL 1070** 0-3-1 T

**Principles of Biology I Laboratory**

Topics in this accompanying lab course include prokaryotic and eukaryotic cell structure, plant and animal cell structure, the properties of enzymes, respiration and photosynthesis, the cell cycle, genetics and inheritance. *Lab Fee*

**Corequisite: BIOL 1060**

**BIOL 1080** 3-0-3 T

**Principles of Biology II**

This course for non-science majors introduces students to evolution, 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 in this accompanying lab course include plant and animal tissues and organ systems, animal development, a field study of animal behavior, and a survey of specimens representing the five kingdoms. *Lab Fee*

**Co-requisite: BIOL 1080**

**BIOL 1100** 3-0-3 T

**General Biology I**

This course introduces students to animal and plant structure and function from the cellular level through organ systems. Topics include digestion, circulation, respiration, excretion, chemical and neural coordination, sensory systems and effectors, reproduction, and development.

**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOL 1110** 0-3-1 T

**General Biology I Laboratory**

This accompanying lab course demonstrates several of the principles discussed in BIOL 1100, including the structure of plants and animals at the cell, tissue, and organ levels. Lab experiments explore functions of plants and animals and collect and analyze quantitative data. Other topics include control of the internal environment, organismic integration, the cell cycle, and animal development. *Lab Fee*

**Co-requisite: BIOL 1100**

**BIOL 1200** 3-0-3 T

**General Biology II**

This course introduces the student to organismal biology. It considers the theory of evolution and its historical development and provides the framework for a survey of the diversity encountered in the five kingdoms. It also introduces basic principles of genetics and their relation to the process of evolution.

**Prerequisites: BIOL 1100 and BIOL 1110**

**BIOL 1210** 0-3-1 T

**General Biology II Laboratory**

This accompanying lab course studies representatives of the groups of organisms discussed in BIOL 1200 and includes taxonomy, genetics and evolution. *Lab Fee*

**Co-requisite: BIOL 1200**

**BIOL 1500** 3-0-3 T

**Nutrition and Diet Therapy**

This course involves the principles of nutrition and their application in maintaining health and providing diet therapy. It focuses on the basic concepts of nutrition and its application to a balanced diet and healthy weight. The class entails a detailed study of nutrition with emphasis on metabolic pathways and relationships between nutritional intake and normal and pathological changes in the human organism.

**Prerequisite: Students must have completed all developmental reading requirements.**

**BIOL 2000** 3-0-3 T

**Microbiology**

This course covers the general and pathogenic microbiology of prokaryotic and eucaryotic microbes. It addresses the growth, epidemiology, immunology, and classification of microorganisms.

**Prerequisite: BIOL 1100 and BIOL 1110**

**BIOL 2010** 0-3-1 T

**Microbiology Laboratory**

This accompanying lab covers staining techniques, culture methods, and identification of microorganisms with an emphasis on prokaryotic organisms. *Lab Fee*

**Co-requisite: BIOL 2000**

**BIOL 2050** 3-0-3 T

**Genetics**

This course covers cell division, Mendelian, molecular, and population genetics, and their applications in biotechnology.

**BIOL 2200** 3-0-3 T

**Louisiana Wetlands Ecology**

This course examines the Louisiana wetlands, the delta formation, problems related to human activities, and the consequences of wetland loss. *Lab Fee*

**BIOL 2210** 3-0-3 T

**Environmental Science**

This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. *The course is cross-listed as ENVN2210. Credit will not be awarded for both courses.*

**Prerequisites:** BIOL 1100 and BIOL 1110 or CHEM 1100 and CHEM 1110

**BIOL 2300** 3-0-3 T

**Human Anatomy and Physiology I**

This course provides a detailed study of the structure and function of the cell and skeletal, muscular, nervous, and integumentary systems.

**Prerequisites:** BIOL 1100 and BIOL 1110

**BIOL 2310** 0-3-1 T

**Human Anatomy and Physiology I Laboratory**

This accompanying lab course includes gross and microscopic study of the skeletal, muscular, nervous, and integumentary systems. *Lab Fee*

**Co-requisite:** BIOL 2300

**BIOL 2400** 3-0-3 T

**Human Anatomy and Physiology II**

This course covers the structure and function of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems.

**Prerequisites:** BIOL 2300 and BIOL 2310

**BIOL 2410** 0-3-1 T

**Human Anatomy and Physiology II Laboratory**

This accompanying lab course includes dissections and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory and reproductive systems. *Lab Fee*

**Co-requisite:** BIOL 2400

**BIOTECHNOLOGY (HNS)**

**BTEC 1010** 2-2-3 NT

**Introduction to Biotechnology**

This course introduces techniques used in biotechnology, including calculations and the preparation of solutions and sterile media. It emphasizes laboratory safety, the interpretation of technical protocols, and the handling of biohazards. *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**

This course introduces students to the science of vertebrate animal reproduction, including artificial incubation, artificial insemination, and in vitro fertilization.



## **BUSINESS (BT)**

**BUSN 1050** 3-0-3 T

### **Business Mathematics**

This course reviews the basic operations of mathematics, particularly fractions, decimals, and percents. It provides an 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**

This course provides a general survey of the functions and practices of a business. It introduces students to the functional activities of business organizations and to the external factors that affect the operation of business units. It provides an overview of accounting, marketing, general management, human resource management, finance, purchasing, and production and operations management.

**BUSN 1330** 3-0-3 T

### **Personal Finance**

This course surveys family finances and personal money management, including budgeting, housing, insurance, taxes, investments, and estate planning. It also examines the relationship between consumer finance and the economy.

**BUSN 1510** 3-0-3 NT

### **Small Business Management**

This course introduces students to the essentials of small business start-up and management. Students learn how to develop a business plan.

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

### **Marketing**

This course takes a managerial approach to marketing functions. It emphasizes market-related variables including place, product, price, and promotion.

**Prerequisite: BUSN 1100 and ECON 2000**

**BUSN 2100** 3-0-3 T

### **Management**

This course covers management processes such as planning, organizing, staffing, influencing, and controlling. It examines relationships between supervisor and employees, as well as among the members of groups in the business society. It establishes operating principles and policies through examining case material.

**BUSN 2190** 3-0-3 T

### **Legal Environment of Business**

This course covers the fundamental legal principles and issues facing businesses. It introduces the student to legal institutions and agencies, as well as to business-related topics such as ethics, torts, labor law, employment law, and environmental law.

**Co-requisite: BUSN 1100**

**BUSN 2200** 3-0-3 T

**Business Law**

This course covers the legal concepts related to contracts, negotiable instruments and secured transactions, and sales. Topics also include the forms of business organizations and agency law.

**Prerequisite:** BUSN 2190

**BUSN 2400** 3-0-3 T

**Business Communication**

This course addresses the theory and application of oral and written communication in business. It includes various media used in business communication.

**Prerequisite:** ENGL 1010

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

**CDYC 1050** 3-0-3 NT

**Introduction to the Care and Development of Young Children**

This course provides an overview of early childhood education, from birth to age eight. Students explore philosophies, methods, materials, and activities appropriate to support the development of children in child-care centers and preschools.

**CDYC 1110** 2-3-3 NT

**Observation and Participation**

This course provides laboratory experiences for systematic, objective observation and assessment of children's development in a school or child care setting and use of assessment information in planning appropriate learning activities.

**Prerequisites:** CDYC 1050 and any two additional CDYC courses

**Co-requisite:** PSYC 2200

**CDYC 1120** 3-0-3 NT

**Health, Safety, and Nutrition for Young Children**

This course focuses on issues of health, safety, and nutrition facing children ages 0-8, especially in a group care setting. It emphasizes practical information and techniques. It also reviews current child-care licensing regulations and school health and safety standards.

**CDYC 1300** 3-0-3 NT

**Introduction to Children with Exceptionalities**

This course provides students with a thorough introduction to the field of special education and focuses on infants, toddlers, and preschoolers with known and suspected developmental disabilities.

**CDYC 1410** 3-0-3 NT

**Creative Experiences in Early Childhood**

This course explores the creative development of young children, focusing on general principles, teaching materials, and experiences for supporting children's creative development through the arts. It includes discussion of visual arts, music, dance, and dramatic expression.

**CDYC 1810**            **3-0-3 NT**

**Math and Science in Early Childhood**

This course explores the stages of children's math and science concept development. Students explore developmentally-appropriate methods and materials for math and science teaching.

**CDYC 2130**            **3-0-3 NT**

**Infant and Toddler Curriculum Development**

This course focuses on planning appropriate environments, activities, materials, and interactions for children from birth to three years.

**CDYC 2300**            **3-0-3 NT**

**Literature and Language Development in Early Childhood**

This course explores the stages of children's language and cognitive development and discusses the selection, evaluation, and use of books and materials to support this development.

**Co-requisite: CDYC 1050**

**CDYC 2610**            **3-0-3 NT**

**Families in the Educational Process**

This course explores how involving families in children's learning can support positive outcomes. It employs case studies and field experiences. It addresses methods of family/teacher communication and school/family partnerships. Students research and compile community referrals and resources.

**CDYC 2730**            **3-0-3 NT**

**Curriculum and Teaching Materials in Early Childhood**

In this course, students synthesize knowledge of how young children learn and grow into an understanding of age-appropriate curricula covering all areas of development. Students create materials and units for children's hands-on learning.

**Prerequisite: CDYC 1050**

**CDYC 2800**            **3-0-3 NT**

**Administration of Early Childhood Programs**

This course provides an overview of the responsibilities of administration in an early childhood program. It examines professionalism, budget, personnel decisions, development of staff and parent handbooks, and state and local regulations.

**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, and techniques and procedures for successful classroom management

**CDYC 2980**            **3-0-3 NT**

**Practicum**

This course provides students with supervised work experience.

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

**CHEMISTRY (HNS)**

**CHEM 1100**            **3-0-3 T**

**General Chemistry I**

This course introduces the fundamentals of chemistry including properties of matter, nomenclature, structure of elements and compounds, laws, theories, general principles, and problem-solving techniques.

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

**CHEM 1110**            **0-3-1 T**

**General Chemistry I Laboratory**

This accompanying laboratory emphasizes basic calculations and equations, laboratory safety, and fundamental chemical operations. *Lab Fee*

**Co-requisite:** CHEM 1100

**CHEM 1200**            **3-0-3 T**

**General Chemistry II**

This course addresses topics in organic and inorganic chemistry, including oxidation reduction, acid-base chemistry, electrochemistry, ionic equilibrium, and properties of the groups of elements.

**Prerequisite:** CHEM 1100

**CHEM 1210**            **0-3-1 T**

**General Chemistry II Laboratory**

This accompanying laboratory uses experiments that include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds. *Lab Fee*

**Co-requisite:** CHEM 1200

**CHEM 1300**            **3-0-3 T**

**Introductory Organic Chemistry**

This course introduces organic and biochemistry topics including organic compounds, carbohydrates, proteins, lipids, and the biochemistry of metabolism.

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

**CHEM 1310**            **0-3-1 T**

**Introductory Organic Chemistry Laboratory**

This accompanying laboratory course involves the preparation of compounds and reactions basic to organic chemistry and biochemistry. *Lab Fee*

**Co-requisite:** CHEM 1300





**CINS 2250** 3-0-3 T

**Web Page Authoring**

Students in this course use current software to create, edit, and publish web pages for the World Wide Web. Topics include terminology and design. *Lab Fee*

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

**CINS 2300** 3-0-3 T

**Advanced Spreadsheets**

Students in this course work with PCs and a current application program to expand their knowledge of spreadsheets. Topics include spreadsheet databases, macros, Visual Basic applications, formulas using multiple worksheets, pivot tables, pivot charts, and templates. *Lab Fee*

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

**CINS 2400** 3-0-3 T

**Database SQL**

This course focuses on database applications and the use of Structured Query Language. *Lab fee*

**Prerequisite: CINS 1400 or permission of the program manager**

**Computer Technology (BT)**

**CTEC 1550** 3-0-3 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*

**CTEC 1600** 3-0-3 NT

**Wireless Computer Communications**

This course is a hands-on guide to planning, designing, installing, and configuring wireless LANs from two of the principal wireless LAN vendors, Cisco and 3Com. Extensive step-by-step coverage of implementation and troubleshooting is reinforced with hands-on projects at the end of each chapter. *Lab Fee*

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

**CTEC 1650** 3-0-3 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 or permission of the program manager**

**CTEC 1800**                      **3-0-3 NT**

**A+ Certification Preparation Essentials**

This course is designed to prepare the student with the latest tests and materials needed to pass the A+ Certification Exam on Essentials: A+ Operating Systems Exam (OS fundamentals, installation, configuration and upgrading, diagnosing and troubleshooting networks). *Lab Fee*

**CTEC 1801**                      **3-0-3 NT**

**A+ Certification Preparation Practical Application**

This course is designed to prepare the student with the latest tests and materials needed to pass the A+ Exam on Practical Application (Installation, configuration and upgrading, diagnosing and troubleshooting, preventive maintenance, motherboards, processors, memory, printers, and basic networking.) *Lab Fee*

**Prerequisite:** CTEC 1800 or permission of the program manager

**CTEC 1850**                      **3-0-3 NT**

**Network Security**

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

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

**CTEC 2200**                      **3-0-3 NT**

**Network Operating Systems I**

This course introduces the latest industry network operating schemes and focuses on the management of network operating systems. *Lab Fee*

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

**CTEC 2400**                      **3-0-3 NT**

**Network Operating Systems II**

Students in this course build a network from the ground up, design a directory structure, and install software, network printing, network menus, and login scripts. They also learn trouble-shooting and repair techniques for the networks. *Lab Fee*

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

**CTEC 2550**                      **3-0-3 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*

**Prerequisite:** CTEC 1650 or permission of the program manager

**CTEC 2650**                      **3-0-3 NT**

**Wide Area Network Technology**

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

**Prerequisite:** CTEC 2550 or permission of the program manager



## CONSTRUCTION TECHNOLOGY (BT)

**CNST 1000** 3-0-3 NT

### **Introduction to Construction**

This course introduces industry trends, career levels, and future trends in construction.

**CNST 1010** 3-0-3 NT

### **Basic Tools**

This course covers basic skills in math, print reading and sketching, general safety, materials, and project construction using power tools and hand tools. *Lab Fee*

**CNST 1020** 2-0-2 NT

### **Blueprint Reading**

Students who complete this course are able to read and sketch simple plans.

**CNST 1510/1520/1530/1540/1550/1560**

**1-6 hours each** NT

### **Construction Laboratory**

Students perform assigned construction tasks. The laboratory experiences may include both on- and off- campus locations. Off-campus sites 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/ FOOD SERVICE PRODUCTION (BT)**

**CULA 1000**                      **3-0-3 NT**

**Culinary Art and Science**

This course provides students with a basic understanding of the hospitality industry and serves as a foundation for later specialized courses in the food service industry.

**CULA 1020**                      **2-3-3 NT**

**Basic Food Preparation**

This introductory-level cooking skills course covers methods, measurement, vocabulary terms, standard recipes, preparation, and presentations of soups, salads, meats, poultry, fish, vegetables, starches, sandwiches, hors d'oeuvres, breakfast, international cuisine, and baked products. *Lab Fee*

**Co-requisite: CULA 1050**

**CULA 1050**                      **3-0-3 NT**

**Sanitation**

This course covers safe food-handling procedures and microbiological concerns. Students take a certification examination upon completion of the course.

**Co-requisite: CULA 1020**

**CULA 1500**                      **2-3-3 NT**

**Baking**

This course provides students with an overview of baking. Students perform practical baking applications. The course also includes the physical and chemical nature of yeast products, quick breads, cakes and icings, cookies, and pies. *Lab Fee*

**CULA 1600**                      **2-3-3 NT**

**Advanced Baking**

This course provides students with an in-depth study, including both theory and hands-on experience, of baking and performing advanced baking applications. These more complex areas of baking include artisan breads, specialty breads, brioche, Danish pastry, croissants, genoise, puff pastry, and gingerbread display pieces. *Lab Fee*

**CULA 1700****3-0-3 NT****Food Service Management I**

This course covers the principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. It also covers U.S.D.A. grades for produce and meats.

**CULA 1750****2-3-3 NT****Meat, Poultry, and Seafood**

This course helps students develop the skills necessary to identify types of meat, poultry, and seafood; to evaluate grade, quality, and yield percentages; and to perform advanced preparations and presentations. *Lab Fee*

**Prerequisites:** CULA 1000, CULA1020, and CULA 1050

**Co-requisite:** DEVR 0780 if required by placement test score

**CULA 1800****2-3-3 NT****Soups, Stocks, and Sauces**

This course covers the foundations of basic stocks and their relationship to classic soups and sauces. Students prepare soups, stocks, and sauces in a commercial kitchen. *Lab Fee*

**Prerequisites:** CULA 1000, CULA 1020, and CULA 1050

**Co-requisite:** DEVR 0780 if required by placement test score

**CULA 1900****2-3-3 NT****Garde Manger Management**

This course covers preparations from the pantry station including hors d'oeuvres, patés, galantines, mousses, vegetable carvings, and tallow sculptures. *Lab Fee*

**Prerequisites:** CULA 1000, CULA 1020, AND CULA 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. This externship provides students with the opportunity to develop speed with manual skills, to increase their professional experience, and to work in real-life situations.

**Prerequisites:** CULA 1500, CULA 1750, and CULA 1800. Students must have completed all developmental reading requirements.

**CULA 2710****3-0-3 NT****Food Service Management II**

This course addresses the methods of controlling cost in the food service industry through the four steps of establishing standards, training, monitoring, and correcting. These steps are applied to purchasing, receiving, and accounting for food, beverages, and labor.

**Prerequisite:** Students must have completed all developmental reading requirements.

**CULA 2730** 3-0-3 NT

**Food Service Management III**

This course establishes principles of effective supervision, including human relations, motivation, communication, correct training principles, interview of staff, and discipline. It emphasizes working with supervisors in the food service and hospitality industries.

**Prerequisite: Students must have completed all developmental reading requirements.**

**CULA 2770** 2-3-3 NT

**Desserts and Patisserie**

This is a hands-on course in the production of classic desserts, including international and domestic desserts. *Lab Fee*

**Prerequisite: Students must have completed all developmental reading requirements.**

**CULA 2800** 3-0-3 NT

**Culinary Seminar**

This course acquaints students with trends and issues in the food service industry through workshops, demonstrations, and guest speakers. Topics include the marriage of food and wine, legal issues of the server's responsibility with alcoholic beverages, and food-service computer applications.

**Prerequisite: Students must have completed all developmental reading requirements.**

**CULA 2850** 0-25-3 NT

**Culinary Practicum**

This practical course uses kitchen and dining room areas 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: Students must have completed 12 hours in CULA at the 2000 level.**

**DEVELOPMENTAL ENGLISH (AH)**

*All Developmental English courses must be completed with a grade of 'C' or better.*

**DESL 0640** 3-0-3 D

**English as a Second Language I**

This is a course in the fundamentals of English language for non-native speakers. The course helps students develop speaking, listening, reading, and writing skills in English. Students do not have to know English to take this course. *This is a skills-improvement course that may not be used as credit for a certificate or degree.*

**DESL 0680** 3-0-3 D

**English as a Second Language II**

This course is a continuation of DESL 0640 for those students who need more time to develop basic skills in communication in the English language. *This is a skill-improvement course that may not be used as credit for a certificate or degree.*

**Prerequisite: DESL 0640 or appropriate placement test score**

**DEVE 0840**                      **3-0-3 D**

**Developmental English I**

This is an introductory course in writing English prose that concentrates on sentences and paragraphs. The course includes intensive practice in the fundamentals of grammar, punctuation, and capitalization. *This is a skills-improvement course that may not be used as credit for a certificate or degree. Placement is based on ACT English or Compass English test.*

**DEVE 0880**                      **3-0-3 D**

**Developmental English II**

This is an introductory course in writing English prose that concentrates on paragraphs and essays. It includes essential concepts of grammar usage, writing mechanics, and critical reading. *This is a skills-improvement course that may not be used as credit for a certificate or degree. Students must complete a satisfactory writing portfolio to receive credit for the course.*

**Prerequisite: A grade of “C” or higher in DEVE 0840 or appropriate placement test score**

**DEVELOPMENTAL MATHEMATICS (AH)**

*All Developmental Mathematics courses must be completed with a grade of ‘C’ or better and satisfactory performance on a proficiency test.*

**DEVM 0900**                      **3-0-3 D**

**Basic Mathematics**

Basic Mathematics is a review of basic mathematics skills, including the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The course also covers ratio and proportion, percent, systems of measurement, and an introduction to algebra. *This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.*

**DEVM 0940**                      **3-0-3 D**

**Introductory Algebra**

This is a skills-development course that covers sets, systems of numeration, linear equations and inequalities, exponents, factoring, quadratic equations with rational roots, and systems of linear equations and inequalities. *This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.*

**Prerequisite: A grade of ‘C’ or higher in DEVM 0900 or appropriate placement test score**

## DEVELOPMENTAL READING (AH)

### DEVR 0740 3-2-4 D

#### DEVELOPMENTAL READING I

This course offers intensive practice in building foundational reading vocabulary and comprehension skills. The classroom component develops skills and strategies to increase vocabulary knowledge and comprehension and to interpret appropriate readings. The laboratory component focuses on individual prescription 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 to receive credit for this course.*

**Prerequisite:** Appropriate placement test score or instructor recommendation

### DEVR 0780 3-0-3 D

#### DEVELOPMENTAL READING II

This course is a continuation of DEVR 0740 that emphasizes achieving success in reading college-level materials through the development of active reading strategies, vocabulary knowledge, and 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 to receive credit for this course. A final grade of 'C' or higher is required to enroll in general education courses at the 2000 level or above.*

**Prerequisite:** A grade of 'C' or higher in DEVR 0740 or appropriate placement test score

## DRAFTING & DESIGN TECHNOLOGY (BT)

### DRDT 1000 3-4-5 NT

#### Basic Board Drafting

This course covers basic drafting processes including the use of drafting instruments, lettering and sketching, geometric construction, orthographic projection, and basic dimensioning techniques. *Lab Fee*

### DRDT 1030 3-4-5 NT

#### Basic CADD

This course introduces the use of CAD, focusing on basic drawing and editing commands, basic dimensioning practices, and printing techniques. It also includes basic computer literacy skills as they pertain to the drafting field. *Lab Fee*

### DRDT 1040 2-4-4 NT

#### Intermediate Board Drafting

This course provides 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**

This course further explores drawing and editing commands, as well as dimensioning practices that improve CAD efficiency. *Lab Fee*

**Prerequisites: DRDT 1030 and MATH 1180 or permission of the instructor**

**ECONOMICS (BT)**

**ECON 2000** 3-0-3 T

**Microeconomics**

This course covers the principles of economics including the market structure of American capitalism, the economics of the firm, market demands, the cost of production, product pricing, and the employment of resources.

**ECON 2020** 3-0-3 T

**Macroeconomics**

This course covers the theory of aggregate income, employment and price level, economic stabilization policies, and economic growth and development.

**ECON 2250** 3-0-3 T

**Money and Banking**

This course is a survey of money, commercial banking, financial institutions, the Federal Reserve System, and the formulation and execution of monetary and economic stabilization policy.

**Prerequisites: ECON 2000 and ECON 2020**

**ELECTRICAL CONSTRUCTION (BT)**

**ELEC 1210** 3-0-3 NT

**Introduction to Electrical Construction**

This course provides students with specialized instruction that emphasizes safety and efficient work practices.

**ELEC 1230** 3-0-3 NT

**Basic Electrical Theory**

This course provides lectures 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**

This course provides lectures, hands-on demonstration, and discussion on safety and the proper methods for use of both power-operated and hand tools that are the most common in the electrical industry. *Lab fee*

**ELEC 1270** 2-3-3 NT

**House Wiring Fundamentals**

This course provides lectures, discussion, and hands-on experience in reading and interpreting blue-line drawings for job layout, estimating the cost of the job, and ordering materials. *Lab Fee*

**ELEC 1290**                      **3-0-3 NT**

**Cable Raceways and Other Conduits**

This course provides lectures and discussion regarding 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**

This course 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**

This course trains students in the methods and procedures for reading the 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**

This course provides specialized instruction and discussion concerning the use of the National Electrical Code for all wiring applications.

**Prerequisite:** Students must have completed all developmental reading requirements

**Co-requisite:** ENGL 1000

**ELEC 1460**                      **3-0-3 NT**

**Electrician's License Examination Review**

This course provides a thorough review of the National Electrical Code and related textbooks. It also 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**

**Emergency Medical Responder**

This course covers emergency conditions of victims of a medical or trauma emergency in the pre-hospital environment. It emphasizes scene stabilization, initial management of mass casualty incidents, recognition of patient condition or extent of injuries relative to airway, breathing and circulation, and skills fundamental to the role of a first responder. Course content adheres to the National Standard Curriculum and prepares students for state and national registry examinations.

**Prerequisite:** Eligibility for DEVR 0780











**ENGL 1150**                      **3-0-3 NT**

**Traditional Grammar**

This course focuses on traditional grammar and usage. It is intended to give students a strong foundation in the basics of Standard English grammar. It is designed to be a companion course to any designated DEVE or ENGL course. *Credit in this course does not satisfy the general education requirements in English for an Associate Degree or Certificate of Applied Science program.*

**ENGL 2010**                      **3-0-3 T**

**Survey of English Literature I**

This course covers selected works from Beowulf through the eighteenth century.

**Prerequisite: ENGL 1020**

**ENGL 2020**                      **3-0-3 T**

**Survey of English Literature II**

This course covers selected works from the eighteenth century through the present.

**Prerequisite: ENGL 1020**

**ENGL 2100**                      **3-0-3 T**

**Short Story and Novel**

This course is an introduction to the study of the short story and the novel.

**Prerequisite: ENGL 1020**

**ENGL 2110**                      **3-0-3 T**

**Poetry and Drama**

This course is an introduction to the study of poetry and drama.

**Prerequisite: ENGL 1020**

**ENGL 2150**                      **3-0-3 T**

**Introduction to Fiction Writing**

This course is an introduction to the theory and technique of fiction writing.

**Prerequisite: ENGL 1010**

**ENGL 2210**                      **3-0-3 T**

**Major American Writers**

This is a study of 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 major trends and movements in the history of literature from its beginnings to the Renaissance.

**Prerequisite: ENGL 1020**

**ENGL 2610** 3-0-3 T

**World Literature II**

This course continues the exploration of major trends and movements in the history of literature from the Renaissance to the present.

**Prerequisite:** ENGL 1020

**ENVIRONMENTAL TECHNOLOGY (HSN)**

**ENVN 1010** 3-0-3 NT

**Environmental Health and Safety**

This course studies health and safety in the environment and in the workplace by focusing on topics of risk assessment, job safety analysis, safety audits for the workplace, appropriate laws that guide safety in the workplace, and mechanisms for a safe working environment.

**ENVN 1030** 3-0-3 T

**Environmental Law**

This course provides 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**

This course studies the monitoring, recognition, evaluation, and control of workplace health hazards. Topics include current OSHA regulations, professional standards, permissible exposures, and workers' right-to-know.

**Prerequisite:** ENVN 1010

**ENVN 2020** 3-0-3 T

**Introduction to Toxicology**

This course introduces the basic principles and aspects of mammalian toxicology. It discusses exposure, dose-response and distribution of toxicants, metabolism and detection of toxic agents, factors that affect toxicity, and chemical carcinogenesis.

**Prerequisites:** BIOL 1100 & BIOL1110 or CHEM 1100 & CHEM 1110

**ENVN 2050** 3-0-3 T

**Environmental Sampling**

Students in this course learn the methodology of sampling, analyzing, and interpreting results of environmental surveys through required field projects. *Lab fee*

**Prerequisites:** BIOL 1100 & BIOL 1110

**ENVN 2070** 3-0-3 T

**Chemistry of Water, Air, and Soil**

This course addresses basic concepts of the chemistry of air, soil, and water as applied to the environment. *The course is cross-listed as CHEM 2070. Credit will not be awarded for both courses.*

**Prerequisites:** CHEM 1100 & CHEM 1110

**ENVN 2210** 3-0-3 T

**Environmental Science**

This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. *The course is cross-listed as BIOL 2210. Credit will not be awarded for both courses.*

**Prerequisites: BIOL 1100 & BIOL 1110 or CHEM 1100 & CHEM 1110**

**FINANCE (BT)**

**FINA 2010** 3-0-3 T

**Finance**

This course covers the organization of business firms, financial planning, funds for operation, short- and long-term capital, long-term debt, and business expansion.

**Prerequisite: ACCT 2010**

**FINE ARTS (AH)**

**FIAR 1000** 2-3-3 T

**Introduction to Drawing**

This studio course provides an introduction to the materials and techniques of basic drawing. It develops observational skills while exploring aesthetic issues that pertain to drawing. The course covers a range of techniques and media and includes still life, landscape, and portraiture. *Lab Fee*

**FIAR 1010** 2-3-3 T

**Sculpture Fundamentals**

This studio course introduces the concepts of three-dimensional art and includes technical and historical information. Studio assignments explore the elements, principles, and basic construction of 3-dimensional forms and structures. *Lab Fee*

**FIAR 1150** 2-3-3 T

**Figure Drawing**

This studio course focuses on drawing the human form. It uses live models, the skeleton, and a variety of drawing media for gesture and for short and long poses. It emphasizes basic anatomy, structure, and proportion. *Lab Fee*

**Prerequisite: FIAR 1000**

**FIAR 1200** 3-0-3 T

**Art Appreciation**

This course introduces the origins and historical development of art. It emphasizes the relationship of design principles to various art forms, including but not limited to sculpture, painting, and architecture.

**FIAR 1600** 2-3-3 T

**Introduction to Painting**

This studio course introduces the basic principles, media, and techniques of painting. It emphasizes the development of understanding color mixing, exploration of form, content and space while working from realistic and abstract subject matters. It includes technical and historical information and uses a survey of selected painting traditions to build visual vocabulary.

*Lab Fee*

**FIAR 1700** 2-3-3 T

**Ceramics**

This studio course provides an introduction to basic techniques for the forming, firing, and surfacing of clay. It includes technical and historical information. Students complete hand-building projects that further their individual technical and creative skills. *Lab Fee*

**FIAR 2100** 2-3-3 T

**Intermediate Drawing**

This studio course emphasizes the enhancement of technical skill 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 focus on visual analysis.

**FIAR 2410** 3-0-3 T

**Survey of Visual Arts from 1400**

This course covers the history of art from the Renaissance to the 21<sup>st</sup> Century with special attention to visual analysis.

**FIAR 2500** 2-3-3 T

**Watercolor**

This studio course introduces the basic techniques and processes of watercolor. Students work from realistic and abstract subject matters to develop an understanding of color and to explore form, content and space. *Lab Fee*

**FRENCH (AH)**

**FREN 1010** 3-0-3 T

**Elementary French I**

This course is a study of basic skills of listening, speaking, reading, and writing that emphasizes basic language acquisition as well as an appreciation for French culture.



**FREN 1020** 3-0-3 T

**Elementary French II**

This course is a continuation of the study of elementary French with emphasis on francophone culture.

**Prerequisite:** FREN 1010 or permission of the instructor

**GEOGRAPHY (AH)**

**GEOG 1200** 3-0-3 T

**Physical Geography**

Physical Geography is a study of world patterns of weather, climate, soil, vegetation, landforms, and oceanic phenomena and their significance to the human habitat.

**GEOLOGY (HNS)**

**GEOL 1010** 3-0-3 T

**Physical Geology**

This course includes the study of the formation of rocks, minerals and land forms. Topics include the geological process of weathering, physical agents causing change, and the interpretation of evidence for these processes.

**GEOL 1030** 0-2-1 T

**Physical Geology Laboratory**

This accompanying laboratory uses physical and chemical techniques to study rocks and minerals. It incorporates maps to demonstrate formation and change in land forms. *Lab Fee.*

**Co-requisite:** GEOL 1010

**HEALTH SERVICES OFFICE MANAGEMENT (BT)**

**HSOM 1020** 3-0-3 NT

**Medical Terminology I**

This course covers basic medical terminology and focuses on work analysis, spelling, and pronunciation with an explanation of medical terms used to describe health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular systems.

**HSOM 1030** 3-0-3 N

**Medical Terminology II**

HSOM 1030 is a continuation of HSOM 1020. It covers the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy, pharmacology, and psychiatry.

**Co-requisite:** HSOM 1020 or permission of the program manager

**HSOM 1110** 3-0-3 NT

**Basic CPT Coding**

This course covers basic procedural coding guidelines and techniques for physician services and procedures. It provides an explanation of the HCPCS coding system for durable medical equipment, drugs, and select procedures.



## HEATING, VENTILATION, AND AIR CONDITIONING (BT)

### **HVAC 1000                      3-0-3   NT**

#### **Basic Refrigeration**

This course covers the fundamentals of safety, basic refrigeration cycle, theory, thermodynamics, and types of refrigerants.

### **HVAC 1020                      3-0-3   NT**

#### **Residential Installation Techniques**

This course covers methods and field practices to successfully operate, install, and maintain residential, light commercial and commercial heating, ventilation, and air conditioning equipment. It includes system start-up procedures. *Lab Fee*

### **HVAC 1060                      3-0-3   NT**

#### **Service Techniques I Laboratory**

HVAC 1060 provides an opportunity to work on HVAC systems. It includes demonstrations in the proper understanding of the principles needed to repair and service equipment. It includes the use of copper tubing, gauges, refrigerant recovery systems, and evacuating and charging. *Lab Fee*

### **HVAC 1510                      3-0-3   NT**

#### **Basic Applied Electricity**

This course covers electrical theory, safety, Ohm's law, alternating current, single-phase and three-phase power supplies, and motors. It introduces trouble-shooting of HVAC electrical systems.

### **HVAC 1570                      3-0-3   NT**

#### **Troubleshooting Techniques I**

This course covers field service techniques with both refrigeration tools and electrical meters. Students learn to identify and replace defective parts and to repair window units, refrigerators, ice machines, and other equipment. *Lab Fee*

**Prerequisites: HVAC 1060 or permission of the program manager**

### **HVAC 1580                      3-0-3**

#### **Troubleshooting Techniques II**

Students in this course learn advanced diagnostic and troubleshooting skills. They troubleshoot and make repairs to split-system gas and electric air conditioning and heating systems. *Lab Fee*

**Prerequisites: HVAC 1060 or permission of the program manager**

### **HVAC 1590                      2-0-2   NT**

#### **Electrical Schematics**

HVAC 1590 is the study of manufacturers' wiring designs.

**Co-requisite: HVAC 1510**

**HVAC 2040** 3-0-3 NT

**Air Conditioning Controls**

Students in this course study fundamental controls used by manufacturers to operate equipment. Topics include basic, primary, secondary, and operating controls,

**HVAC 2900** 3-17-7 NT

**Industry Cooperative Work Program**

Assignments to air-conditioning companies allow students to work with trained technicians.

**Prerequisites: GPA of 2.0 and permission of the program manager**

**HISTORY (AH)**

**HIST 1010** 3-0-3 T

**History of Western Civilization I**

The course examines the development of the western heritage--a political, literary, and philosophical legacy--from prehistoric times to the Renaissance.

**HIST 1020** 3-0-3 T

**History of Western Civilization II**

The course surveys the changes in the western heritage from the Renaissance to the twenty-first century and explores the influence that this heritage has had on world history.

**HIST 1500** 3-0-3 T

**World History I**

The course is a survey from the origins of civilizations to the Age of Exploration focusing on geography, culture, and economics.

**HIST 1510** 3-0-3 T

**World History II**

The course is a survey of world history beginning with the Age of Exploration and focusing on geography, culture, and economics.

**HIST 2010** 3-0-3 T

**American History to 1865**

The course is a survey of American history from European colonization to the Civil War.

**HIST 2020** 3-0-3 T

**American History from 1865**

The course is a survey of American history from Reconstruction to the twenty-first century.

**HIST 2100** 3-0-3 T

**Louisiana History**

The course explores major political, economic, and cultural influences on the development of Louisiana.

## HUMAN DEVELOPMENT (AH)

*HUDV courses are skills-improvement courses that may not be used as credit for a certificate or degree.*

### **HUDV 1000**                      **1-0-1 NT**

#### **Success in College**

This is a study-skills course covering time management, note taking, preparing for and taking exams, listening skills, and the use of the library and other campus resources. *This is a skills-improvement course that may not be used as credit for a certificate or degree.*

### **HUDV 1050**                      **1-0-1 NT**

#### **Career Success Seminar**

Students complete assessments and activities designed to measure and improve workplace skills including cognitive abilities, information literacy, and other job-readiness skills such as interviewing and writing résumés. *This is a skills-improvement course that may not be used as credit for a certificate or degree.*

### **HUDV 1070**                      **3-0-3 NT**

#### **Living-Learning-Working Skills**

Students engage in discussions of study skills, communication, values, problem-solving, decision-making, and career goals. *This is a skills-improvement course that may not be used as credit for a certificate or degree.*

## HUMANITIES (AH)

### **Humanities 1100**                      **3-0-3 T**

#### **Survey of World Religions**

This course is a survey of the world's major religions, including their historical development, beliefs, and impact on society. It introduces students to the three great monotheistic religions (Judaism, Christianity, and Islam) and to other religions that have a plurality of gods or other foci of worship (Hinduism, Buddhism, Confucianism, Taoism, Jainism, and the New Age). It also examines the role these religions play in society today.

## INDUSTRIAL TECHNOLOGY (BT)

### **INDT 1000**                      **3-0-3 NT**

#### **Introduction to Hazardous Materials**

This course provides an overview of hazardous materials. It discusses the health effects of these substances on the ecosystem and introduces the legislation intended to minimize risks to the population at large. *Lab Fee*

**Prerequisite: Completion of all required developmental coursework**









**INDT 2910**                      **0-6-3 NT**

**Process Technology Internship**

Students work a minimum of 135 supervised hours in a local industrial setting. If an internship is not available, students complete an internal independent study.

**Co-requisites: 15 credit hours or less needed to graduate and permission of the program manager**

**JOURNALISM (AH)**

**JOUR 1150**                      **3-0-3 T**

**Introduction to Journalism**

This course examines techniques in newsgathering, structures, theories, public relations, advertising, and the functions of mass media.

**Prerequisite: ENGL 1010**

**MACHINE TOOL TECHNOLOGY (BT)**

**MACH 1050**                      **3-0-3 NT**

**Introduction and Safety**

Students who complete this course are able to discuss college and shop safety rules, demonstrate safe operation of equipment (a lathe, drill press, grinders, milling machines, shapers, and oxygen-acetylene welding) and apply basic first aid.

**MACH 1080**                      **1-4-3 NT**

**Bench Work**

Students in this course learn to identify and use layout tools, precision measuring tools, hand tools, metals, and grinding wheels; cut stock with hand and power hacksaws; and sharpen drill bits. *Lab Fee*

**MACH 1120**                      **1-4-3 NT**

**Basic Lathe**

This course covers the identification of types of lathes, their parts, and control period. Students calculate and adjust speeds and feeds. They also use cutting tools and work holding devices, turn between centers, drill and ream holes, and perform knurling, filing and polishing operations. *Lab Fee*

**MACH 1150**                      **1-3-2 NT**

**Basic Drill Press**

Students in this course learn the types of drill presses, parts and controls, calculate and adjust feeds and speeds, drill holes, bore holes with a radial drill press, countersink, counterbore, and spot face holes. *Lab Fee*

**MACH 1450** 2-3-3 NT

**Forming and Shaping**

This course covers powdered metals and metalizing, hydraulic and arbor presses, and shapers.

*Lab Fee*

**Prerequisites:** MATH 1150, MACH 1050, MACH 1080, MACH 1120, and MACH 1150

**MACH 1500** 1-3-2 NT

**Precision Grinding**

Students in this course grind machine parts and controls, perform wheel dressing and maintenance, learn the uses of a surface grinder, and perform precision grinding operations.

*Lab Fee*

**MACH 1600** 1-6-3 NT

**Milling Machine**

This course covers the identification of milling machine parts and controls. Students also calculate and adjust speeds and feeds, use cutting tools and work holding devices, cut keyways, and perform gang milling and indexing operations. *Lab Fee*

**MATHEMATICS (AH)**

**MATH 1150** 3-0-3 NT

**Math for Technology**

This course includes topics in arithmetic, algebra, geometry, and trigonometry with applications to technology. *This course may not be used to fulfill the mathematics general education requirement in associate degree or Certificate of Applied Science programs.*

**Prerequisite:** DEVM 0900, ACT math score of 12-16, Compass Math score of 44 or higher, or Compass Algebra score of 0-39

**MATH 1180** 3-0-3 NT

**Algebra for College Students**

This course covers algebra topics including graphing lines, solving inequalities and systems of equations and inequalities, rational algebraic expressions, roots of numbers, radicals, rational and negative exponents, quadratic equations, complex numbers, and an introduction to functions.

*Satisfactory performance on a proficiency examination is required to receive credit for this course. This course is not usually accepted for transfer into a bachelor's degree program.*

**Prerequisite:** A grade of 'C' or higher in DEVM 0940, ACT Math score of 17-18, Compass Algebra score of 40-65, or Compass College Algebra score of 0-25

**MATH 1190** 3-0-3 NT

**Math for Allied Health**

Students in this course study applications of mathematics related to allied health. Topics include the metric system, with a focus on unit conversions by proportionalities and dimensional analysis; dosage calculations; representations of linear functions verbally, graphically, numerically and algebraically; medication calculations and drip rates. This course is required for students entering into the Practical Nursing program.

**Prerequisite:** MATH 1180 or MATH 1300

**MATH 1200**                      **3-0-3 T**

**Survey of Mathematical Concepts**

This course is a survey of selected branches of mathematics including sets, logic, probability, and statistics with examples and problems in each.

**Prerequisite: A grade of 'C' or higher in MATH 1180, ACT Math score of 19 or higher, Compass Algebra score of 66-100, or Compass College Algebra score of 26-80.**

**MATH 1300**                      **3-0-3 T**

**College Algebra**

College Algebra covers topics in algebra including solving and graphing equations and inequalities and working with functions including quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations.

**Prerequisite: A grade of 'C' or higher in MATH 1180, ACT Math score of 19 or higher, Compass Algebra score of 66-100, or Compass College Algebra score of 26-80**

**MATH 1400**                      **3-0-3 T**

**College Trigonometry**

This course is a study of trigonometric functions, identities, and equations. It also covers angle measure, graphing of trigonometric functions, inverse functions, polar coordinates, limits, and continuity. This is a course for students who plan to study Calculus.

**Prerequisite: MATH 1300 or an ACT Math score of 27 or higher**

**MATH 1600**                      **3-0-3 T**

**Elementary Number Structures**

This course covers topics that prepare teachers in elementary education. Topics include logic, sets, numeration systems, elementary number theory, rational numbers, and real numbers. This course may not be used to fulfill the mathematics general education requirement in associate degree or Certificate of Applied Science programs.

**Prerequisite: MATH 1180**

**MATH 1630**                      **3-0-3 T**

**Elementary Geometry and Statistics**

This course covers topics in Euclidean geometry, the coordinate plane, and probability and statistics. It is designed to provide students with an understanding of the nature of mathematics.

*This course may not be used to fulfill the mathematics general education requirement in associate degree or Certificate of Applied Science programs.*

**Prerequisite: MATH 1180**

**MATH 2000**                      **3-0-3 T**

**Statistics**

This introduction to the study of probability and statistics emphasizes the relationship between them. Topics covered include discrete random variables, distributions (including the Binomial Distribution), sampling theory, testing of hypotheses, regression, correlation, and analysis of variance. The course gives special attention to decision-making and problem-solving related to business and experimentation.

**Prerequisite: MATH 1300**

**MATH 2050**                      **3-0-3 T**

**Analytic Geometry and Calculus**

This course introduces limits and uses them to explore the derivatives of functions, both algebraic and trigonometric. It addresses the use of derivatives including slopes and finding maxima and minima. It also presents basic integration techniques.

**Prerequisite: MATH 1400**

**MATH 2100**                      **3-0-3 T**

**Calculus II**

This course covers definite integrals, transcendental functions, and applications of derivatives and integrals.

**Prerequisite: MATH 2050**

**MUSIC (AH)**

**MUSC 1100**                      **3-0-3 T**

**Music Fundamentals**

This course covers the fundamentals of music including introductions to rhythm, melody, harmony and form, through note-reading, scales and chords, listening, sight-singing, and ear training. *Lab Fee*

**MUSC 1400**                      **3-0-3 T**

**Survey of Music from Medieval to Classical (450-1820)**

This course studies the music and musicians of the pre-Renaissance, Renaissance, Baroque, and classical eras. Listening is an integral part of the course.

**MUSC 1500**                      **3-0-3 T**

**Survey of Music from Romantic to the Present (1820-Present)**

This course studies the music and musicians of the Romantic and Contemporary periods. Listening is an integral part of the course.

## 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 functions, infection control, and the job-seeking process. Students participate in clinical activities and lab skills under the supervision of the instructor.

**Prerequisite: Eligibility for DEVR 0780**

*Students who successfully complete NURS 1000 and are subsequently admitted into the Practical Nursing program may be exempt from taking NURS 1010 and NURS 1020.*

### **NURS 1010**                      **3-1-3 NT**

#### **Fundamentals of Nursing I Theory**

Classroom instruction in this course includes an introduction to health care, basic nursing skills, body structure and functions, and infection control. This course trains the entry-level student in all skills required of the nursing assistant, including measures to promote hygiene, comfort, safety, nutrition, exercise, and communication. The course includes concepts related to health and adaptations. It develops basic level skills through the application of the nursing process to assist and manage clients of all ages in long-term health-care settings. Supervised lab performance (32 hrs) is an integral part of this course.

**Prerequisites: Admission into PN program, CPR certification**

**Co-requisites: NURS 1020 and NURS 1030**

### **NURS 1020**                      **0-8-1 NT**

#### **Fundamentals of Nursing I Clinical**

This course provides clinical experience to enhance the understanding of and adeptness in basic nursing-assistant-level skills. It emphasizes hygiene, comfort measures, infection control, body mechanics, and medical asepsis. Students in this course are required to perform forty (40) hours of Nursing Home Clinical. *Lab fee.*

**Co-requisites: NURS 1010 and NURS 1030**

*Taken together, NURS 1010 and NURS 1020 provide the theory, lab and clinical experience that foster the development of fundamental nursing skills, attitudes, and knowledge necessary to meet the basic human needs of adult non-critically-ill patients in structured health care settings and older adults in nursing home environments.*

**NURS 1025****3-2-4 NT****Fundamentals of Nursing II Theory**

This course builds on the fundamentals of nursing care and includes an introduction to professional nursing; the nursing process; concepts related to health, behavior and cultural diversity; nursing theory; and higher levels of skills required of the licensed professional nurse. It continues the development of the foundation of nursing theories fundamental to the acquisition of skills needed to provide basic patient care. The course includes a review of the *Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII.Nursing, subpart 1-Practical Nurses, vocational adjustment*. It presents and discusses concepts related to health, behavioral psychology, adjustment, preventative measures, client-nurse communication, and the application of the nursing process. It also develops advanced skills through the application of the nursing process to assist and manage clients of all ages in a variety of health-care settings. Supervised lab performance (40 hrs) is an integral part of this course.

**Prerequisite: NURS 1000 or NURS 1010/1020****Co-requisites: NURS 1030, NURS 1040, and NURS 1500****NURS 1030****6-0-6 NT****Medical Surgical Nursing I Theory**

This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN'S role as a member of the health-care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients who are adapting to acute and chronic health problems. This course concentrates on the health care needs and nursing care of hospitalized adult and geriatric patients. Focus areas include first aid, fluid and electrolyte imbalances, Cardiac Part I (hypertension, congestive heart failure, and occlusive disorders), respiratory, endocrine, integument, gastrointestinal, stoma care, reproduction, and the care of the surgical patient. The course introduces and implements medical terminology. It emphasizes concepts of gerontological nursing.

**Prerequisites: NURS 1010 and NURS 1020****Co-requisites: NURS 1025, NURS 1040, and NURS 1500**

**NURS 1040****0-10-4 NT****Medical Surgical Nursing I Clinical**

This course provides clinical experience in general medical-surgical, telemetry, oncology, neurological, ventilator, and orthopedic units emphasizing the care of the hospitalized adult and geriatric patient. The focus of the course is on the application of the nursing process in the care of patients with chronic and acute illnesses primarily affecting the cardiovascular, respiratory, gastrointestinal, integumentary, and endocrine systems and patients with fluid and electrolyte imbalances. *Lab fee.*

**Prerequisites: NURS 1010 and NURS 1020****Co-requisites: NURS 1025, NURS 1030, and NURS 1500**

*Taken together, NURS 1030 and NURS 1040 provide the theory, lab and clinical experience to develop the nursing skills, concepts, attitudes and knowledge necessary to plan, implement and evaluate nursing care for the adult patient in structured health-care settings. Clinical experience will be obtained in structured health care settings to include multiple acute care units in hospitals and skilled units in the nursing home or rehabilitation setting. This course will include planning, implementing, and evaluating nursing care for patients adapting to commonly occurring health problems. Theory is specific to the health care needs of patients with cardiovascular, respiratory, gastrointestinal, integumentary, endocrine, fluid and electrolyte deficits. Concepts in gerontological nursing are integrated throughout the course.*

**NURS 1050****6-0-6 NT****Medical Surgical Nursing II Theory**

This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN'S role as a member of the health-care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. This course concentrates on the health-care needs and nursing care of the adult and geriatric patients in multiple health-care settings. Focus areas include Cardiac Part II (cardiac dysrhythmias, surgical interventions, valve disorders, inflammatory and infectious cardiac vascular disorders), genitourinary, pain, shock syndromes, hematology, immunotherapy, neurology, muscular skeletal, care of the dying patient, complementary alternative medicine, oncology, and community nursing. Medical terminology and Pharmacology continue throughout the course.

**Prerequisites: NURS 1030 and NURS 1040****Co-requisite: NURS 1060**







**NURS 1210** 1-0-1 NT

**Intravenous Therapy**

This course discusses the role of the practical nurse, legal implications of intravenous (IV) therapy, equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy. Supervised lab performance (20 hours) is an integral part of this course.

**Prerequisites:** NURS 1030, NURS 1040, and NURS 1500

**Co-requisites:** NURS 1050 and NURS 1060, or NURS 1090, NURS 1150, NURS 1100, and NURS 1110

**NURS 1500** 3-0-3 NT

**Pharmacology and Math for Nursing**

This course provides students with the concepts of basic pharmacology, terminology, classification of drugs, dosage calculations, math for nursing, and principles of medication administration. It reviews the Apothecary system, medical terminology, the metric system, and common measurements germane to the administration of medication. This course enhances the development of skills related to the interpretation and transcription of medication for administration, documentation of medication administration and nursing interventions, and patient outcomes related to medication administration. It includes an overview of actions, uses, side effects and nursing implications for system-related medications.

**Prerequisites:** MATH 1190, Admission to the PN program, NURS 1010, and NURS 1020

**Co-requisites:** NURS 1025, NURS 1030, and NURS 1040

**OFFICE ADMINISTRATION (BT)**

**OADM 1410** 3-0-3 NT

**Professionalism**

This course studies professional responsibilities and duties in a modern office environment, including work ethic, office procedures, and time, stress, and records management.

**OADM 1700** 3-0-3 NT

**Legal Terminology and Transcription**

This course familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/ transcriptionist. It includes pronunciation of legal terms, transcription tests, and transcribing of legal cases. The course emphasizes speed and accuracy when transcribing legal documents. *Lab Fee*

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

**OADM 1710** 3-0-3 NT

**Advanced Legal Transcription**

This course covers the transcription of legal documents, pronunciation of legal terms, and transcription tests. It helps students gain speed and accuracy when transcribing legal documents. *Lab Fee*

**Prerequisite:** OADM 1700

**OADM 1800** 3-0-3 NT

**Medical Terminology and Transcription**

This course familiarizes students with a broad base of medical terms through transcription of realistic cases. It includes pronunciation of medical terms, transcription tests, and transcribing of patient cases. The course emphasizes speed and accuracy when transcribing medical documents. *Lab Fee*

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

**OADM 1810** 3-0-3 NT

**Advanced Medical Transcription**

This course teaches advanced skills in medical transcription. It covers the transcription of patient cases, exercises on pronunciation of medical terms, and transcription tests. It helps students gain speed and accuracy when transcribing medical documents. *Lab Fee*

**Prerequisite: OADM 1800**

**OFFICE CAREERS (BT)**

**OFCR 1010** 1-0-1 NT

**Keyboarding**

This course teaches the basic use of the computer keyboard. *Lab Fee*

**OFCR 1100** 3-0-3 NT

**Office Machines**

This course teaches students to use the electronic printing calculator and to transcribe pre-dictated business letters.

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

**OFCR 1200** 3-0-3 NT

**Beginning Typing**

In this course students learn the basic fundamentals of the home keys, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard and the typing of business letters, memoranda, and tabulated reports. *Lab Fee*

**OFCR 1300** 3-0-3 NT

**Intermediate Typing**

This course teaches keyboard mastery, emphasizing accuracy and speed, and the production of business letters, forms, correspondence, tabulations, and manuscripts. *Lab Fee*

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

**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. *The course may be repeated for credit but may count only once toward the completion of a certificate or degree. Lab Fee*

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

**OFCR 1500** 3-0-3 NT

**Legal Typing**

This course provides background in legal procedures and sharpens the typing skills required in a legal office setting. *Lab Fee*

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

**OFCR 1600** 3-0-3 NT

**Medical Typing**

This course provides background in medical office procedures and sharpens the typing skills required in a medical office setting. *Lab Fee*

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

**OFCR 2100** 3-0-3 NT

**Advanced Typing**

This course emphasizes speed and accuracy in the production of lengthy reports, correspondence, and legal documents. It also covers the development of the techniques, knowledge, and skills necessary for production typing for the office. *Lab Fee*

**Prerequisite: OFCR 1300, OFCR 1500, or OFCR 1600**

**PARALEGAL (AH)**

**PARL 1000** 3-0-3 NT

**Introduction to Law and the Paralegal Profession**

This course presents a general overview of the legal system in the United States. It contains a special unit on legal ethics for paralegals. The course also focuses on the various opportunities in the legal field and the necessary skills to obtain employment in the field.

**Prerequisite: Students must have completed any developmental requirements in reading and English**

**PARL 1050** 3-0-3 NT

**Litigation**

This course presents an overview of civil litigation. It places special emphasis on the discovery component. It also covers selected portions of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure.

**PARL 1100** 3-0-3 NT

**Legal Research**

This course introduces the fundamental skills necessary to research legal issues. Students learn to use the law library resources effectively as well as the computerized research engine WESTLAW. An assigned research paper is a course requirement.

**PARL 1200** 3-0-3 NT

**Business Associations**

This course serves as an introduction to various business entities and the laws that structure them. Among the topics covered are sole proprietorships, partnerships, corporations, Subchapter "S" corporations, and unincorporated associations. Students draft partnership agreements, articles of incorporation, and related documents.



**PARL 2300** 3-0-3 NT

**Domestic Law and Litigation**

This course focuses on the current case law involving marriage, divorce, and community property regimes. It also covers the ancillary topics of child support, alimony, custody and visitation.

**Prerequisite:** PARL 1000

**PARL 2350** 3-0-3 NT

**Special Topics in Paralegalism**

This course allows students and graduates to pursue special topics of interest in the legal field. It is offered as opportunity and need arise. *With the approval of the Vice Chancellor for Academic and Student Affairs, this course may be repeated for credit and applied to the degree if the repeated course is on a different topic.*

**PARL 2500** 1-6-3 NT

**Paralegal Practicum**

This course presents an opportunity for students to work in one of the many different areas open to paralegals. Students are placed with area law firms and government offices, which provide them exposure to real-life paralegal work experiences prior to embarking on a career as a paralegal or legal assistant.

**Prerequisite:** Successful completion of 15 credit hours of paralegal courses

**PHILOSOPHY (AH)**

**PHIL 1100** 3-0-3 T

**Introduction to Philosophy**

This course is an introduction to philosophical thought from the Greek philosophers to the present. It exposes students to thinkers, history, and culture through the ages and reinforces the process of critical thinking.

**PHYSICAL SCIENCE (HNS)**

**PHSC 1000** 3-0-3 T

**Physical Science**

This course introduces the basic principles and general concepts in physics and chemistry, with practical applications to everyday life.

**Prerequisite:** Completion of all DEVE and DEVM requirements

**PHSC 1100** 0-3-1 T

**Physical Science I Lab**

This accompanying laboratory course uses hands-on activities, internet activities, and a project to introduce basic concepts of chemistry and physics. *Lab fee*

**Co-requisite:** PHSC 1000

**PHSC 1200** 3-0-3 T

**Physical Science II**

This course introduces the basic principles and general concepts of earth science and astronomy, with practical applications to everyday life.

**Prerequisite:** Completion of all DEVE and DEVM requirements

**PHSC 1300** 0-3-1 T

**Physical Science II Lab**

This accompanying laboratory course involves hands-on activities, internet activities, and a project to introduce basic concepts of earth science and astronomy. *Lab fee*

**Co-requisite:** 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, and the conservation of energy and momentum. Students without high-school physics may use this course to prepare for PHYS 1100.

**Prerequisite:** DEVM 0940 or MATH 1150

**PHYS 1070** 0-3-1 NT

**Elementary Physics Laboratory**

This accompanying laboratory involves experiments that emphasize scientific method, data collection, and basic calculations as applied to basic physics. *Lab Fee*

**Co-requisite:** PHYS 1010

**PHYS 1100** 3-0-3 T

**General Physics I**

This course introduces the science student to the theories of kinematics, mechanics, mechanical properties of materials, thermodynamics, and fluid mechanics.

**Prerequisite:** High-school physics or PHYS 1010

**Co-requisite:** MATH 1400

**PHYS 1110** 0-3-1 T

**General Physics I Laboratory**

This accompanying laboratory applies the principles of mechanics and thermodynamics. *Lab Fee*

**Co-requisite:** PHYS 1100

**PHYS 1200** 3-0-3 T

**General Physics II**

This course introduces the science student to the theories of harmonic motion, waves, electricity and magnetism, and light.

**Prerequisite:** PHYS 1100

**PHYS 1210**                      **0-3-1 T**

**General Physics II Laboratory**

This accompanying laboratory applies the principles of electricity, magnetism, and light. *Lab fee*

**Co-requisite: PHYS 1200**

**POLITICAL SCIENCE (AH)**

**POLI 1100**                      **3-0-3 T**

**American Government**

This course provides a survey of the structure of American government.

**POLI 2610**                      **3-0-3 T**

**Constitutional Law**

This course presents an overview of the police powers of the state and their limitations. It pays particular attention 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**

This is an 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**

This course covers the psychology of daily living with emphasis on identifying and coping with the stressors of life. Topics include personality, stress and anxiety, interpersonal relationships, and substance abuse.

**PSYC 2000**                      **3-0-3 T**

**Social Psychology**

This course studies social and cultural factors as they impact the thoughts, behaviors, and interpersonal relationships of individuals.

**Prerequisite: PSYC 1100 or SOCI 1100**

**PSYC 2100**                      **3-0-3 T**

**Human Growth and Development**

This course explores the psychology of human development through the major phases of the life-span. Topics include theories of development and genetic and cultural influences on behavior.

**Prerequisite: PSYC 1100**



**PSYC 2200** 3-0-3 T

**Child Psychology**

This course studies the physical, cognitive, and social-emotional growth and development of children from conception through adolescence.

**Prerequisite: PSYC 1100**

**PSYC 2220** 3-0-3 T

**Adolescent Psychology**

This course studies the physical, cognitive, social, and psychological development of the adolescent.

**Prerequisite: PSYC 1100**

**PSYC 2250** 3-0-3 T

**Educational Psychology**

This course studies the psychological aspects of teaching, including learning processes and individual differences.

**SOCIOLOGY (AH)**

**SOCI 1100** 3-0-3 T

**Introduction to Sociology**

This course covers the fundamental concepts and basic principles underlying human social relations. It includes basic understandings and theories from anthropology, biology, history, and psychology.

**SOCI 1510** 3-0-3 T

**Sociology of Sexual Behavior**

This course covers topics related to the sexual behavior of human beings. It explores concepts in human sexuality from such diverse subject areas as biology, anthropology, history, psychology, and sociology.

**SOCI 2090** 3-0-3 T

**Criminology**

The primary focus of this course is on the criminal justice system in the United States from its inception to the present day. The course examines various criminological theories and the process by which definitions of criminal behavior emerge. It also addresses the operation of criminal justice systems.

**Prerequisite: SOCI 1100**

**SOCI 2100** 3-0-3 T

**Social Problems**

This course analyzes the maladjustments found in contemporary society and emphasizes the institutional and personal causes of various social problems. Topics include crime, sexual deviance, drug abuse, inequality, and mental illness. The course also covers various theories relating to social problems as well as their political implications.

**SOCI 2200** 3-0-3 T

**Marriage and the Family**

This course examines various aspects of family life. Areas of discussion include the courtship process, marital adjustment and problems, and parenting issues. Family theories are an integral part of the course.

**SOCI 2220** 3-0-3 T

**Drug Abuse**

This course is an overview of drug problems in the United States. It covers the history and philosophy of drug-control legislation. It examines theories of drug use as well as the impact of the media on the public's perception of drug use.

**SOCI 2400** 3-0-3 T

**Juvenile Delinquency**

This course examines the nature and extent of juvenile delinquency in the United States. It discusses theories of delinquency and provides an historical perspective on the juvenile justice system in America.

**SOCI 2500** 3-0-3 T

**Sociology of Deviant Behavior**

This course provides an overview of the sociological study of deviance. It examines various definitions of deviance within the context of individuals, behaviors, and groups who are considered deviant as well as of those who apply the deviant label. It explores a variety of theoretical perspectives of deviance and social control in order to better understand the social construction of deviance, the enforcement of social norms, and the social control systems that are established to respond to deviance.

**SPANISH (AH)**

**SPAN 1010** 3-0-3 T

**Elementary Spanish I**

This course is an Introduction to the Spanish Language. It addresses the four basic skills of listening, speaking, reading and writing and develops an appreciation of Hispanic culture.

**SPAN 1020** 3-0-3 T

**Elementary Spanish II**

This course is a continuation of the study of elementary Spanish with an emphasis on Hispanic culture.

**Prerequisite: SPAN 1010 or permission of the instructor**

**SPAN 2010** 3-0-3 T

**Intermediate Spanish I**

This course continues the development of the language skills of speaking, listening, writing, and reading and the appreciation of Hispanic culture.

**Prerequisite: SPAN 1020 or permission of the instructor**

**SPAN 2020** 3-0-3 T

**Intermediate Spanish II**

This course is a continuation of the study of intermediate Spanish with an emphasis on Hispanic culture.

**Prerequisite: SPAN 2010 or permission of the instructor**

**SPEECH COMMUNICATION (AH)**

**SPCH 1100** 3-0-3 T

**Fundamentals of Effective Speaking**

This course gives an overview of speech communication including theory and practice in the preparation and presentation of original speeches. It studies major philosophers, orators, and theories (classical, modern, post-modern) from the Greco-Roman- Anglo-American Western tradition of rhetoric. It also addresses the historical and philosophical relationships among public speaking, politics, and ethics.

**SPCH 1310** 3-0-3 T

**Interpersonal Communication**

This course studies the dynamics of the types of communication skills essential to one-on-one relationships. Topics include self-concept, perception, emotions, language, nonverbal communication, listening, conflict management, and intercultural communication.

**SPCH 1350** 3-0-3 NT

**Oral Communication for Classroom Teachers**

This course presents the basic principles of oral communication for classroom teachers. Topics include listening, interpersonal communication, and helping children to communicate.

**SPCH 2150** 3-0-3 T

**Public Speaking**

This course promotes the research, organization, and presentation of speeches and differing styles of oratory. It surveys continuity and change in rhetoric from the classical Greek period to modern times. It examines famous speeches.

**SPCH 2200** 3-0-3 T

**Argumentation and Debate**

This course is a study and application of theories of argumentation and debate and the development of critical thinking, research, and oral-advocacy skills. It includes informal and formal debating contexts as well as in-class debates.



**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. It addresses two primary topics: diverse ways of knowing and learning and professional issues of diversity in education. Instruction involves 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**

This course provides an historical survey of all aspects of theater, the design of visual elements, acting, and directing from the time of the Greeks through the Renaissance.

**THEA 1200**                      **3-0-3 T**  
**Modern Theater**

This course provides an historical survey of all aspects of theater, the design of visual elements, acting, and directing from the Renaissance through Modern Theater.

**THEA 1300**                      **3-0-3 NT**  
**Introduction to Acting**

This course studies the basic fundamentals of acting. It is a practical class that uses theater exercises, improvisations, and scripted materials to give students an introduction to acting and its artistry. It puts special emphasis on stretching the imagination, honing discipline, and developing voice and body awareness.

**THEA 1500, 1550, 1600, 1650**      **0-3-1 NT**  
**Acting Workshop**

This is a sequence of courses for students who participate in theatrical productions at the College.

**THEA 2100**                      **2-3-3 NT**  
**Direction and Production**

This is a course for students who participate in the production and direction of campus theater performances.

**THEA 2110**                      **3-0-3 NT**  
**Advanced Acting**

This course is a detailed study of the fundamentals of performance. It is a practical course that uses theater exercises, improvisations, rigorous physical training, and scripted material as means of encouraging students to grow as professional performers. It places special emphasis on critical thinking skills, written 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**

This introductory course familiarizes students with basic video production techniques including pre-production activities, camera operation, and editing.

**VIPR 1200** 3-0-3 NT

### **Video Production II**

This course is a continuation of VIPR 1100. Students are responsible for organizing and producing a video production.

**Prerequisite:** VIPR 1100

## WELDING (BT)

**WELD 1100** 0-6-3 NT

### **Oxy-Acetylene Cutting & Welding**

In this course, students learn and practice the proper techniques for cutting metal and selecting equipment needed for handling various types of metals. The course also covers basic Oxy-Acetylene Welding and the proper handling and setup of gas cylinders and regulators. It emphasizes safety in all aspects of setup and execution. *Lab Fee*

**WELD 1130** 0-6-3 NT

### **Basic Arc Welding**

In this course, students learn and practice the application of the basic operations of a variety of welding techniques, including Shielded Metal Arc Welding, Flux Core Arc Welding, and Tungsten Inert Gas Welding. Activities are lab oriented and include machine setup, striking an arc, running a bead, and using proper methods for handling a variety of typical welding positions and types of joints. It emphasizes safety in all aspects of setup and execution. *Lab Fee*

**WELD 1140** 3-0-3 NT

### **Blueprint Reading for Welding and Fabrication**

This course provides instruction in and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

## LCTCS ONLINE CLASSES

The courses listed below are offered through *lctconline*, which has provided the following course descriptions. In most cases, the course is comparable to a course offered at Nunez, as indicated by the italicized comment at the end of the course description. When that is the case, only one of those two courses may be taken for credit at Nunez.

### **ANTH 160 Cultural Anthropology**

Studies living people, their beliefs, practices, values, ideas, technologies, and economics, includes people of the industrial and "post-industrial" societies.

### **BIOL 101 General Biology I (non science majors)**

Examines the diversity of organisms in the context of structure and functions, evolution, and genetics. Course designed for non-science major students.

*Comparable to Nunez course BIOL 1060. Only one may be taken for credit at Nunez.*

### **BIOL 101L[102] General Biology I Lab (non science majors)**

Examines the diversity of organisms in the context of structure and function, evolution, genetics, ecology, earth history, and environment. Course designed for students planning a major in a science field.

*Comparable to Nunez course BIOL 1080. Only one may be taken for credit at Nunez.*

### **CIS 105 Computer Information Systems**

Introduction to personal computer application software, hardware, components and the Internet. The course includes an introduction to word processing, electronic spreadsheet, database, and presentation software.

*Comparable to Nunez course CINS 1100. Only one may be taken for credit at Nunez.*

### **ECON 201 Principles of Macroeconomics**

Study of operation and function of American economic system. Attention is given to demand and supply, the circular flow of the economy, national income accounting, aggregate demand and supply, unemployment, inflation, economic growth, fiscal and monetary policies, income policies, and international trade.

*Comparable to Nunez course ECON 2020. Only one may be taken for credit at Nunez.*

### **ECON 202 Principles of Microeconomics**

Introduces microeconomics, the study of individual market interactions. Concentration on roles of customers and producers in markets for particular goods and services. Topics include demand, supply, market equilibrium, international trade, production of goods under pure competition, monopoly, monopolistic competition, and oligopoly.

*Comparable to Nunez course ECON 2000. Only one may be taken for credit at Nunez.*

### **ENGL 101 English Composition I**

Teaches academic writing through an integrated reading and writing approach. The focus is on reader-based writing.

*Comparable to Nunez course ENGL 1010. Only one may be taken for credit at Nunez.*

**ENGL 102 English Composition II**

Teaches writing with an emphasis on expository, argumentative, and analytical essays, as well as how to write a research paper. The course includes assigned readings and student-selected resource materials.

*Comparable to Nunez course ENGL 1020. Only one may be taken for credit at Nunez.*

**ENGL 201 English Literature I**

Surveys British literature from the Anglo-Saxon period through Chaucer, Shakespeare, and the 17th and 18th centuries, emphasizing the critical reading of individual works that represent significant literary, social, historical, language, and intellectual developments.

*Comparable to Nunez course ENGL 2010. Only one may be taken for credit at Nunez.*

**ENGL 202 English Literature II**

Surveys British literature from the Romantic period through the Victorian and modern periods, emphasizing the critical reading of individual works that represent significant literary, social, historical, and intellectual developments.

*Comparable to Nunez course ENGL 2020. Only one may be taken for credit at Nunez.*

**GEOG 205 Physical Geography**

Introduces the concepts, themes, and disciplines of physical geography and discusses atmospheric moisture, pressure, and temperature, plate tectonics, volcanism, weathering and mass wasting, diastrophism, coastal processes, fluvial processes, global ecosystems and weather systems.

*Comparable to Nunez course GEOG 1200. Only one may be taken for credit at Nunez.*

**HIST 101 Western Civilization I**

Surveys major civilizations of the world before 1700 and emphasizes interactions among them and their influences on each other.

*Comparable to Nunez course HIST 1010. Only one may be taken for credit at Nunez.*

**HIST 102 Western Civilization II**

Surveys major civilizations of the world from 1700 to the present and emphasizes interactions among them and their influences on each other.

*Comparable to Nunez course HIST 1020. Only one may be taken for credit at Nunez.*

**HIST 201 American History I**

Surveys United States history from the colonial period through the Civil War era, laying the foundation for an understanding of the evolution of American policies and events helping to mold our country.

*Comparable to Nunez course HIST 2010. Only one may be taken for credit at Nunez.*



**HIST 202 American History II**

Surveys United States history from the aftermath of the Civil War to the present. Significance is placed on political, social, and cultural trends and events that have molded and characterized American into the world power she is today.

*Comparable to Nunez course HIST 2020. Only one may be taken for credit at Nunez.*

**MATH 110 College Algebra**

Topics from algebra including complex numbers; radical and rational equations; linear and quadratic equations and inequalities, absolute value equations and inequalities; lines and slope; graphs; inverse, exponential, and logarithmic functions; systems of equations and inequalities; conics; applications

*Comparable to Nunez course MATH 1300. Only one may be taken for credit at Nunez.*

**MUSC 101 Music Appreciation**

Designed to develop an understanding and enjoyment of music. This is a cultural course for the general college student with an emphasis on basic elements of music, music periods and styles, listening to recorded instrumental music and live concerts.

*Comparable to Nunez course MUSC 1400 OR 1500. May be taken in place of either.*

**PHIL 201 Intro to Philosophy**

Introduces philosophical ideas, problems, and methods through a study of important philosophers and major systems of philosophy. Topics include appearance and reality, human nature, nature of knowledge, relations of mind and body, the right and good, the existence of God, and freedom and determinism.

*Comparable to Nunez course PHIL 1100. Only one may be taken for credit at Nunez.*

**PHSC 101 Physical Science I**

Explores basic concepts in physics including motion, gravitation, energy transformation, heat, waves, sound, light, and electricity. Emphasizes graphic and algebraic solutions in problem solving.

*Comparable to Nunez course PHSC 1000/1100. Only one may be taken for credit at Nunez.*

**PSYC 201 Gen/Intro Psych**

Introduces the major areas of psychology, including methodology, biological influences, sensations and perception, states of consciousness, learning, memory, thought, and intelligence, motivation and emotion, human development, personality theory, health psychology, abnormal behavior, therapy, and social psychology.

*Comparable to Nunez course PSYC 1100. Only one may be taken for credit at Nunez.*

**POL 110 American Government**

Introduction to politics and government in the United States. Includes the origin and development of constitutional democracy in the United States, emphasizing the Constitution of the United States, federalism, intergovernmental relations, local government, and the political process. In addition, this course provides a critical examination of the contemporary and historical struggle for the development of democratic political institutions in the United States at the state, local, and national levels. Particular emphasis is given to the conflict between traditional elite and historically disenfranchised social groups in the conduct of U.S. political life.  
*Comparable to Nunez course POLI 1100. Only one may be taken for credit at Nunez.*

**SOCI 201 Gen/Intro Sociology**

Provides a general introduction to the area of Sociology. The course explores the sociological processes that underlie everyday life, as well as examining cultural origins and group behavior in relation to the individual and social institutions.  
*Comparable to Nunez course SOCI 1100. Only one may be taken for credit at Nunez.*

**SPAN 101 Elementary Spanish I**

Introduces Spanish language and culture and explores the basic grammatical structure of the Spanish language. The course develops writing, reading, listening, and speaking skills, as well as an appreciation for the geography, food, music, values, and customs of the Hispanic world.  
*Comparable to Nunez course SPAN 1010. Only one may be taken for credit at Nunez.*

**SPAN 102 Intermediate Spanish I**

Extends the elementary knowledge of the Spanish culture and language with an increasing emphasis on four skills: speaking, listening, reading, and writing.  
*Comparable to Nunez course SPAN 2010. Only one may be taken for credit at Nunez.*

**SPAN 201 Elementary Spanish II**

Extends elementary knowledge of the basic grammatical structure of Spanish language and culture. The course develops writing, reading, listening, and speaking skills, as well as an appreciation for the geography, food, music, values, and customs of the Hispanic world.  
*Comparable to Nunez course SPAN 1020. Only one may be taken for credit at Nunez.*

**SPAN 202 Intermediate Spanish II**

Continues with skill development. Emphasis is placed on reading and writing skills and personal communication. The course develops further appreciation and understanding of the Hispanic culture.  
*Comparable to Nunez course SPAN 2020. Only one may be taken for credit at Nunez.*

**SPCH 120 Intro to Public Speaking**

Teaches basic public presentation principles and skills and considers the ethics of public speaking. Students complete a speech of introduction, an informative speech, a demonstration speech, a persuasive speech, and a special occasion speech.  
*Comparable to Nunez course SPCH 2150. Only one may be taken for credit at Nunez.*

## FACULTY

APPE, Glenn, M.A., University of Phoenix; BBA, Northwood University; INFOSEC, CCNA, CCNP, Cisco Security Specialist I. Instructor in Computer Information Systems.

BADER, Margaret, M.A., B.G.S., University of New Orleans. Associate Professor of Sociology. 2009 Duke Robin Family Endowed Professorship.

BARBE, Deborah, J.D., Tulane University, M.B.A., B.S., University of New Orleans. Associate Professor of Business. 2001 Lamarque Endowed Professorship.

BAZIN, Greg M.Ed., B.S. Louisiana State University. Instructor in Mathematics.

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 and Student Affairs, Associate Professor of English.

CHAPMAN, Ron, M.A., B.A., University of New Orleans. Professor of History and Online Learning Coordinator. 2004 Lamarque Professor. 2009 Meraux Foundation Endowed Professorship.

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.

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 Texas-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.

HOFFMAN, Donald, M.S., University of Southern Mississippi; B.S., Southeastern Louisiana University. Director of Technology Programs and Assistant Professor of Computer Information Systems. 2002 Nicholas P. Trist Endowed Professor of Computer Information Systems.

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. Associate Professor of Psychology.

LEBLANC, Sandra, B.S., Northeast Louisiana University; Emergency Medical Technician- Paramedic, Shelby Jackson Technical College. Department Chair and Assistant Professor of Emergency Medical Technology. 2008 Lamarque Endowed Professorship.

LORIA, Tonia, M.Ed., B.A., University of New Orleans. Department Chair of Social Sciences & Human Services and 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, Department Chair of Developmental Studies and Associate Professor of Reading. 2010 Excellence in Teaching, 2009 Joey Georgusis Endowed Professorship.

MANNING, Curtis, Ph.D., M.Ed., University of New Orleans; M.A., University of Alabama at Birmingham; B.A., University of the South. Department Chair of Humanities and Associate Professor of History.

McPHERSON, Nevada, M.F.A., B.A., Louisiana State University. Associate Professor of English.

McPHERSON, III, William F., M.A., University of Georgia; B.A., University of Virginia. Professor of Speech Communication. 2005 Lamarque Endowed Professorship, 2009 Stewart Enterprises Endowed Professorship.

MIXON, Lauren, BSN, University of Phoenix; AS, Delgado Community College. Instructor in Nursing.

MORGAN, Jodi, ADN, LPN, North Arkansas College. Program Director of and Instructor in Nursing.

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 Endowed Professorship.

PERIGONI, Jeffrey, J.D., Loyola University; M.A., B.S., University of New Orleans. Department Chair of Mathematics and Assistant Professor of Mathematics and Paralegal Studies. 2009 Freeport McMoran Endowed Professor.

ROBINSON, Gwendolyn, M.A., Louisiana Tech University; B.A., Grambling State University. Department Chair and Associate Professor of English. 2009 Excellence in Teaching, 2009 Lamarque Endowed Professorship.

RUTH, F. Dawn, M.A., New York University; B.A., University of Texas. 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. Assistant Professor of Theater.

SOLIS, Kathy MSN, BS, University of South Alabama, Instructor of Nursing

THOMAS, Christine, M.S., B.S., Southeastern Louisiana University. 2011 Excellence in Teaching, Assistant Professor of 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. Professor of Culinary Arts and Occupations. 2005 Duke Robin Family Endowed Professorship.

WADDELL, Stephen, M.Ed., B.A., Livingston University. Department Chair of Natural Sciences and Associate Professor of Biology.

WARNER, Thomas, Ed.D., University of New Orleans; M.Ed., B.A., Tulane University. Chancellor, Assistant Professor of Education.

WILSON, Cliff, A.A.S., Nunez Community College., Instructor in Heating, Ventilation, and Air Conditioning. 2009 Tate & Lyle North America Domino Endowed Professorship.

WILSON, Earl, B.S., University of New Orleans; A.A.S., Nunez Community College. , Clinical Coordinator and Assistant Professor of Emergency Medical Technology. 2009 Jack Rowley Endowed Professorship.

WINSOR, Elsa, Ph.D., M.S., Tulane University; B.S., University of Arizona. Professor of Biology. 2003 Lamarque Endowed Professorship.

### 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>AwardRecipient</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
Donalyn Lott	May 20, 2010
Christine Thomas	May 23, 2011

### 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>AwardRecipient</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>AwardRecipient</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
Donalyn Lott	May 20, 2010
Christine Thomas	May 23, 2011

**ARLENE SOPER MERAUX ENDOWED PROFESSORSHIP**

<u>AwardRecipient</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>AwardRecipient</u>	<u>Date of Award</u>
Ruth Varisco	May 20, 2005
Margaret Bader	May 21, 2009

**MERAUX FOUNDATION ENDOWED PROFESSORSHIP**

<u>AwardRecipient</u>	<u>Date of Award</u>
Ron Chapman	May 21, 2009

**JOEY GEORGUSIS  
ENDOWED PROFESSORSHIP**

<u>AwardRecipient</u>	<u>Date of Award</u>
Donalyn Lott	May 21, 2009

**JACK ROWLEY ENDOWED PROFESSORSHIP**

<u>AwardRecipient</u>	<u>Date of Award</u>
Earl Wilson	May 21, 2009

**STEWART ENTERPRISES ENDOWED PROFESSORSHIP**

<u>AwardRecipient</u>	<u>Date of Award</u>
Bill McPherson	May 21, 2009

**TATE & LYLE NORTH AMERICA DOMINO ENDOWED PROFESSORSHIP**

<u>AwardRecipient</u>	<u>Date of Award</u>
David Hernandez	May 16, 2003
Cliff Wilson	May 21, 2009

**NICHOLAS P. TRIST ENDOWED PROFESSORSHIP**

<u>AwardRecipient</u>	<u>Date of Award</u>
Don Hoffman	May 20, 2002
Lynn Irby	May 20, 2005
Mark Rice	May 21, 2009

## ADMINISTRATION AND STAFF

### OFFICE OF THE CHANCELLOR

<b>Thomas R. Warner, Ed.D.</b> .....	<b>Chancellor</b>
Judy Bonicard .....	Police Officer
Patricia Caligione .....	Police Officer
Josephine DiCristina, A.G.S. ....	Executive Secretary to the Chancellor
Calvin Dinet .....	Custodian
Robert Donnelly .....	Maintenance Foreman
Walter Dornan .....	Police Officer
Marie Ecklund, B.G.S. ....	Institutional Research Assistant
Randy Fernandez .....	Police Officer
Melvin Foret .....	Maintenance Repairer
Paulette Franklin.....	Custodian
Marvin "Buddy" Gore .....	Computer & Electrical Maintenance
Dawn Hart-Thore, A.S. ....	Coordinator of Facilities, Security & FEMA
Clara Johnson .....	Custodian
Mark Lance .....	Horticultural Specialist
Carol McLeod, Ph.D.....	Executive Assistant to the Chancellor
Marty Melerine .....	Police Officer
Bon Russell, A.A.S. ....	HVAC Mechanic
Dennis Showalter .....	Maintenance Repairer
Andrea Simien, B.A. ....	Institutional Researcher
Leonard Unbehagen, M.Ed .....	Dean for Planning and Institutional Effectiveness
Gaynell Williams .....	Custodian Supervisor

### ACADEMIC AND STUDENT AFFAIRS

<b>Steve Berrien, Ph.D.</b> .....	<b>Vice Chancellor for Academic and Student Affairs</b>
Irma Beltram, A.G.S. ....	Records Coordinator
Caitlin Cooper, M.L.I.S. ....	Reference Librarian
Richard DeFoe, M.L.I.S. ....	Director of Library Services
Glenda Despenza, B.A. ....	Director of Financial Aid
Betty Diodene .....	Administrative Assistant
Kim Doty, A.B.S. ....	Administrative Coordinator 3
Paul Geraci .....	Library Clerk
Meg Greenfield, B.A. ....	Director of Admission/Assistant Dean of Student Affairs
Stephanie Hoskins .....	Administrative Coordinator 2, Receptionist
Angie Jones, B.S. ....	Dual Enrollment Coordinator
Theresa Legnon, A.G.S. ....	Administrative Assistant 1, Admissions/Registration
Becky T. Maillet, M. Ed. ....	Dean of Student Affairs/Director of Admissions
Nora Mainville .....	Administrative Assistant 4
Michele Minor, A.G.S. ....	Coordinator of Career Services/ADA
Rachel Monson, A.S. ....	Library Specialist 2
Jean Nunez, A.S. ....	Library Specialist 3
Hope Pitre .....	Administrative Assistant 2, Health & Natural Sciences
Tommie Powell III, M.S. ....	Counselor
Chavonne Richard, B.S. ....	Administrative Assistant 2, Business and Technology
Julie Riolo, A.S. ....	Administrative Assistant 5, Industrial Technology
Bonnie Stephany, A.G.S. ....	Administrative Coordinator 3, Admissions/Registration
Colleen Veters, A.G.S. ....	Administrative Coordinator 3, Admissions/Registration

## INSTITUTIONAL ADVANCEMENT

**Teresa Smith, M.A.** ..... **Executive Director of Institutional Advancement**  
Ernest Frazier, B.A. .... Director of Workforce Development  
Carly Gervais, M.M. .... Director of Sponsored Programs  
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, M.S.M. .... Coordinator of Computer Services  
Wayne McCarthy ..... Computer Technician  
Gillian McKay, M.Ed. .... College and Career Transitions Coordinator  
Jessica Mire, A.A.S. .... Grants Coordinator

## BUSINESS AFFAIRS

**Louis Lehr, B.S., C.P.A.** ..... **Chief Financial Officer**  
Bill Burton ..... Property and Receiving Supervisor  
Pam Butler, A.A.S. .... Human Resources Coordinator  
Pam Cash, B.S. .... Budget Officer  
Karen Dragon, B.S. .... Interim Controller/Restricted Funds Accountant  
Wendy Frazier, B.S. .... Assistant Controller-Acquisitions & Contracts  
Yolanda Holmes, B.S. .... Human Resources Analyst  
Cathy McKee ..... Accounting Specialist 2, Bursar's Office  
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  
Sharon Schwartz ..... Accounting Specialist 2, Bursar's Office  
George Seymour ..... Disbursement Supervisor/Payroll  
Pattie Timmons, A.A.S. .... Property Clerk  
Michelle Watson, A.S. .... Accounting Technician, Travel & Cash



# FINAL EXAM SCHEDULE

## FALL 2011

<b>Exam Day / Times</b>	<b>Thursday 12/8</b>	<b>Friday 12/9</b>	<b>Monday 12/12</b>	<b>Tuesday 12/13</b>	<b>Wednesday 12/14</b>
<b>8:00 am – 10:00 am</b>	XXXX XXXX	XXXX XXXX	XXXX XXXX	TT Classes 8:30 am–9:45am	MW Classes 8:30 am–9:45am
<b>10:00 am – 12:00 pm</b>	TT Classes 10 am–11:15am	Friday Morning Classes	MW Classes 10 am–11:25am	TT Classes 11:30 am–12:45pm	MW Classes 11:30 am–12:45pm
<b>12:00 pm – 2:00 pm</b>	XXXX XXXX	XXXX XXXX	MW Classes 1 pm–2:15pm	XXXX XXXX	XXXX XXXX
<b>2:00 pm – 4:00 pm</b>	TT Classes 2:30 pm–3:45pm	Friday Afternoon Classes	XXXX XXXX	TT Classes 1 pm–2:15pm	MW Classes 2:30 pm–3:45pm
<b>4:00 pm – 6:00 pm</b>	TT Classes 4 pm–5:15pm	XXXX XXXX	MW Classes 4 pm–5:15pm	XXXX XXXX	MW Classes 5:30 pm–6:45pm
<b>6:00 pm – 8:00 pm</b>	TT Classes 5:30 pm–6:45pm	Friday Evening Classes	MW Classes 7 pm–8:15pm	TT Classes 7 pm–8:15pm	XXXX XXXX
<b>8:00 pm – 10:00 pm</b>	XXXX XXXX	XXXX XXXX	MW Classes 8:30 pm–9:45pm	TT Classes 8:30 pm–9:45pm	XXXX XXXX

**Grades are due in Division Offices before  
12:00 pm on Friday, December 16**

## FINAL EXAM SCHEDULE SPRING 2012

<b>Exam Day / Times</b>	<b>Wednesday 5/9</b>	<b>Thursday 5/10</b>	<b>Friday 5/11</b>	<b>Monday 5/14</b>	<b>Tuesday 5/15</b>
<b>8:00 am – 10:00 am</b>	MW Classes 8:30 am–9:45am	TT Classes 8:30 am–9:45am	XXXX XXXX	XXXX XXXX	XXXX XXXX
<b>10:00 am – 12:00 pm</b>	MW Classes 11:30 am–12:45pm	TT Classes 11:30 am–12:45pm	Friday Morning Classes	MW Classes 10 am–11:15am	TT Classes 10 am–11:25am
<b>12:00 pm – 2:00 pm</b>	XXXX XXXX	XXXX XXXX	XXXX XXXX	XXXX XXXX	TT Classes 1 pm–2:15pm
<b>2:00 pm – 4:00 pm</b>	MW Classes 1 pm–2:15pm	TT Classes 2:30 pm–3:45pm	Friday Afternoon Classes	MW Classes 2:30 pm–3:45pm	XXXX XXXX
<b>4:00 pm – 6:00 pm</b>	XXXX XXXX	TT Classes 5:30 pm–6:45pm	XXXX XXXX	MW Classes 4 pm–5:15pm	TT Classes 4 pm–5:15pm
<b>6:00 pm – 8:00 pm</b>	MW Classes 7 pm–8:15pm	XXXX XXXX	Friday Evening Classes	MW Classes 5:30 pm–6:45pm	TT Classes 7 pm–8:15pm
<b>8:00 pm – 10:00 pm</b>	MW Classes 8:30 pm–9:45pm	TT Classes 8:30 pm–9:45pm	XXXX XXXX	XXXX XXXX	XXXX XXXX

**Grades are due in Division Offices before  
12:00 pm on Wednesday, May 16**

## FINAL EXAM SCHEDULE SUMMER 2012

Exam Day / Times	Wednesday 8/1	Thursday 8/2
<b>8:00 am – 10:00 am</b>	MW Classes 8:00 am–10:25am	TT Classes 8:00 am–10:25 am
<b>10:00 am – 12:00 pm</b>	MW Classes 10:30 am–12:55 pm	TT Classes 10:30 am–12:55 pm
<b>12:00 pm – 2:00 pm</b>	Atypical MW Day Classes	Atypical TT Day Classes
<b>2:00 pm – 4:00 pm</b>	MW Classes 2:00 pm–4:25 pm	TT Classes 2:00 pm–4:25 pm
<b>4:00 pm – 6:00 pm</b>	XXXX XXXX	XXXX XXXX
<b>6:00 pm – 8:00 pm</b>	MW Classes 5:00 pm–7:25 pm	TT Classes 5:00 pm–7:25 pm
<b>8:00 pm – 10:00 pm</b>	MW Classes 7:30 pm–9:55 pm	TT Classes 7:30 pm–9:55 pm

**Grades are due in Division Offices before  
12:00 pm on Monday, August 6**

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