



N U N E Z
COMMUNITY
COLLEGE
2014-2015 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

2014-2015

Volume 23

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.

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MEMBERSHIP, ACCREDITATION, AND APPROVAL STATUS

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

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



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



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Fall Semester 2014

July

- 1 **Tuesday** Fall 2014 Deferred Payment Plan Opens
28-29 **Monday-Tuesday** New Student Orientation (Noon - 4:00 PM)
30-31 **Wednesday-Thursday** On-Campus Fall 2014 Registration Assistance (9:00 AM - 6:00 PM)

August

- 1 **Friday** On-Campus Registration Assistance (9:00 AM - 4:30 PM)
18-19 **Monday-Tuesday** Faculty Institute (9:00 AM - 4:30 PM)
20-21 **Wednesday-Thursday** On-Campus Fall 2014 Registration Assistance (9:00 AM - 6:00 PM)
..... Financial Aid Students may begin charging books in Bba Bookstore
21 **Thursday** New Student Orientation (6:00 PM)
22 **Friday** On-Campus Fall 2014 Registration Assistance (9:00 AM - 4:30 PM)
23 **Saturday** On-Campus Fall 2014 Registration Assistance (9:00 AM - 1:00 PM)
25 **Monday** On-Campus **Late** Registration (9:00 AM - 6:00 PM)
..... First Day of Classes for Full Semester and **Fast Lane 1**
..... Payments Due
26 **Tuesday** On-Campus **Late** Registration (9:00 AM - 6:00 PM)
..... Last Day to Add a Class for Full Semester and **Fast Lane 1**
28 **Thursday** Last Day to Withdraw and Receive 100% Refund of **Tuition/Fees for Fast Lane 1**
29 **Friday** Last Day to Withdraw and Receive 75% Refund of **Tuition Only for Fast Lane 1**

September

- 1 **Monday** Labor Day (Campus Closed)
2 **Tuesday** Last Day to Withdraw and Receive 100% Refund of **Tuition/Fee for Full Semester**
..... Last Day to Withdraw and Receive 50% **Tuition Only for Fast Lane 1**
5 **Friday** Last Day to Withdraw and Receive 75% Refund of **Tuition Only for Full Semester**
9 **Tuesday** Last Day to Withdraw and Receive 50% Refund of **Tuition Only for Full Semester**
11 **Thursday** Last Day to Withdraw and Receive 25% Refund of **Tuition Only for Full Semester**
..... Last Day for Financial Aid Students to charge books in Bba Bookstore
12 **Friday** Official 14th Day of Class for Full Semester and **Fast Lane 1**
29 **Monday** Last Day to Withdraw from **Fast Lane 1** Classes with a Grade of "W"

October

- 13 **Monday** Last Class Meeting for **Fast Lane 1**
13-18 **Monday- Friday** Mid-Term Week for Full Semester Classes
14 **Tuesday** Final Exams for **Fast Lane 1** (See Exam Schedule)
15 **Wednesday** Final Grades due for **Fast Lane 1**
20 **Monday** First Day of Classes & **Late** Registration (9:00 AM - 4:30 PM) for **Fast Lane 2**
..... **Payments Due for Fast Lane 2**
21 **Tuesday** Mid-Term Grades Due for Full Semester
23 **Thursday** Last Day to Withdraw and Receive 100% Refund of **Tuition/Fees for Fast Lane 2**
24 **Friday** Last Day to Withdraw and Receive 75% Refund of **Tuition Only for Fast Lane 2**
27 **Monday** Last day to Withdraw and Receive 50% Refund of **Tuition Only for Fast Lane 2**

All dates are subject to change. Monitor www.nunez.edu for current information.

November

- 3 **Monday** LoLA Registration Portal Opens for Spring 2015 Online Registration
17 **Monday** Last Day to Withdraw from Full Semester and **Fast Lane 2** Classes with a Grade of "W"
..... On-Campus Spring 2015 Registration Assistance (9:00 AM - 4:30 PM)
18-19 **Tuesday-Wednesday** On-Campus Spring 2015 Registration Assistance (9:00 AM - 6:00 PM)
20-21 **Thursday-Friday** On-Campus Spring 2015 Registration Assistance (9:00 AM - 4:30 PM)
24-25 **Monday-Tuesday** Study Days (Faculty/College discretion to determine class meetings)
26-29 **Wednesday-Friday** Thanksgiving Holiday (Classes do not meet; Campus open Wednesday)

December

- 8 **Monday** Last Class Meeting for Full Semester and **Fast Lane 2**
9-15 **Tuesday-Monday** Final Exams for Full Semester and **Fast Lane 2** (See Exam Schedule)
17 **Wednesday** Final Grades Due for Full Semester and **Fast Lane 2**
22-31 **Monday-Wednesday** Winter Holiday (Campus Closed. **Note:** Staff review Nunez website
concerning 2014 Holidays and annual leave.)

Spring Semester 2015

January

- 1-4 **Thursday-Sunday** Winter Holiday (Campus Closed. **Note:** Staff review Nunez website
concerning 2015 Holidays and annual leave.)
12 **Monday** Faculty Institute (9:00 AM - 4:30 PM)
13 **Tuesday** On-Campus Spring 2015 Registration Assistance (9:00 AM - 4:30 PM)
..... Financial Aid Students may begin charging books in Bba Bookstore
14-15 **Wednesday-Thursday** ... On-Campus Spring 2015 Registration Assistance (9:00 AM - 6:00 PM)
15 **Thursday** New Student Orientation (6:00 PM)
16 **Friday** On-Campus Spring 2015 Registration Assistance (9:00 AM - 4:30 PM)
17 **Saturday** On-Campus Spring 2015 Registration Assistance (9:00 AM - 1:00 PM)
19 **Monday** Martin Luther King Holiday (Campus Closed)
20 **Tuesday** First Day of Classes for Full Semester and **Fast Lane 1**
..... On-Campus **Late** Registration (9:00 AM - 6:00 PM)
..... Payments Due
21 **Wednesday** Last Day to Add a Class for Full Semester and **Fast Lane 1**
..... On-Campus **Late** Registration (9:00 AM - 6:00 PM)
23 **Friday** Last Day to Withdraw and Receive 100% **Tuition/Fee for Fast Lane 1**
26 **Monday** Last Day to Withdraw and Receive 75% Refund of **Tuition Only for Fast Lane 1**
27 **Tuesday** Last Day to Withdraw and Receive 100% Refund of **Tuition/Fee for Full Semester**
..... Last Day to Withdraw and Receive 50% Refund of **Tuition Only for Fast Lane 1**
30 **Friday** Last Day to Withdraw and Receive 75% **Tuition Only for Full Semester**

February

- 3 **Tuesday** Last Day to Withdraw and Receive 50% Refund of **Tuition Only for Full Semester**
5 **Thursday** Last Day to Withdraw and Receive 25% Refund of **Tuition Only for Full Semester**
..... Last Day for Financial Aid Students to charge books in Bba Bookstore
6 **Friday** Official 14th Day of Classes for Full Semester and **Fast Lane 1**
13 **Friday** Last Day to Withdraw from **Fast Lane 1** Classes with a Grade of "W"
16-18 **Monday-Wednesday** Mardi Gras Holidays (Classes Do Not Meet; Campus Closed)
19 **Thursday** Classes Resume

All dates are subject to change. Monitor www.nunez.edu for current information.

March

- 9-13 **Monday-Friday** Mid-Term Week for Full Semester
- 10 **Tuesday** Last Class Meeting for **Fast Lane 1**
- 11 **Wednesday** Final Exams for **Fast Lane 1**
- 11-13 **Wednesday-Friday** **LCTCS Conference**
- 13 **Friday** Final Grades Due for **Fast Lane 1**
- 16 **Monday** First Day of Classes & **Late** Registration (9:00 AM-4:30 PM) for **Fast Lane 2**
..... Payments Due for **Fast Lane 2**
- 19 **Thursday**..... Last Day to Withdraw and Receive 100% Refund of **Tuition/Fees for Fast Lane 2**
- 20 **Friday** Last Day to Withdraw and Receive 75% Refund of **Tuition Only for Fast Lane 2**
- 23 **Monday** Mid-Term Grades Due for Full Semester
..... Last Day to Withdraw and Receive 50% Refund of **Tuition Only for Fast Lane 2**
- 30 **Monday** LoLA Registration Portal Opens for Summer & Fall 2015 Registration

April

- 3-5 **Friday-Sunday** Spring Holiday (Campus Closed)
- 6-9 **Monday-Thursday** Spring Holiday (Campus Open; Classes Do Not Meet)
- 10 **Friday** Classes Resume
- 13 **Monday** On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 4:30 PM)
- 14 **Tuesday** Last Day to Withdraw from Full Semester/**Fast Lane 2** Classes with a Grade of “W”
..... On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 6:00 PM)
- 15 **Wednesday**..... On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 6:00 PM)
- 16-17 **Thurs-Friday** On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 4:30 PM)
- 17 **Friday** Graduation Applications Due

May

- 11 **Monday** Last Class Meeting for Full Semester and **Fast Lane 2**
- 12-18 **Tuesday-Monday** Final Exams for Full Semester and **Fast Lane 2** (See Exam Schedule)
- 15 **Friday** Final Grades Due for **Graduates**
- 20 **Wednesday** Final Grades Due for Full Semester and **Fast Lane 2**
- 21 **Thursday** Graduation Ceremony (Cultural Center 6:30 PM Arrival for 7:30 PM ceremony)
- 25 **Monday** Memorial Day Holiday (Campus Closed)
- 27-28 **Wed-Thur**..... On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 6:00 PM)
- 29 **Friday** On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 4:30 PM)

All dates are subject to change. Monitor www.nunez.edu for current information.

Summer Session 2015

May

- 27 **Wednesday**.....On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 6:00 PM)
..... Financial Aid Students may begin charging books in Bba Bookstore
- 28 **Thursday**.....On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 6:00 PM)
- 29 **Friday**.....On-Campus Summer & Fall 2015 Registration Assistance (9:00 AM - 4:30 PM)

June

- 1 **Monday**First Day of Classes for Full Semester and **Fast Lane 1**
.....On-Campus **Late** Registration for Full Semester and **Fast Lane 1** (9:00 AM - 6:00 PM)
..... Last Day to Add a Class for Full Semester and **Fast Lane 1**
..... **NOTE: NO REFUNDS FOR FAST LANE 1**
..... **Payments Due**
- 5 **Friday** Last Day to Withdraw and Receive 100% Refund of **Tuition/Fees for Full Semester**
- 8 **Monday** Last Day to Withdraw and Receive 75% Refund of **Tuition Only for Full Semester**
..... Last Day for Financial Aid Students to charge books in Bba Bookstore
- 9 **Tuesday** Official 7th Day of Class
..... Last Day to Withdraw and Receive 50% Refund of **Tuition Only for Full Semester**
- 25 **Thursday**.....Last Day of Class for **Fast Lane 1**
..... Final Exams for **Fast Lane 1** (See Exam Schedule)
- 29 **Monday** Grades Due for **Fast Lane 1**

July

- 1 **Wednesday**..... First Day of Class & **Late** Registration (9:00 AM - 4:30 PM) for **Fast Lane 2**
.....**NOTE: NO REFUNDS FOR FAST LANE 2 from this date**
- 3 **Friday** Fourth of July Holiday (Campus Closed)
- 23 **Thursday**..... Last Day of Class for Full Semester
- 27-28 **Monday-Tuesday**Final Exams for Full Semester and **Fast Lane 2**
- 30 **Friday**..... Final Grades Due for Full Semester and **Fast Lane 2**

All dates are subject to change. Monitor www.nunez.edu for current information.

HISTORY

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

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

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

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

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 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.

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

FACILITIES

Since its inception, Nunez Community College has 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 and Technology building was dedicated. The building, located on a site midway between the original buildings on Lafontaine Street and the Stewart Administration Building on Paris Road, 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 was begun in 2003 resulting in the Physical Activities Center. In the spring of 2005, this building was completed. It 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 and 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 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.

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 AND REGISTRATION

ADMISSION TO THE COLLEGE

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

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

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

Requests for general admissions information should be directed to:

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

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

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

ADMISSION REQUIREMENTS

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

1. A completed online application;
2. A non-refundable fee of \$20; (paid online [major credit cards only] or in the Bursar's Office [cash or money orders only])
3. Proof of immunizations **if** born after 12/31/1956;
4. Proof of residency;
5. High school transcript; All students who have earned their high school degree from an out-of-state high school or prior to 2003, must request an official transcript be mailed to Nunez Community College from the issuing school district.

All students who have earned a high school equivalency through the GED/HiSET program, must request an official transcript be mailed to Nunez Community College from the issuing entity.

6. All First-time freshmen are required to take the COMPASS placement test unless exempted by appropriate ACT scores that are no more than (3) years old.
7. An official transcript from all colleges previously attended;
8. Selective Service registration (if applicable).

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

HOME-SCHOOLED STUDENTS

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

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

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

Out-of-state students, home-schooled using a program not approved or registered in Louisiana and seeking admission to Nunez Community College must submit documentation illustrating the home-school's registration or approval status by the state where the home-school resided.

IMMUNIZATION

As required by Louisiana R.S. 17:110, Schools of Higher Learning, and as a condition of enrollment, all Nunez Community College students born after 1956 must show proof/waiver of immunization by providing two separate dates of the MMR (Measles, Mumps, and Rubella) vaccination and one date of the tetanus-diphtheria vaccination within the last 10 years. In addition, ALL freshmen must provide proof/waiver of immunization against meningococcal meningitis. Forms to be completed by the student's physician or other health care provider are available in the Office of Admissions. Some specific programs have additional immunization requirements.

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

PROOF OF RESIDENCE

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

Regulations establishing residence are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 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 further explained in the "Tuition and Fees" section of the *Catalog*.

SELECTIVE SERVICE REGISTRATION

State law requires male applicants between the ages of 18 and 26 to provide written evidence that they have registered with Selective Service (SS) before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's SS Registration Card or a printout from www.sss.gov indicating the applicant's registration status. The following categories of students are exempt from this requirement:

1. Males currently in the armed services and on active duty;
2. Veterans of the armed services who submit a copy of their DD-214 discharge certificate;
3. Males not yet 18;
4. Males born before 1960;
5. Non-citizens who first entered the U.S. after they turned 26.

AMERICANS WITH DISABILITIES ACT (ADA)/SECTION 504

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

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

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

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

ORIENTATION

All first-time freshmen are required to attend one of the **mandatory** Student Orientation sessions either listed in the semester calendar of the *Catalog* or by email invitation. 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 who has successfully completed an approved or registered home-schooled program in accordance with Louisiana General Laws or the laws of the student's home state.
4. A home-schooled student who has not completed an approved program, a non-high school graduate (with no GED), 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, 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 in a degree or certificate program. Home-schooled students not requiring remediation will be eligible to enroll in college-level courses and may matriculate in a degree or certificate program.
5. Students who have not completed a high school diploma or earned a GED, and are at least 16 years old.

TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at any other postsecondary school. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended. Transfer students are admitted provisionally until all required transcripts have been received. An official transcript is one received directly by mail or electronic eScript 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 8 years before a student transfers to Nunez Community College is determined by the Department Chair or Program Manager in which the student's program of study resides.
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Department Chair or Program Manager.
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
 - Plus (+) or minus (-) symbols will be disregarded
 - Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
 - Failing grades, including WF, will count as hours attempted.
 - Grades in developmental courses are treated the same as grades in other courses.
 - Grades of NC (no credit) will not be recorded
 - Incomplete ("I") grades will be treated as "I" grades issued by Nunez and will be converted to "F" if not converted to a passing grade by the Nunez deadline.
4. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
5. A transfer grade of "D" may not meet the course pre-requisites for courses in a sequence. Refer to the "Course Descriptions" and "Program Descriptions" sections of the *Catalog* to verify minimum grade requirements for specific courses.
6. If the transfer work was earned in quarter hours, the credits will be converted to semester hours. (The number of quarter hours times 2/3 equals the number of semester hours.)
7. The Louisiana Board of Regents Student Transfer Guide and Articulation Matrices http://regents.la.gov/master_course_articulation_matrix_ay_2014-2015 as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements, will be used to determine course equivalencies.

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

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

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

TRANSFER GPA

A student who transfers to Nunez with an adjusted cumulative 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 had ended. However, students may appeal in writing to the Vice Chancellor for Academic and Student Affairs to enroll while on academic suspension. Students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.

MATRICULATING STUDENTS

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

NON-MATRICULATING STUDENTS

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

Non-matriculating students are not eligible for financial aid.

WORKFORCE DEVELOPMENT STUDENTS

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

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 specific populations 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 Dual Enrollment Coordinator at 504-278-6425.

INTERNATIONAL STUDENTS

Nunez Community College is currently not issuing student visas for international students to attend college. To be eligible for a student visa, a student must maintain full-time study in an approved program. It is not always possible for the College to guarantee that students will be

able to enroll in a full-time course load. Rather than jeopardizing an international student's eligibility to remain in the country, Nunez recommends contacting one of the larger colleges or universities in the area that offers the program the student wishes to pursue.

VISITING (SUMMER-ONLY) STUDENTS

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 RENEWAL

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 renewal provides a student with the opportunity to restart his/her college study in academic good standing by eliminating previously-attempted courses from the student's current GPA. 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 renewal.
2. The student must submit an application for academic renewal to the Dean of Student Affairs during the semester the student first registers at Nunez. The application shall include evidence that 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 only those who meet the criteria. Applying does not ensure approval.
4. If academic renewal 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 renewal is granted, the date is entered on the transcript. Louisiana Community and Technical College System 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 renewal **will be** included in a student's financial aid status for determination of the timeframe standard.
6. Upon being granted academic renewal, 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 renewal granted at another institution. Students who intend to transfer are encouraged to investigate the academic renewal policy at the school to which they plan to transfer.
9. Academic renewal 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 website (www.nunez.edu) or call the Bursar's Office (504-278-6403).

TUITION

All tuition and fees must be paid at the time of registration except when a student qualifies for the deferred-payment plan or when a financial aid award has already been approved. Payment may be made either in person or online by going to www.nunez.edu and clicking on the CashNet link. A student is considered officially registered once tuition and fees are paid and all admissions requirements have been met.

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

Students may be administratively dropped for nonpayment of tuition and fees. For specific tuition and fee amounts, consult the website (www.nunez.edu) or call the Bursar's Office.

NON-PAYMENT COLLECTION CLAUSE

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

TUITION AND FEES DEFERMENT

Throughout the registration period, a deferred tuition and fee payment plan is available online by applying at www.nunez.edu and clicking on the CashNet link. A minimum of one-third of tuition and fees (fees will include a \$30 plan activation fee) must be paid at the time of enrollment in the deferred payment plan. A small convenience fee may also be assessed to students who elect to pay by credit card. Information on the deferred payment plan is available from the Bursar's Office. Failure to comply with the deferred payment plan may result in the student being withdrawn from all courses.

APPLICATION FEES

All applicants for enrollment in credit classes are assessed a non-refundable \$20 **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 students will receive 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. This graduation regalia must be worn without any alterations in order to participate in graduation.

LABORATORY AND OTHER COURSE FEES

Some areas of instruction, such as laboratory courses and courses that include competency testing, require extra fees. These fees are listed on the website and the courses with lab fees are identified after the course description listed 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 or Program Manager's approval to pursue LEAP credit. The fee is non-refundable even if credit is not granted after the portfolio is evaluated.

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

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

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

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

NON-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. Simple 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 Director of Admissions after the completed online 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 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 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 Louisiana Community and Technical College System (LCTCS) Policy (#2.008) on residency for tuition purposes can be found in the Policies: Student Services section of the LCTCS website at www.lctcs.edu.

STUDENT SELF-ASSESSED FEES

The proceeds from the \$12 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. Official transcripts will require a \$5 fee to be paid at the time of the request.

Transcript requests may be processed online through LoLA. The form for requesting a transcript may also be accessed at www.nunez.edu under “Quick Links” 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 65 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.

Refund deadlines vary for the summer session and for special short-term credit courses according to the length of those courses. The refund schedule for special sessions will be published in the Academic Calendar.

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

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

No refunds are made when a student is administratively dropped.

RETURN OF TITLE IV FUNDS POLICY

Official and Unofficial Withdrawal

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

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

REGISTRATION PROCEDURES

PLACEMENT TESTS

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

American College Test (ACT) or 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. Tests scores are used for advising and placement purposes only. However, should the Dean of Student Affairs determine that an applicant has not demonstrated the ability to benefit from enrolling in college-level courses, the applicant will be referred to continuing education programs or restricted to enrolling in developmental courses as a non-matriculating student. Also, referrals to

appropriate outside agencies will be made to assist the applicant in pursuing his or her goals.

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

ACADEMIC ADVISING

All students are encouraged to meet with an academic advisor before enrolling in any course. Advisors are faculty and staff who have knowledge of the College's programs, courses, and policies. Academic advisors review test scores, previously-attempted college credit, and students' educational goals to approve specific courses each semester. Visit the LoLA portal to access your Advisor's name & contact information.

STUDENTS IN ONLINE CLASSES

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

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

Classes offered through LCTCSOnline may sometimes require the purchase of separate textbook as described at <http://online.lctcs.edu>. The LCTCSOnline courses follow a different semester calendar than do Nunez's regular course offerings. For a complete listing of LCTCSOnline courses, see the end of the each course description in this *Catalog*.

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 Vice Chancellor of Academic and Student Affairs 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 of New Orleans (SUNO), and Delgado Community College (DCC). Students should contact the Registrar of their home campus for information regarding the procedures to be followed under the cross-enrollment agreements. Generally, you cannot take a course at the host institution if it is offered at your home institution during the academic year of your cross enrollment. Final approval rests with the officials at the host campus. Students from other institutions who wish to cross-enroll for Nunez courses should initiate the process with their home-campus Registrar and submit the signed paperwork to the Registrar's Office at Nunez Community College for approval. Contact the Registrar's Office for more information.

ARTICULATION AGREEMENTS

Nunez Community College is a participant in the Louisiana Board of Regents Student Transfer Guide and Articulation Matrices located at (http://regents.la.gov/master_course_articulation_matrix_ay_2014-2-2015/) On the College website, www.nunez.edu, students may find information about the Louisiana Transfer degrees, transfer agreements with several regional institutions, links to other colleges, and other resources to help them track their own progress toward graduation. Information on the transferability of courses may be obtained from Nunez advisors or the website; however, students are encouraged to contact the school to which they plan to transfer for an official evaluation of their transfer credit.

MOBILIZATION/ACTIVATION OF RESERVISTS AND NATIONAL GUARD

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

If activation/mobilization occurs:

1. During the first 14 days of the semester, the student will be completely withdrawn from all classes with a full refund/cancellation of tuition and refundable fees. No grade will be recorded on the student's permanent record.
2. During the period between the 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 of only the prorated amount of tuition and fees for the courses in which a "W" has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the work.
 - c. Request, with the concurrence of the instructors of the affected courses, to receive a final grade based on the work that was completed up to the date of activation/mobilization, or
 - d. Request, with concurrence of the instructors of the affected courses, to take an early final examination.

To qualify under the provisions of this policy, a student must present official military orders to the 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

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

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

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

REGISTRATION AND STUDENT RECORDS

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

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

TRANSCRIPTS

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

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

CONTACT INFORMATION

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

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

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

A student who desires that any or all of the above-listed information not be released must notify the Dean of Student Affairs or the 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 Nunez and LCTCS websites, 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

STUDENT RIGHTS

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

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

STUDENT RESPONSIBILITIES

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

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

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

17. Bringing a pet of any kind inside campus building, unless approved in advance by the Vice Chancellor for Academic and Student Affairs or Dean of Student Affairs.
18. Any breach or violation of any state, federal, or local laws on campus.
19. Aiding or inciting others to commit any act set forth above.

WEAPONS ON CAMPUS

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

DRUG-FREE CAMPUS POLICY

Nunez Community College prohibits the abuse of drugs, including alcohol, on campus, or at any activity sanctioned by the College. It is unlawful to possess, use, or distribute illicit drugs on Nunez property, or at any college-sponsored event, whether or not the event is conducted on campus. In addition, Nunez prohibits the use of alcohol on campus, except when approval is granted by the Chancellor for employees and outside groups or by the 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 College will provide referral services, and other assistance to students, faculty, and staff who seek help with substance abuse problems. The following sanctions will apply for failure to comply with the drug-free policy.

COLLEGE SANCTIONS

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

LEGAL SANCTIONS

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

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverage for any reason in any place open to the public. Driving under the influence of alcohol is also illegal in Louisiana. Anyone with a blood alcohol level of .08 or above (or above

the legal limit in force at the time of occurrence) will be charged with driving under the influence or driving while intoxicated.

PROGRAMS AVAILABLE FOR SUBSTANCE ABUSE COUNSELING, TREATMENT, OR REHABILITATION

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

JEFFERSON PARISH

Addictive Disorders Center

5001 West Bank Expressway

Marrero, LA 70072

504-349-8708

ST. TAMMANY PARISH

Florida Parish Human Service Authority (FPHSA)

2331 Carey St.

Slidell, LA 70456

985-646-6406

NorthLake Addicted Disorder Clinic

900 Wilkinson Street

Mandeville, LA 70448

985-624-4450

(Only Adults at least 21 years old)

ACER, Inc

Addiction Counseling Education Resources

Arabi, Mandeville, Metairie, Slidell

7532 W. Judge Perez Dr.

Chalmette, LA 70043

504-682-0064

504-682-9550

STUDENT DISCIPLINARY PROCEDURE

In cases of student misconduct, the following procedure applies:

1. **Initial Report:** A report is made in writing by the complainant to the Vice Chancellor for Academic and Student Affairs (VCASA) or designee within 48 hours of the

occurrence of knowledge of a violation of one or more of the enumerated Student Responsibilities.

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

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

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POLICY REGARDING HARASSMENT

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

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

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

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

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

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

1. Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures;
2. Unwelcome or unwanted conversations;
3. Unwelcome or unwanted touching;
4. Continued or repeated verbal abuse of a sexual nature;
5. Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance;
6. Offensive comments regarding sexual or private matters;
7. Display of sexually suggestive pictures or objects;
8. Offensive jokes;

9. Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin, or disability; and
10. Any other offensive or abusive physical, visual, or verbal conduct.

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

PROCEDURE FOR FILING A COMPLAINT

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

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

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

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

SACSCOC COMPLAINT PROCEDURE

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

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

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

ACADEMIC APPEALS PROCEDURE

Academic appeals must follow the chain of authority as described in the procedures below. Academic Appeals can be for:

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

The general procedure for an academic appeal is as follows:

Final Grade Disputes

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

1. **Informal resolution:** The student discusses the matter with his/her instructor and tries to resolve the issue informally.
2. **Dean of Academic Affairs Review:** If the matter cannot be resolved with the instructor, the student should discuss the problem with the Dean of Academic Affairs. If the matter cannot be resolved to both the instructor's and student's satisfaction at the Dean level, the student must file a formal appeal.
3. **Formal Appeal:** To pursue the matter further, the student appeals in writing to the Vice Chancellor for Academic and Student Affairs (VCASA) 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.
4. **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.

DROPS FOR EXCESSIVE ABSENCES

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

ACADEMIC STANDINGS AND ELIGIBILITY IN COURSES AND PROGRAMS

Students who are denied admission into a course or program may appeal to the Vice Chancellor for Academic and Student Affairs (VCASA). 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 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, technical diplomas, and one-year certificate programs offered at Nunez are eligible under the TOPS Honors and Opportunity Awards. Honors and Opportunity Awards may be used in fall and spring semesters only. Students should see the Registrar if they are TOPS eligible.

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

The 2014-2015 deadline for TOPS is June 30, 2014, by which time students must have submitted an online FAFSA. However, Nunez recommends filing for all state aid by May 15, 2014. The information reported on the FAFSA will also be used for the Louisiana GO Grant.

VETERANS BENEFITS

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

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

EXTERNALLY-FUNDED SCHOLARSHIPS

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

Financial Aid Contacts

TOPS Grants

Meg Greenfield, Registrar
504-278-6424

Federal Programs

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

Financial Aid Office
504-278-6479

LAMP Scholarship

Kimberly Rutherford or Greg Bazin
504-278-6420 or 504-278-64299

St. Bernard Career/Business Solutions

504-278-4261

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

www.osfa.la.gov

Louisiana Rehabilitation Services

1-800-737-2957

Veterans Benefits

www.gibill.va.gov

1-888-442-4551

Or John Whisnant, Veterans Affairs Representative,
Student Affairs Office, 504-278-6478

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

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

THE APPLICATION PROCESS FOR FINANCIAL ASSISTANCE

Priority Deadline for 2014-2015:

May 15, 2014

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. Students should complete the Free Application for Federal Student Aid (FAFSA) at least one month before planning to enroll. (Even though a FAFSA will be accepted at any point during the year, for a financial aid award to be determined in time to be applied toward students' bills before payment is due, students must complete the FAFSA and submit all required documentation before registration begins.) Students must complete the FAFSA online at www.fafsa.ed.gov. **Nunez's Title IV code is 015130.**
2. Students must also submit the following documents if selected for verification of the data on the application: Federal Tax Return, all W-2's, 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. Once a Financial Aid Award is processed, students will be able to view their eligibility online through LoLA.

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. Students 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, 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 Federal Supplemental Educational Opportunity Grant, 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 grants will be awarded by the following 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 students graduate, withdraw from school, or drop to less than half-time enrollment. The Financial Aid Office has the authority to deny a loan based on numerous factors including but not limited to students' 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 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 students through jobs 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, students must meet the following requirements to qualify for Title IV financial aid:

1. Be a high school graduate or have earned a GED;
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 POLICY

Federal regulations require that all students even those who do not receive Title IV financial assistance, must maintain **Satisfactory Academic Progress (SAP)** in their course of study. **Failure to maintain satisfactory academic progress will result in the loss of a student's Title IV Financial Aid**, but does not prohibit the student from continuing enrollment with his/her own resources or non-federal financial aid. The Satisfactory Academic Progress standards for Title IV aid recipients are stricter than the institution's academic SAP policy.

Federal Title IV Financial Aid includes:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program
- Federal Direct Loans

Student's entire academic record is reviewed at the end of each semester completed as required by federal regulations before awards for the ensuing academic year are made. (SAP standards apply to both full-time and less than full-time students.) SAP notifications are posted to the students' LoLA accounts. If the SAP standards are not met, then students will receive a letter by email or by U.S. Postal Service indicating SAP failure.

WARNING

Students who fail to meet minimum requirements for cumulative Grade Point Average (GPA) **and** academic progress at the end of a payment period will be placed on Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial Aid Warning status may be assigned without an appeal and the student requires no action.

Students whose Cumulative Grade Point Average (CGPA*) falls below 2.0 will be placed on Financial Aid Warning. If students do not have the appropriate CGPA at the end of the Financial Aid Warning period, they will lose eligibility and given the option to appeal. The appeals process is detailed below.

All Attempted Credit hours

Between End CGPA
1 99 2.00 (“C” grade) Minimum *CGPA

Students must demonstrate a progression during matriculation by earning credit in at least a satisfactory amount of courses. See chart below that indicates attempted versus minimum amount to be earned. Courses earned include grades of “A”, “B”, “C”, or “D” (“A”=4.0, “B”= 3.0, “C”= 2.0, “D” = 1.0, and “F”= 0.0)

Courses attempted include any courses in which grades of “A”, “B”, “C”, “D”, “F”, “W” OR “I” is earned.

<u>Attempted</u>	<u>Earned</u>
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

If a student does not fall in the matrix above at the end of a semester, the student will be placed on a Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial Aid Warning status may be assigned without an appeal and the student requires no action.

TRANSFER STUDENTS: Transfer students must have an official transcript on file with the Registrar’s office. Transfer students will be evaluated on the Nunez Community College hours plus the transfer hours which will be added to the attempted and completed hours and will be considered in the SAP computations.

MAXIMUM TIME FRAME: Nunez Community College offers two-year degrees that require approximately 66 semester hours to graduate. Applying the 150% rule, the maximum credit

hours a student can attempt at Nunez Community College and receive federal funding are 99 semester credits. Once the student earns approximately 66 credits, the student is considered to have earned the equivalent of an Associate Degree. Students must complete a minimum of hours attempted (see chart above). 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. However, after starting this program students must adhere to the attempted versus minimum hours completed at 67%.

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

DEVELOPMENTAL COURSES: Students may receive aid for developmental studies, regent’s remediation and College Preparatory Curriculum if they are accepted for enrollment in an eligible program. Students may not receive aid for more than 30 total semester hours combined. **Failure to exit these courses within 30 semester hours will result in the Suspension (loss) of all financial aid until such time as these courses are exited.**

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

WITHDRAWALS: Any course in which a grade of “W” is given is counted in hours attempted. Be aware that excessive withdrawals from classes could result in the loss of eligibility for financial aid. Additionally, students may be required to repay unearned aid for complete withdrawals and will lose their eligibility if they fail to do so. Please see Nunez Community College’s R2T4 policy on the web at www.nunez.edu.

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

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

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

If the appeal is approved, the student will be placed on Financial Aid Probation and it will list specific requirements the student must meet to continue to receive financial aid. Financial Aid Probation means that a student may receive Title IV, HEA program funds for one payment period. Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV aid during the period. Additionally, the student may have to submit an Academic Plan to the Committee for approval. The student must adhere to the terms and conditions of the appeal which is Satisfactory Academic Progress.

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

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

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

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

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

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

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, students' status is considered as being a financial aid recipient. Students whose financial aid awards satisfy the minimum amount due to the College will be considered officially registered. Students are responsible for any amount not covered by their financial aid awards.

BOOKSTORE CHARGES

The Financial Aid Office authorizes a book allowance to students whose aid exceeds the amount of tuition and fees. This authorization allows students 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 process is complete. Students will be financially responsible for bookstore charges that exceed the amount of available financial assistance.

LOAN POLICIES

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

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

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

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

First-time borrowers must complete the Direct Loan Entrance Interview online at www.studentloans.gov. First-time borrowers will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester in which they are enrolled and must have completed the Direct Loan Entrance Interview.

All borrowers who are leaving the College for any reason including graduation must complete the Direct Loan Exit Interview online at www.studentloans.gov.

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 (FAO) will determine eligibility for Title IV Federal Work Study (FWS). If it is determined that students are eligible, Human Resources will assist students 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 students have 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.

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

Federal Work Study is a financial aid award, as are Pell Grants and Loans. Students are eligible for FWS if the total amount of the financial aid awards that they accept plus work study wages do not exceed their need. The example below shows a student with an annual cost of attendance of \$10,000, an Estimated Family Contribution (EFC) of \$2,000, a Pell Grant of \$5,000, an SEOG

of \$1,000 and a Loan of \$2,000. If the student accepts all aid offered, he/she will not be eligible for FWS because his/her remaining need is \$0.

Budget (Cost of Attendance)=\$10,000
Estimated Family Contribution=\$2,000
Pell Grant=\$5,000
Direct Loan=\$2,000
SEOG=\$1,000
Unmet Need=\$0

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

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

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

RETURN OF TITLE IV FUNDS POLICY*

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

The Institution must provide within 30 days of the date of the institution's determination that the student withdrew, a written notification to the student, or parent in the case of Parent PLUS Loan.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement, if applicable. If a response is not received from the student or parent

within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdrawal disbursement must occur within 90 days of the date the student withdrew.

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

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

Withdrawal before 60%:

The institution must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorated schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still determine whether the student is eligible for a post-withdrawal disbursement.

Example of Calculation: Fall 2011 semester

August 22, 2011- December 14, 2011 = 115 days

An example if student withdrew completely on October 17, 2011 = 57 calendar days in attendance. The percentage of the payment period (semester) completed would be $57/115$ (days completed divided by number of days in payment period) = 49.56%.

If the student received Title IV aid of \$3,025 for the Fall 2011 semester then a calculation of the amount of Title IV aid earned by the student by multiplying the percentage of completion of payment period by the amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed.

$0.4956 \times \$3,025 = \$1,499.19$ (Amount of aid earned by student)

1. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.
2. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.
3. Funds are returned to the appropriate federal program based on the percent of Percentage of Aid Earned = the number of scheduled hours in the payment period completed unearned aid using the following formula:
4. Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.
5. When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Official Withdrawals

An Official Withdrawal occurs when the student notifies the Admissions Office, the Registrar's Office, or withdraws completely via LoLA system;

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

Unofficial Withdrawals

- Nunez Community College does not have unofficial withdrawals.

Return of Funds:

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

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

Institution's Responsibility:

Nunez Community College's responsibilities in regard to the return of Title IV funds are as follows:

- Providing students with the information given in this policy;
- Identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- A student may rescind his or her official notification of intent to withdraw. Submission of intent to rescind a withdrawal notice must be filed in writing.
- Returning any Title IV funds that are due the Title IV programs.

If students would like examples of the worksheets for this Return of Title IV Funds policy, contact the Financial Aid Director.

Post Withdrawal:

If students did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get their permission before it can disburse them. Students may choose to decline some or all of the loan funds so that they don't incur additional debt. The school may automatically use all or a portion of their post-withdrawal disbursement (including loan funds, if students accept them) for tuition and fees. For all other school charges, the school needs students' permission to use the post-withdrawal disbursement. If students do not give their permission, they will be offered the funds. *However, it may be in students' best interest to allow the school to keep the funds to reduce their debt at the school.*

If Nunez Community College is not required to return all of the excess funds, students must return the remaining amount. Any loan funds that students must return, they (or their parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, students make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that students must return is called an overpayment. The amount of a grant overpayment that students must repay is half of the grant funds they received or were scheduled to receive. Students must make arrangements with Nunez or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when students withdraw are separate from any refund policy that Nunez Community College has. Therefore, students may still owe funds to the school to cover unpaid institutional charges. Nunez may also charge students for any Title IV program funds that the school was required to return. If students don't already know what Nunez's refund policy is, they may ask their Financial Aid director for a copy of the refund policy or review the policy in the current school *Catalog* on the internet web address: www.nunez.edu.

Nunez Community College's admissions and registrar's office can also provide students with the requirements and procedures for officially withdrawing from school.

If students have questions about their Title IV program funds they can call the Federal Student Aid Information Center at:

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

TTY users may call:

1-800-730-8913

Students may also contact their Financial Aid Director at:

504-278-6478

Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

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

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.

Career and Business 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.

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 and fees 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.

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

All students are encouraged to meet with an academic advisor. Non-matriculating students and students who are undecided about a major must meet with an academic advisor.

CAREER SERVICES

Nunez Community College's Career Services Office is a valuable tool students can utilize to ease their transition into College, whether from high school, or after returning to College after an extended period of time. The services are available to all students in need of assistance with choosing a major, developing an academic plan that will lead to success in the student's chosen career field, researching occupational information such as job requirements and salary information, resume writing, personal presentation and interviewing skills, mock interviews, current job opportunities, job placement assistance, and transfer information for students planning to continue their education. An annual Job Fair is sponsored each year for students and the general public. The Career Services Office can be reached by calling 504-278-6422.

DISABILITY SERVICES OFFICE (ADA)

Nunez Community College's Disability Services Office provides and coordinates tools, reasonable accommodations, and support services to allow students with disabilities to participate fully in the

academic environment. Nunez complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments.

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

Requests for special accommodations or services should be submitted to the Disability Services Office at least (4) weeks prior to the first official day of classes each semester. It is the responsibility of the students requesting or receiving services from the Disability Services Office to inform the ADA Coordinator regarding any changes in the status of their disability, their environment, or their accommodations.

MEDICAL EMERGENCIES

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

STUDENT HEALTH SERVICES

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

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

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

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

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

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

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

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

Overall Good Standing

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

STUDENT GOVERNMENT ASSOCIATION

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

Through student petitions and referenda, the SGA has the authority to approve expenditures from the SGA self-assessed fees. Such requests also require the approval of the SGA Advisor and Vice Chancellor for Academic and Student Affairs (VCASA) or her designee.

The SGA recommends expenditures from the technology fee paid by all students. The technology fee was reauthorized by the Spring 2013 student body. The technology fee funds computer equipment, computer technicians, essential supplies, and equipment for academic programs and student services that increase the level of technology available to students and improve student life and learning.

There are many College committees that include students as members; the SGA and/or VCASA appoint 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 Vice Chancellor for Academic and Student Affairs for official recognition as a student organization.

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

The Art Club was created to promote an interest in art in the College and local community and to provide a forum for students and staff to express their creative talents.

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

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

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 grade point average on 12 or more hours earned from Nunez, be of good moral character, and show evidence of leadership abilities. Membership in Phi Theta Kappa is by invitation only.

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

Hazing

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

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

BURSAR (STUDENT BILLING)

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

BOOKSTORE

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

HUMAN RESOURCES

The Office of Human Resource reports directly to both the Department of Business Affairs and the Chancellor's Office. Its function is to develop and administer Human Resource activities that are designed to fulfill the college mission through the fair, efficient, and economical use of personnel in

accordance with the requirements of Nunez Community College and the Louisiana Community and Technical College System.

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

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

ADMINISTRATIVE SERVICES

FACILITIES MAINTENANCE/SAFETY

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

SMOKING AND TOBACCO-FREE CAMPUS

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

CAMPUS POLICE

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

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

PLANNING, INSTITUTIONAL EFFECTIVENESS, AND RESEARCH

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

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

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

INSTITUTIONAL ADVANCEMENT

ALUMNI ASSOCIATION

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

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

INFORMATION TECHNOLOGY

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

PUBLIC AFFAIRS AND MARKETING

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

NUNEZ COMMUNITY COLLEGE FOUNDATION

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

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

WORKFORCE DEVELOPMENT

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

ACADEMIC AFFAIRS

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 academic programs and services. Academic Affairs is represented by three divisions. The course description abbreviation, the locations and phone number for each division is 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 25,000 square feet with seating for 165 at tables, carrels and computers.

The librarians conduct library module sessions for all students and bibliographic

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

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

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

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

LEARNING LABORATORIES

The Student Success Center, located on the first floor of the library, is a learning laboratory for all Nunez students. The Student Success Center provides exceptional computerized tutorials for most levels of mathematics, English, English as a Second Language, reading, and science. The Center also offers word processing, spreadsheets and database applications, and printing is available for course-related work. Students can also access the internet when doing academic research. Computers are available during normal school hours, and assistance is provided during posted hours. Also, instructors and tutors offer individualized and group study sessions during scheduled hours or by appointment. A number of programs provide specialized laboratories that are available for additional practice during scheduled hours.

EXPERIENTIAL EDUCATIONAL PROGRAMS

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

These programs provide the opportunity to:

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

COLLEGE COOPERATIVE EDUCATION PROGRAMS

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

INTERNSHIP

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

PRACTICUM AND CLINICAL EXPERIENCES

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

CONTINUING EDUCATION PROGRAM

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

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 CEU's 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 course is cancelled by the College. For more information 504-278-6420.

ACADEMIC POLICIES

CREDIT HOURS AND GRADING SYSTEM

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

At the end of each semester, students will receive a grade for every credited course in which they were enrolled. A letter grade is assigned for each credit course they complete. The syllabus for each course describes the criteria for determining the course grade, which indicates the student’s level of accomplishment in achieving the course objectives. Each letter grade is assigned quality points, as indicated in the chart below. Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours assigned to each course. The total number of quality points a student earns divided by the number of credit hours for those courses produces a grade point average (GPA) for the semester. Quality points are based on those credit

hours of which a student registers and receives a grade of “A” – “F”. Credit courses for which a student receives a grade of “P” are included in earned hours but not quality hours. Courses for which students register but late withdraw with a grade of “W” are included in attempted hours but not quality hours.

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

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

Letter Grade	Description	Quality Points Per Credit Hr.
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Passing Below Avg.	1

F	Failing	0
W	Withdrawn	Not Computed
I	Incomplete	Not Computed
P	Pass	Not Computed
NP	Not Passed	Not Computed
AUD	Audit	Not Computed
-E	Excluded	Not Computed
-E	Amnesty Renewal	Not Computed

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

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

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

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

INCOMPLETE GRADES

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

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

REPEAT/DELETE POLICY

Students who repeat a course in which a grade of “C” or lower was earned may apply for the deletion of the earlier grade from cumulative grade point average calculations if both attempts were at Nunez. The form to apply for the Repeat/Delete Policy is available in the Student

Affairs Office. The cumulative grade point average will reflect the adjusted average on grade reports and transcripts. Grades for the same course will be deleted no more than three times. Although the student may repeat a course more than three times, the prior grades will be deleted only for the first three attempts. The same limits apply to transfer students whose transcripts indicate deleted grades for repeated courses.

Students are cautioned that the grades earned in all courses attempted will remain on the transcript and that other 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 with a semester GPA of at least 3.50. The Dean of Student Affairs will submit the list to the Public Affairs and Marketing Office and will provide the most accurate information

list to the Public Affairs and Marketing Office and will provide the most accurate information available at the time of submission. Changes or corrections that occur after the list is published will not be submitted for publication.

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS

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

1. Apply for graduation by the deadline noted in the *Catalog*. Applications are available online via LoLA.
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 requirement described in the *Catalog* that is in effect at the time of the change of major or the return to College.
3. Earn at least a "C" in each required major course, as identified in the *Catalog* program description, and any other courses identified in the program description. (The last grade earned is the official grade for a repeated course.) **The adjusted program grade point average must also be at least 2.00.**

4. Complete at least 25% of required courses applied toward the degree or certificate in residence at Nunez. This percentage may not include any credit from non-traditional sources, with the exception of credit earned through credit by examination. Courses applied toward the 25% residency requirement may include the 50% of required major courses reference in #7 below.
5. Earn no more than 25% of the total hours applied toward the degree or certificate from portfolio-based, non-traditional sources.
6. Earn no more than one-third of the credits needed in required major courses from non-traditional sources (not including credit by examination). Major courses are identified in the *Catalog* program description.
7. Earn no less than 50% of the required major courses in residence at Nunez. Major courses are identified in the *Catalog* program description.
8. Complete **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, however, an appropriate course substitution may be approved by the Department Chair responsible for that program, the Dean of Academic Affairs, or by the Vice-Chancellor for Academic and Student Affairs (VCASA).
9. Complete the required amount of 2000-level courses applicable toward an associate degree as described in the program description.
10. Receive, in writing, approval from the 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 obligations to the College, including financial obligations, prior to established dates. Student loan recipients must complete an exit interview online at www.studentloans.gov which will be sent to the institution.
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. The College strongly encourages participation in commencement. The graduation fee is required even when a student does not attend the graduation ceremony. Students participating in the ceremony must adhere to Nunez graduation dress code.

14. The College reserves the right to confer a certificate, diploma 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) 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 Vice Chancellor for Academic and Student Affairs.

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

Associate Degree Recipients – Students with excellent academic achievement are designated as CHANCELLOR’S HONOR graduates. Their academic record must consist of an adjusted cumulative/overall grade point average of at least 3.80 on the college-level work attempted at all colleges attended. Students with an adjusted cumulative/overall 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.

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

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

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

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

ACADEMIC STATUS

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

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

Academic Probation – A student is placed on academic probation whenever his or her adjusted cumulative grade point average (GPA) falls below a 2.00. Once on academic probation, a student remains on probation (as long as each semester’s GPA is at least 2.00) until an adjusted cumulative GPA of 2.00 or higher is achieved. Students on probation are

encouraged to meet with their academic advisor to discuss support services that are available to help students achieve academic success.

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

ENROLLMENT DURING A SUSPENSION PERIOD

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

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

ACADEMIC STATUS DETERMINATION IN SPECIFIC MAJORS

Faculty in a given major may, with the approval from the Vice Chancellor for Academic and Student Affairs, 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, Practical Nursing, and Teaching.

AWARDING OF NON TRADITIONAL CREDIT

AWARDING OF CREDIT FOR PRIOR LEARNING AND EXPERIENCE

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

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

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

COLLEGE BOARD ADVANCED PLACEMENT (AP) PROGRAM

The College will grant credit to admitted students for certain courses in which the Advanced Placement (AP) exam score is a 3 or higher. Credit for Advanced Placement must be requested during registration for the first semester of enrollment. A student must be both enrolled and in good standing at the time credit is awarded. A non-refundable \$8 per credit hour fee must be paid prior to the credit being granted. For more information on how to apply for AP credit, students should contact the Registrar.

ADVANCED PLACEMENT BY ACT

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

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

Criteria for advance placement by ACT scores are as follows:

ENGLISH

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

MATHEMATICS

1. A mathematics score of 19-26 will result in advanced placement in MATH 1300 – College Algebra, and course credit for MATH 1180 – Algebra for College Students upon successful completion of College Algebra.
2. A mathematics score of 27 or higher will result in advanced placement in MATH 1400 – Trigonometry, and course credit for MATH 1300 upon successful completion of Trigonometry.
3. A student with transfer credit in a mathematics course higher than pre-calculus algebra may be awarded bypass credit for MATH 1300 if approved by the Chair of the Department of Mathematics.

CREDIT EXAMINATIONS

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

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

The following regulations govern the program:

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

4. Semester hours of credit earned by credit examination are assigned a “P” grade. No quality points are earned. Such credit does not enter into grade point average computations.
5. Students intending to use credit by examinations to meet the degree requirements of other institutions should check the requirements of the receiving institution.
6. A student who wishes to take a credit examination for earlier courses in a sequence must take the examination by the end of registration for the semester in which he/she enrolls for the more advanced course. If proficiency is not demonstrated on the exam, the student will be administratively dropped from the higher-level course and placed into an appropriate-level course.
7. Students may take a credit examination in the same course only once.
8. Students may not take a credit examination in a course in which they are currently enrolled or which they have previously completed successfully at any regionally accredited college.
9. Students who are granted academic renewal may take credit examinations for any course completed with a grade of “C” or better prior to requesting renewal.
10. Students may not take credit examinations for a course that was audited.
11. Deviations from the policy described above must be approved by the Vice Chancellor for Academic and Student Affairs.

PROCEDURES FOR CREDIT BY EXAMINATION

1. The student requests an Application for Credit by Examination from the appropriate Division Office or the Student Affairs Office. Current enrollment is verified. If the student is enrolled, the date, student’s name, student ID number, course number, course title, and credit hours are entered on the form and the student is directed for approval to the Chair of the Department 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 the Bursar’s Office and pays the required fee when the request has been approved by the Department Chair.
4. The Bursar’s Office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.

5. The student completes the examination with the instructor designated by the Department Chair to administer the examination.
6. The instructor administering the examination completes the test information section (score, date of exam, etc.) and submits the form to the Student Affairs Office where the form is processed and a copy is distributed to the appropriate Division Office.

LIFE EXPERIENCE ASSESSMENT PROGRAM (LEAP)

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

PROCEDURES FOR LEAP CREDIT

1. The student requests an Application for LEAP Credit from the appropriate Division Office or the Student Affairs Office. Current enrollment 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, then completes the payment section of the form and issues a receipt to the student.
5. The student submits the completed form to the Department Chair, who requests that the student's portfolio be evaluated by the appropriate instructor.
6. The instructor evaluating the portfolio may request additional documentation from the student. Upon completion of the evaluation, the instructor submits his/her recommendation to the Department Chair.
7. If the instructor's recommendation is approved by the Department Chair, the Chair completes the form and submits it to the Student Affairs Office.

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

MILITARY CREDITS

Students who have earned credit through courses taken while in the armed services may apply to the Veterans Affairs Representative for acceptance of these credits. Credit recommendations from the American Council on Education (ACE) are usually accepted. The Vice Chancellor for Academic and Student Affairs (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 transcript and/or ACE evaluations, the Registrar will post the ACE credit recommendations to the student's transcript. Such credits are not counted as hours attempted; they count only as hours earned.
3. The student and the 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 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, then to the Dean of Academic Affairs, and finally to the Vice Chancellor for Academic and Student Affairs (VCASA). The student must notify the

VCASA of the appeal in writing within one week of receiving the notice 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 Vice Chancellor for Academic and Student Affairs (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 in the calendar published on the website (www.nunez.edu). **Students leaving the institution must withdraw online in LoLA. Students who stop attending without officially withdrawing will receive failing grades in all courses.** Dropping a course or withdrawing from the College after the refund period will not reduce the student’s financial obligation to the College and may affect eligibility for continued financial aid.

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

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

EXAMINATIONS AND PORTFOLIOS

Final examinations or 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 *Catalog*. When final examinations are inappropriate because of the nature of the course the Vice Chancellor for Academic and Student Affairs may approve exceptions to this requirement. Students who have more than two final exams scheduled on the same day may request that their instructor reschedule a final exam. Requests may be denied.

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

OFF-CAMPUS EDUCATIONAL EXPERIENCES

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

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

STUDENT CLASSIFICATION

CLASS STANDING

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

FULL-TIME/PART-TIME STATUS

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

Academic and Students Affairs 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/7TH DAY ENROLLMENT

Students' 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 development reading course may not enroll in online courses.

GENERAL EDUCATION COURSES

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

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

ANALYTICAL REASONING/MATHEMATICS:

MATH 1180-Algebra for College Students, (CMAT 1203) MATH 1200-Survey of Mathematical Concepts, (CMAT 1103) MATH, MATH 1203-Applied Algebra 1300-College Algebra, (CMAT 1213) MATH 1400-College Trigonometry,(CMAT 1223) MATH 1700-Finite Math;(CMAT 1313) MATH 2000-Statistics, (CMAT 1303) MATH 2010 Calculus I (CMAT 2115) MATH 2050-Analytical Geometry and Calculus I, (CMAT 2103) MATH 2100-Calculus II;(CMAT 2125) SPTP 1210/2210-Special Topics in Science and Math

ARTS: *FINE ARTS:* FIAR 1000-Introduction to Drawing, (CART 2203) FIAR 1010-Sculpture Fundamentals,(CART 1123) FIAR 1150-Figure Drawing,(CART 2213) FIAR 1600-Introduction to Painting, FIAR 1700-Ceramics, FIAR 2100-Intermediate Drawing, FIAR 2500-Watercolor; *MUSIC:* MUSC 1100-Music Fundamentals;(CMUS 1013) *THEATER:* THEA 1300-Introduction to Acting,(CTHE 2013) THEA 1500, 1550, 1600, 1650-Acting Workshop (1 credit), THEA 2100-Direction and Production, THEA 2110-Advanced Acting (CTHE 2113)

HUMANITIES: *ENGLISH:* ENGL 2010 & 2020-Survey of English Literature I (CENL 2103) & II,(CENL 2113) ENGL 2100-Short Story and Novel,(CENL 2303) ENGL 2110-Poetry and Drama,(CENL 2313) ENGL 2150-Introduction to Fiction Writing,(CENL 2523) ENGL 2210-Major American Writers,(CENL 2173) ENGL 2600 (CENL 2203) & 2610 (CENL 2213)- World Literature I & II; *FINE ARTS:* FIAR 1200-Art Appreciation,(CART 1023) FIAR 2400-Survey of Visual Arts to 1400,(CART 2103) FIAR 2410-Survey of the Visual Arts from 1400;(CART 2113) *FRENCH:* FREN 1010(CFRN 1013) & 1020 (CFRN 1023)-Elementary French I & II; *HISTORY:* HIST 1010 (CHIS 1013) & 1020 (CHIS 1023) History of Western Civilization I & II, HIST 1500 & 1510 World History I (CHIS 1113) & II, (CHIS 1023) HIST 2010-American History to 1865,(CHIS 2013) HIST 2020-American History from 1865, (CHIS 2023) HIST 2100-Louisiana History; (CHIS 2033) *MUSIC:* MUSC 1400-Survey of Music from Medieval to Classical, MUSC 1500-Survey of Music from Romantic to the Present; *PHILOSOPHY:* PHIL 1100-Introduction to Philosophy; (CPHL 1013) *RELIGION:* HUMN 1100-Survey of World Religions; (CREL 2213) *SPANISH:* SPAN 1010 (CSPN 1013) & 1020-Elementary Spanish I (CSPN 1023) & II, SPAN 2010 (CSPN 2013) & 2020-(CSPN 2023) Intermediate Spanish I & II; *SPEECH:* SPCH 1100-Fundamentals of Effective Speaking, (CCOM 1013) SPCH 1310-Interpersonal Communication, (CCOM 2213) SPCH 1350-Oral Communication for Classroom Teachers, SPCH 2150-Public Speaking, (CCOM 2013) SPCH 2200-Argumentation and Debate; (CCOM 2113) *SPECIAL TOPICS:* SPTP 1110/2100 Special Topics in Arts and Humanities; *THEATER:* THEA 1100-Classical Theater, THEA 1200-Modern Theater

NATURAL SCIENCES: *BIOLOGY:* BIOL 1060/1070 & 1080/1090-Principles of Biology I (CBIO 1013) Principles of Biology I Lab (CBIO 1011) & Principles of Biology II, (CBIO 1021) Principles of Biology II Lab (CBIO 1021) BIOL 1100/1110 & 1200/1210-General Biology I (CBIO 1033), General Biology I Lab (CBIO 1031) & General Biology II (CBIO 1043), General Biology II Lab (CBIO 1041) BIOL 1500-Nutrition & Diet Therapy (CBIO , BIOL 2000-Microbiology, (CBIO 2123), BIOL 2010-Microbiology Lab (CBIO 2121) BIOL 2050-Genetics, (CBIO 2513) BIOL 2200-Louisiana Wetlands Ecology, (CBIO 2313) BIOL 2210/ENVN 2210-Environmental Science, (CEVS 1103) BIOL 2300/2310 & 2400/2410-Human anatomy and Physiology I (CBIO 2213) Lab (CBIO2211)& II; (CBIO 2223) *CHEMISTRY:* CHEM 1100/110 & 1200/1210-General Chemistry I (CCEM 1123) Lab (CCEM 1121)& II, (CCEM 1133), Lab (CCEM 1131) CHEM 1300/1310-Introductory Organic Chemistry, (CCEM 2213) CHEM 2070/ENVN 2070-Chemistry of Water, Air, and Soil; *GEOLOGY:* GEOL 1010/1030-Physical Geology; (CGEO 1103), Lab (CGEO 1101) *PHYSICAL SCIENCE:* PHSC 1000/1100 & 1200/1300-Physical Science I (CPHY 1023), & II; (CPHY 1033) *PHYSICS:* PHYS 1100/1110 & 1200/1210-General Physics I (CPHY 2113), Lab (CPHY 2111 & II; (CPHY 2123), Lab (CPHY 2121) *SPECIAL TOPICS:* SPTP 1210/2210-Special Topics in Science and Math

SOCIAL/BEHAVIORAL SCIENCES:

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

ACADEMIC PROGRAM INFORMATION

ACADEMIC PROGRAMS

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

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

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

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

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

Technical Diploma (TD) An applied, technical program (45-60 hours).

Associate of Applied Science (AAS) An applied/academic degree program, with a limited general education core component, primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD with 15 hours of required general education or can be a distinct curriculum unrelated to any pre-existing program

of technical studies. If technical coursework required of the degree is intended for transfer to a four-year institution, this coursework must meet appropriate SACSCOC requirements.

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

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

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

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

Programs of Instruction

Technical Competency Areas

Care and Development of Young Children

Certified Nursing Assistant—Limited Enrollment

Culinary Arts—Basic

Culinary Arts—Sanitation

Emergency Medical Technician—Basic—Limited Enrollment

Entrepreneurship

Industrial Technology

Welding

Certificate of General Studies

General Studies

Certificate of Applied Science

Business Technology

Care and Development of Young Children

Medical Coding and Billing

Certificate of Technical Studies

Culinary Arts

Electrical Construction

Electrical Construction—Advanced

Emergency Medical Technician-Paramedic—Limited Enrollment

Heating Ventilation, and Air Conditioning

Industrial Maintenance

Paralegal Studies

Welding: ARC Welding

Technical Diplomas

Industrial Maintenance

Practical Nursing—Limited Enrollment

Associate Degree Programs

Associate of General Studies

Associate of Arts

Paralegal Studies

Associate of Arts Louisiana Transfer

General Business Concentration

Fine Arts Concentration

Humanities Concentration

Social Sciences Concentration

Associate of Applied Science

BUSINESS TECHNOLOGY

Accounting Concentration

Business Administration Concentration

Entrepreneurship Concentration

Hotel, Restaurant, and Tourism Concentration

Medical Office Management Concentration

Associate of Applied Science

Care and Development of Young Children

Industrial Technology

Associate of Science Louisiana Transfer

Biological Sciences Concentration

Physical Sciences Concentration

Teaching (Grades 1-5)—Limited Enrollment

PROGRAM DESCRIPTIONS

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

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

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

CERTIFICATE OF GENERAL STUDIES

The General Studies Certificate program allows students to complete the first year of study toward an associate or baccalaureate degree

GENERAL EDUCATION REQUIREMENTS: Students must earn a grade of “C” or better in each course. At least nine (9) 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
ENGL 1020	English Composition II	3
MATH 1200 or higher	Survey of Mathematical Concepts or higher	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Subtotal		21

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		6

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		3
TOTAL		30

ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies degree program allows pre-baccalaureate studies in many areas. The degree also provides an opportunity for students with specific workforce needs to complete an associate degree not met by other degree options. A minimum of 12 hours must be taken at the 2000 level. Additionally, a minimum of 15 hours must be taken in residence. A student may not be awarded the Associate in General Studies more than once.

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a 'C' or better.	3
ENGL 1020	English Composition II	3
MATH 1200 or higher	Survey of Math Concepts or higher	3
ANY SPEECH		3
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.	6
Natural Sciences Electives	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	6
Subtotal		33

AREA OF CONCENTRATION: Grades of "C" or better are required for all courses in this area

COURSE RUBRIC	DESCRIPTION	CREDIT
	Courses with the same prefix or prefixes in the same category. (Note: If the area of concentration is Natural Sciences or Social/Behavioral Sciences, the corresponding pair in General Education Requirements may be replaced with a pair of transferable courses from another subject area. If the area of concentration is Humanities or Fine Arts, the corresponding General Education Requirement may be replaced with another course.)	18
Subtotal		18

ELECTIVES

COURSE RUBRIC	DESCRIPTION	9
	Elective courses	
Subtotal		9
TOTAL		60

TECHNICAL COMPETENCY AREA IN CULINARY ARTS: BASICS

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

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

TECHNICAL COMPETENCY AREA IN CULINARY ARTS: SANITATION

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

COURSE RUBRIC	DESCRIPTION	CREDIT
CULA 1000	Culinary Arts & Sciences	3
CULA 1050	Sanitation	3
Total		6

CERTIFICATE OF TECHNICAL STUDIES IN CULINARY ARTS

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL	ENGL 1000 or above	3
MATH	Math 1150 or above	3
Subtotal		6

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

COURSE RUBRIC	DESCRIPTION	CREDIT
CULA 1000	Culinary Arts & Sciences	3
CULA 1020	Basic Food Preparation	3
CULA 1050	Sanitation	3
CULA 1500	Baking	3
CULA 1700	Foodservice Management I	3
CULA 1750	Meat, Poultry, Seafood	3
CULA 1800	Soups, Stocks, Sauces	3
Elective	Either CULA 1600, BUSN 1510, BUSN 1800 FIAR 1000, or FIAR 1010	3
Subtotal		24
TOTAL		30

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 four Concentrations: Business, Fine Arts, Humanities, and Social Sciences. Please see the following program pages for the requirements for each concentration.

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

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

ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE
GENERAL BUSINESS CONCENTRATION

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

ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE

FINE ARTS CONCENTRATION

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGLISH (6 Hours: Gen Ed)		
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MATH/ANALYTICAL REASONING (6 Hours: Gen Ed)		
MATH 1300	College Algebra	3
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog	3
NATURAL SCIENCES (9-10 Hours: 9 Gen Ed + 0-1 Lab)		
BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences	3
		3
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence	3
BIOL 1070, CHEM 1110, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures	0-1
HUMANITIES (9-12 Hours = 9 Gen Ed + 0-3)		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature	3
SPCH 1100, 1310, 2150, 2200	Speech/Communication	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
SOCIAL/BEHAVIORAL SCIENCES (6-9 Hours = 6 GenEd + 0-3)		
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog	3
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog	3
Related Elective	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog	3
FINE ARTS (15-24 Hours = 3 Gen Ed + 12-21)		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog	3
		3
		3
		3
		3
Free Elective	Any transfer course as approved by a Transfer Advisor	0-3
NOTE	In order to achieve the 60 credit hours of this degree students must take more than the minimum hours in Fine Arts, Social Behavioral Sciences, Humanities, or Free Elective to equal 6 hours without exceeding the maximum hours in each area.	6
Total Credits Required for Degree Completion: 39 Gen Ed + 21 Electives		60

ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE

HUMANITIES CONCENTRATION

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGLISH (6 Hours: Gen Ed)		
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MATH/ANALYTICAL REASONING (6 Hours: Gen Ed)		
MATH 1300	College Algebra	3
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog	3
NATURAL SCIENCES (9-10 Hours: 9 Gen Ed + 0-1 Lab)		
BIOL 1060-1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences	3
	Sequence in Biological or Physical Sciences	3
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence	3
BIOL 1070, CHEM 1110, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures	0-1
HUMANITIES (24-30 Hours = 9 Gen Ed + 15-21)		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature (3 Hours)	3
Humanities	15-21 hours of Humanities Courses.[related to expected major, e.g., History, Foreign Language, Communication Skills	3
		3
		3
		3
		3
		3
		3
Humanities Elective	Any Humanities courses, as listed on the General Education Courses page of the Catalog, not taken to satisfy other Humanities requirements	3
SOCIAL/BEHAVIORAL SCIENCES (6-12 Hours = 6 Gen Ed + 0-6)		
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog (3 Hours)	3
Social Science 2000 Level	Any 2000-level Social/Behavioral Sciences course(s), as listed on the General Education Courses page of the Catalog (3 Hours)	3
Social/Behavioral Science Electives	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	0-3
FINE ARTS (3 Hours = 3 Gen Ed)		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog	3
NOTE	In order to achieve the 60 credit hours of this degree students must take more than the minimum hours in Fine Arts, Social Behavioral Sciences, Humanities, or Free Elective to equal 6 hours without exceeding the maximum hours in each area.	6
Total Credits required for degree Completion: 39 Gen Ed + 21 electives		60

ASSOCIATE OF ARTS/LOUISIANA TRANSFER DEGREE
SOCIAL SCIENCES CONCENTRATION

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGLISH (6 Hours: Gen Ed)		
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
MATH/ANALYTICAL REASONING (6 Hours: Gen Ed)		
MATH 1300	College Algebra	3
MATH Elective	Any other Analytical Reasoning/Mathematics course as listed on the General Education Courses page of the Catalog	3
NATURAL SCIENCES (9-10 Hours = 9 Gen Ed + 0-1 Lab)		
BIOL 1060/1080, CHEM 1100/1200, PHYS 1100/1200	Sequence in Biological or Physical Sciences	3
		3
BIOL 1060, CHEM 1100, or PHYS 1100 if not taken above	Lecture in Area Opposite of Sequence	3
BIOL 1070/ CHEM 1110, or PHYS 1110 to match lecture course	Lab to Augment one of the above Science Lectures	0-1
HUMANITIES (9-21 Hours = 9 Gen Ed + 0-12)		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Literature	3
HIST 1010/1020, 1500/1510, 2010/2020, or any two Humanities courses as listed on the General education Courses page of the Catalog	Humanities	3
		3
		0-12
SOCIAL/BEHAVIORAL SCIENCES (15-27 Hours = 6 Gen Ed + 9-21)		
Social Science	Any Social/Behavioral Sciences course as listed on the General Education Courses page of the Catalog (3 Hours)	3
		3
		3
		3
		3
FINE ARTS (3 Hours = 3 Gen Ed)		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog	3
NOTE	In order to achieve the 60 credit hours of this degree students must take more than the minimum hours in Fine Arts, Social Behavioral Sciences, Humanities, or Free Elective to equal 12 hours without exceeding the maximum hours in each area.	12
Total Credits Required for Degree Completion: 39 Gen Ed + 21 electives		60

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 Concentration: Biological and Physical Sciences. Please see the following program pages for the requirements for each concentration.

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

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

ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER DEGREE

BIOLOGICAL SCIENCES CONCENTRATION

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGLISH (6 Hours: Gen Ed)		
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
ENGL 1020	English Composition II	3
Math /Analytical Reasoning (6-12 Hours: 6 Gen Ed + 0-6)		
MATH 1300/1400	College Algebra/Trigonometry	3
MATH 1400/2000	Trigonometry/Statistics	3
MATH 2000/2010	Statistics/Calculus	0-5
Natural Sciences (18-28 Hours: 9 Gen Ed + 9-19)		
BIOL 1100/1110,	Biology I and Labs (Choose options for Science Majors; 8 Hours)	4
BIOL 1200/1210	Biology II and Labs I (Choose options for Science Majors; 8 hours)	4
CHEM 1100/1110	Chemistry & Lab	4
Choose at least 6 hours from the list below		
Natural Science Courses	Any other Natural Science courses as listed on the General Education Courses page of the Catalog	3-15
Humanities (9-21 Hours: 9 Gen Ed + 0-12)		
ENGL 2010, 2020, 2100, 2110, 2210, 2600, 2610	Gen Ed Literature	3
Humanities	Any History, Speech, or other Humanities course(s) as listed on the General Education Courses page of the Catalog	3
Humanities	Any History, Speech, or other Humanities course(s) as listed on the General Education Courses page of the Catalog	3
Humanities Electives	Humanities courses listed on the General Education Courses page of the Catalog	0-12 *See Note
Social Sciences/Behavioral Sciences (6 Hours: Gen Ed)		
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
Fine Arts (3 hours: Gen Ed)		
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses ((3 Hours)	3
*NOTE	In order to achieve the 60 credit hours of this degree students must take more than the minimum hours in Fine Arts, Social Behavioral Sciences, Humanities, or Free Elective to equal 12 hours without exceeding the maximum hours in each area.	12
Total Credits Required for Graduation: 39 Gen Ed + 21 electives		60

ASSOCIATE OF SCIENCE/LOUISIANA TRANSFER DEGREE

PHYSICAL SCIENCES CONCENTRATION

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGLISH (6 Hours: Gen Ed)		
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
ENGL 1020	English Composition II	3
Math/Analytical Reasoning (8-10 Hours: 6 Gen Ed +2-4)		
MATH 2010	Calculus I	5
MATH 2100	Calculus II	3
Natural Sciences (17-27 Hours: 9 Gen Ed + 8-18)		
CHEM 1100/1110, 1200/1210, PHYS 1100/1110, 1200/1210	Sequence + Labs in Chemistry or Physics (Choose options for Science Majors: 8 Hours)	4
		4
BIOL 1100	Biology I	3
Choose at least 6 hours from the list below		
CHEM 1100/1110, 1200, PHYS 1100/1110, 1200/1210	Chemistry & Lab is not used for sequence	4
BIOL 1200-1210	Biology & Lab if not used for sequence	4
PHYS 1100;1110, 1200/1210	Physics & Lab if not used for sequence	3
Science/Engineering Math Courses	Any other Analytical Reasoning/Mathematics or Natural Science courses as listed on the General Education Courses page of the Catalog	3
Humanities (9-21 Hours: 9 Gen Ed + 0-12)		
Gen Ed Literature	ENGL 2010, 2020, 2100,2110, 2210, 2600, 2610	3
HIST/COMM/HUMN Elective	Any History, Speech, or other Humanities course(s) as listed on the General Education Courses page of the Catalog	3
SPAN 1010/1020, 2010/2020; FREN 1010, 1020	Foreign Language Sequence or any other Humanities	3
Social Sciences/Behavioral Sciences (6 Hours: Gen Ed)		
Social Science	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
Social Science	See the General Education Courses page of the Catalog for eligible Social Sciences courses	3
Fine Arts (3 Hours: Gen Ed)		
Fine Arts	Any Arts (FIAR/MUSC/THEA) course as listed on the General Education Courses page of the Catalog.	3
NOTE	In order to achieve the 60 credit hours of this degree students must take more than the minimum hours in Fine Arts, Social Behavioral Sciences, Humanities, or Free Elective to equal 3 hours without exceeding the maximum hours in each area.	3
Total Credits Required for Graduation: 39 Gen Ed + 21 electives		60

CERTIFICATE OF TECHNICAL STUDIES PARALEGAL STUDIES

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

GENERAL EDUCATION REQUIREMENTS

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
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		18

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

COURSE RUBRIC	DESCRIPTION	CREDIT
	Select one course from the following: PARL 1300, PARL 1500, PARL 2050, PARL 2250, or PARL 2350, PARL 2400	3
Subtotal		3
TOTAL		30

ASSOCIATE OF ARTS PARALEGAL STUDIES

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

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

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of 'C' or better)	3
ENGL 1020	English Composition II	3
MATH 1200 or MATH 1300	Survey of Mathematical Concepts or College Algebra	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
CINS 1100	Survey of Microcomputer Applications	3
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses.	6
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	6
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
Subtotal		30

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

COURSE RUBRIC	DESCRIPTION	CREDIT
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		18

PARALEGAL ELECTIVES: Must earn a grade of "C" or better in each.

COURSE RUBRIC	DESCRIPTION	CREDIT
	Select 3 courses from the following: PARL 1200, PARL 1300, PARL 1500, PARL 2100, PARL 2150, PARL 2250, PARL 2300, or PARL 2350, PARL 2400	9
Subtotal		9

APPROVED ELECTIVES

COURSE RUBRIC	DESCRIPTION	CREDIT
	Select from: CINS 1200, ENVN 1030, OFCR 1500, POLI 1100, POLI 2610, or any PARL course as approved by advisor.	3
Subtotal		3
TOTAL		60

ASSOCIATE OF SCIENCE IN TEACHING (GRADES 1-5)

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

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

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

NOTE: Effective September 1, 2006: An ACT composite score of 22 or a SAT combined verbal and math score of 1030 may be used in lieu of *Praxis I* PPST exams by prospective teachers in Louisiana.

ENGLISH REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I	3
ENGL 1020	English Composition II	3
ENGL 2210	Major American Writers	3
ENGL 2020	Survey of English Literature II	3
Subtotal		12

NATURAL SCIENCES

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

MATHEMATICS

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

FINE ARTS ELECTIVE

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

HISTORY

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

SOCIAL SCIENCES

COURSE RUBRIC	DESCRIPTION	CREDIT
POLI 1100	American Government	3
GEOG 1200	Physical Geography	3
Subtotal		6

TEAC COURSES

COURSE RUBRIC	DESCRIPTION	CREDIT
TEAC 2010	Teaching and Learning In Diverse Settings I	3
TEAC 2030	Teaching and Learning In Diverse Setting II	3
PPST	Praxis I: Reading, Writing, and Mathematics (These are standardized tests students must pass.)	0
PPCK	Praxis II: Elementary education: Content Knowledge (This is a standardized test students must pass.)	0
NOTE: Effective September 1, 2006: An ACT composite score of 22 or a SAT combined verbal and math score of 1030 may be used in lieu of <i>Praxis I</i> PPST exams by prospective teachers in Louisiana.		
Subtotal		6
TOTAL		60

ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY

ACCOUNTING 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 Accounting. To pursue a transferable general business concentration, see the Associate of Arts Louisiana Transfer concentration in General Business.

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must make a grade of 'C' or better	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
ECON 2000	Microeconomics (this fulfills the Social Science Requirement	3
Natural Science	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
Subtotal		21

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

COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 1500	Payroll Accounting	3
ACCT 2100	Computerized Accounting	3
ACCT 2150	Managerial Accounting	3
ACCT 2400	Principles of Financial Accounting	3
Accounting Elective	Select two courses from the following: ACCT 2180, ACCT 2200, or ACCT 2330	6
BUSN 1100	Introduction to Business	3
BUSN 2100	Management	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
CINS 1100	Survey of Microcomputer Applications	3
CINS 1300	Spreadsheets	3
ECON 2020	Macroeconomics	3
Subtotal		39
TOTAL		60

ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY

BUSINESS ADMINISTRATION 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. To pursue a transferable general business concentration, see the Associate of Arts Louisiana Transfer concentration in General Business.

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of ‘C’ or better	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
ECON 2000	Microeconomics (this fulfills the Social Science requirement)	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
Subtotal		21

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

COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 2400	Principles of Financial Accounting	3
BUSN 1100	Introduction to Business	3
BUSN 2000	Marketing	3
BUSN 2100	Management	3
BUSN 2150	Human Resource Management	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
BUSN 2700	Foundations of Strategic Management for Business Admn.	3
Business Electives	Any ACCT, BUSN, or FINA course	3
CINS 1100	Survey of Microcomputer Applications	3
ECON 2020	Macroeconomics	3
FINA 2010 or BUSN 1330	Finance or Personal Finance	3
MATH 1700	Finite Math	3
Subtotal		39
TOTAL		60

TECHNICAL COMPETENCY AREA

ENTREPRENEURSHIP

This TCA introduces students to entrepreneurial concepts enabling them to gain understanding of personal business ownership.

(Pending LCTCS and SACSCOC approval)

COURSE RUBRIC	DESCRIPTION	CREDIT
BUSN 1500	Introduction to Entrepreneurship	3
BUSN 1510	Small Business Management	3
BUSN Elective	Select one course from the following: ACCT 2100, BUSN 1100, BUSN 1520, BUSN 2200	3
	TOTAL	9

ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY

ENTREPRENEURSHIP

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 Entrepreneurship and small business. To pursue a transferable general business concentration, see the Associate of Arts Louisiana Transfer concentration in General Business.

GENERAL EDUCATON REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of “C” or better)	3
MATH 1300	College Algebra	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Social Science	ECON 2000 Microeconomics or ECON 2020 Macroeconomics	3
Natural Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
Subtotal		15

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

COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 2100	Computerized Accounting	3
BUSN 1100	Introduction to Business	3
BUSN 1500*	Starting a New Business: Introduction to Entrepreneurship	3
BUSN 1510*	Small Business Management	3
BUSN 1520	Marketing for Entrepreneurship	3
BUSN 2200*	Business Law	3
BUSN 2400	Business Communication	3
BUSN 2500	Financing for Entrepreneurship	3
BUSN 2550	Foundations of Strategic Management for Entrepreneurship	3
CINS 1100	Survey of Microcomputer Applications	3
BUSN Electives	Select two courses from the following: BUSN 1330, BUSN 1530, BUSN 2000, BUSN 2100, BUSN 2150	6
Elective	9 Hours of related courses approved by the advisor.	9
Subtotal		45
TOTAL		60

ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY

HOTEL, RESTAURANT, AND TOURISM 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 of Hotel, Restaurant & Tourism Administration. To pursue a transferable general business concentration, see the Associate of Arts Louisiana Transfer concentration in General Business.

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
Humanities	Foreign languages, history, literature, philosophy, speech, theater	3
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics	3
Natural Sciences	Biology, chemistry, geology, physical science, physics	3
	Subtotal	21

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

COURSE RUBRIC	DESCRIPTION	CREDIT
ACCT 2400	Principles of Financial Accounting	3
BUSN 1100	Introduction to Business	3
BUSN 1800*	Introduction to Hospitality Management	3
BUSN 2100	Management	3
BUSN 2150*	Human Resource Management	3
BUSN 2190	Legal Environment of Business	3
BUSN 2400	Business Communication	3
BUSN 2800*	Lodging Management	3
BUSN 2820*	Marketing for Hospitality and Tourism	3
BUSN 2890*	Foundations of Strategic Management for Hospitality	3
CINS 1100	Survey of Microcomputer Applications	3
CULA 1020*	Basic Food Preparation	3
CULA 2730*	Hospitality Human Resources Management & Supervision	3
	Subtotal	39
	TOTAL	60

CERTIFICATE OF APPLIED SCIENCE IN MEDICAL CODING AND BILLING

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

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

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a "C" or better)	3
MATH 1180	Algebra for College Students	3
BIOL 1010	Introduction to Anatomy & Physiology (satisfies the Natural Science requirement)	3

Select one course from one of the following

Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	
Social Sciences	See the General Education Courses page of the Catalog for eligible Social Sciences courses	
Subtotal		12

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

COURSE RUBRIC	DESCRIPTION	CREDIT
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 1110	Basic CPT Coding	3
HSOM 2700	Basic ICD10CM Coding	3
HSOM 2010	Legal Aspects of Medical Office	3
HSOM 2050	Medical Office Management	3
HSOM 2090	Advanced Medical Coding	3
HSOM 2150	Reimbursement and Patient Billing	3
CINS 1100	Survey of Microcomputer Applications	3
Subtotal		27
TOTAL		39

ASSOCIATE OF APPLIED SCIENCE BUSINESS TECHNOLOGY

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. To pursue a transferable general business concentration, see the Associate of Arts Louisiana Transfer concentration in General Business. **Note:** According to AHMIA (www.ahima.org July 2014) Students completing this program meet the following requirement to sit for AHIMA certification testing.: *Completion of other coding training programs that include Anatomy and Physiology, Medical Terminology, Basic ICD, Diagnostics and Procedural and Basic CPT coding.*

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a "C" or better)	3
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking (satisfies the Humanities requirement)	3
ECON 2000 or ECON 2020	Microeconomics or Macroeconomics (satisfies the Social Science requirement)	3
BIOL 1100	General Biology I (satisfies the Natural Sciences requirement)	3
BIOL 1110	General Biology I Lab	1
Subtotal		16

MAJOR COURSES: Must earn a "C" or better in each. At least 21 credit hours must be earned in residence.

COURSE RUBRIC	DESCRIPTION	CREDIT
BUSN 1100	Introduction to Business	3
BUSN 2400	Business Communication	3
BIOL 2300	Human Anatomy and Physiology I	3
BIOL 2310	Human Anatomy and Physiology I Lab	1
BIOL 2400	Human Anatomy and Physiology II	3
BIOL 2410	Human Anatomy and Physiology II Lab	1
CINS 1100	Survey of Microcomputer Applications	3
HSOM 1020	Medical Terminology I	3
HSOM 1030	Medical Terminology II	3
HSOM 1110	Basic CPT Coding	3
HSOM 2700	Basic ICD10 Coding	3
HSOM 2010	Legal Aspects of the Medical Office	3
HSOM 2050	Medical Office Management	3
HSOM 2090	Advanced Medical Coding	3
HSOM 2150	Reimbursement and Patient Billing	3
HSOM 2600	Human Disease for Allied Health	3
Subtotal		44
TOTAL		60

CERTIFICATE OF APPLIED SCIENCE IN BUSINESS TECHNOLOGY

The Certificate of Applied Science in Business Technology degree program prepares students for entry level positions in a wide array of business-related industries such as accounting; hotel, restaurant, and tourism; legal, medical, and general office management; computer information systems; or computer technology. A minimum of 9 hours must be taken in one discipline area. Additionally, a minimum of 15 hours must be taken in residence.

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a "C" or better)	3
MATH 1180 or higher	Algebra for College Students or higher	3
Social Science	ECON 2000 Microeconomics or ECON 2020 Macroeconomics	3
Subtotal		9

MAJOR COURSES

COURSE RUBRIC	DESCRIPTION	CREDIT
Business Electives	Any ACCT, BUSN, CINS, CTEC, ECON, FINA, OADM, or OFCR. (A minimum of 9 hours must be taken in one discipline area.)	21
Subtotal		21
TOTAL		30

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

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
CDYC 1050	Introduction to the Care and Development of Young Children	3
TOTAL		3

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

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

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of “C” or better	3
MATH 1200 or higher	Survey of Mathematical Concepts or higher	3
PSYC 1100	Introduction 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 course.

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

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

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

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a “C” or better)	3
ENGL 1020	English Composition II	3
MATH 1200 or higher	Survey of Mathematical Concepts or higher	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 Sciences	See the General Education Courses page of the Catalog for eligible Natural Sciences courses	3
PSYC 1100	Introduction to Psychology	3
PSYC 2200	Child Psychology	3
CINS 1100	Survey of Microcomputer Applications	3
Fine Arts	See the General Education Courses page of the Catalog for eligible Fine Arts courses	3
Subtotal		30

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

COURSE RUBRIC	DESCRIPTION	CREDIT
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

COURSE RUBRIC	DESCRIPTION	CREDIT
	Two courses, to be approved by advisor	6
TOTAL		60

TECHNICAL COMPETENCY AREA IN INDUSTRIAL TECHNOLOGY

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
INDT 1010	Introduction to Process Technology	3
INDT 1030	Industrial and Plant Safety	3
	TOTAL	6

CERTIFICATE OF TECHNICAL STUDIES IN INDUSTRIAL MAINTENANCE

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
HVAC 1000	Basic Refrigeration	3
HVAC 1510	Basic Applied Electricity I	3
INDT 1100	Introduction to Industrial Maintenance Technology	1
INDT 1120	Material Handling	2
INDT 1200	Metal Fabrication	3
INDT 1210	Preventative Maintenance	4
	Subtotal	16

**TECHNICAL DIPLOMA
INDUSTRIAL MAINTENANCE**

(Pending SACS and LCTCS Approval)

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

COURSE RUBRIC	DESCRIPTION	CREDIT
	Course must be chosen from CNST, ELEC, HVAC, INDT, WELD (At least 15 hours must be in one discipline.)	45
	TOTAL	45

ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY

The Industrial Technology program prepares graduates to work as process technicians in refineries, chemical plants, and related industries. This program is ATMAE accredited and endorsed by the North American Process Technology Alliance.

GENERAL EDUCATION REQUIRMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
ENGL 1010	English Composition I (must earn a grade of "C" or better)	3
MATH 1300	College Algebra	3
Humanities	See the General Education Courses page of the Catalog for eligible Humanities courses	3
Any SPCH		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		19

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

COURSE RUBRIC	DESCRIPTION	CREDIT
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 Troubleshooting	3
INDT 2910	Internship	3
Subtotal		36

ENRICHMENT COURSES: Electives must be selected with advisor.

COURSE RUBRIC	DESCRIPTION	CREDIT
CINS 1100	Survey of Microcomputer Applications	3
Elective	Electives must be selected with advisor approval.	6
Subtotal		9
TOTAL		64

TECHNICAL DIPLOMA IN PRACTICAL NURSING

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

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

The Practical Nursing Program has limited enrollment and the following admission requirements. (NOTE: these requirements are strictly enforced due to State Nursing Board policies.) 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 2.6 in all courses taken;
4. Earn a cumulative GPA of 2.6 in all Practical Nursing prerequisite courses:
 - a. Earn a "C" or better in ENGL 1010 English Composition I and PSYC 1100 Introduction to Psychology,
 - b. Earn a "B" or better in MATH 1190 Math for Allied Health. *NOTE: MATH 1180 Algebra for College Students or higher is a prerequisite for MATH 1190.*
 - c. 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;
 - d. 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 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 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 acceptable placement score on the ACT, COMPASS, ASSSET, or TABE placement tests;
6. May need to obtain acceptable scores in a pre-admission exam.
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.
13. Drug testing is required upon admission and at various times during the nursing program. Students admitted into the Practical Nursing program will be required to have fingerprinting, criminal history record, background check and credential evaluation upon admission. Results may prevent enrollment in clinical nursing courses.
14. There is limited enrollment in the program. Students are selected for admission to the program 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.
15. 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 Louisiana State Board of Practical Nurse Examiners (LSBPNE). All students chosen to enter the program must be approved by the LSBPNE prior to program entry. *NOTE: Must be approved 2 months ahead of time.*

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

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

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

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

PRACTICAL NURSING PREREQUISITE REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
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
Total Prerequisite Credits		16

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

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

PRACTICAL NURSING PROGRAM REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
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
TOTAL PN Program Credits		50

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 and click on the Practical Nursing link for current information.

TECHNICAL COMPETENCY AREA IN CERTIFIED NURSING ASSISTANT

Nursing assistants provide basic bedside care and comfort to patients and residents in multiple healthcare settings. Students participate in clinical activities under the supervision of the instructor at approved healthcare facilities including local hospitals and long-term-care facilities. 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.

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 (Basic Life Support for Healthcare Providers from the American Heart Association).

Course Requirements:

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

Program length: One semester

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

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
NURS 1000	Nursing Assistant	7
	TOTAL	7

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 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).

CERTIFICATE OF TECHNICAL STUDIES

HEATING, VENTILATION, AND AIR CONDITIONING

The Heating, Ventilation, and Air Conditioning program prepares students for entry-level Service Technician employment. Students may take an examination (fee not included in course fee) to receive their EPA certification for gas removal.

GENERAL EDUCATION REQUIREMENTS

COURSE RUBRIC	DESCRIPTION	CREDIT
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	

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

COURSE RUBRIC	DESCRIPTION	CREDIT
HVAC 1000	Basic Refrigeration I	3
HVAC 1020	Residential Instillation Techniques	3
HVAC 1060	Service Techniques Lab I	3
HVAC 1510	Basic Applied Electricity	3
HVAC 1570	Trouble-Shooting Techniques I	3
HVAC 1580	Trouble-Shooting Techniques II	3
HVAC 1590	Electrical Schematics	3
HVAC 2900	Industrial Cooperative Work Program	6
Subtotal		27
TOTAL		33

CERTIFICATE OF TECHNICAL STUDIES

ELECTRICAL CONSTRUCTION

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

COURSE RUBRIC	DESCRIPTION	CREDIT
CNST 1000	Introduction to Construction	5
ELEC 1000	Electrical Construction I	6
ELEC 1010	Electrical Construction II	8
	TOTAL	19

CERTIFICATE OF TECHNICAL STUDIES

ADVANCED ELECTRICAL CONSTRUCTION

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

COURSE RUBRIC	DESCRIPTION	CREDIT
ELEC 2000	Electrical Construction III	8
ELEC 2010	Electrical Construction IV	9
	TOTAL	17

**TECHNICAL COMPETENCY AREA IN EMERGENCY MEDICAL TECHNICIAN--
BASIC**

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.

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

COURSE RUBRIC	DESCRIPTION	CREDIT
EMTP 1020	Emergency Medical Technician	6
EMTP 1030	Basic Skills in EMT	1
	TOTAL	7

**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.

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

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.
- 5.

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 better.

COURSE RUBRIC	DESCRIPTION	CREDIT
BIOL 1010	Introduction to Anatomy and Physiology	3
BIOL 1020	Introduction to Anatomy and Physiology Lab	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
	TOTAL	33

CERTIFICATE OF TECHNICAL STUDIES IN WELDING

A Certificate of Technical Studies in Welding trains people to work as welders. The courses can also be counted toward an Associate of Applied Science degree in Industrial Technology.

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

COURSE RUBRIC	DESCRIPTION	CREDIT
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
WELD 1160	Welding Lab I	3
WELD 1170	Welding Lab II	3
WELD 1700	Advanced Arc Welding	4
	Subtotal	16

TECHNICAL COMPETENCY AREA IN TACK WELDING

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

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

COURSE RUBRIC	DESCRIPTION	CREDIT
WELD 1100	Oxy-Acetylene Welding	3
WELD 1130	Basic Arc Welding	3
	Subtotal	6

COURSE DESCRIPTIONS

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.

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

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 in 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 website is: <http://regents.louisiana.gov/master-course-articulation-matrix-ay-2013-2014>

LOUISIANA STATEWIDE COMMON COURSE CATALOG

Since 2003, the Board of Regents has made available to the public via its website the Master Course Articulation Matrix that reflects course equivalencies among postsecondary institutions of higher education. In 2009 Act 356 required implementation of a statewide common course numbering system “to facilitate program planning and the transfer of students and course credits between and among institutions.” Understanding the significance of determining course equivalences as critical to developing and maintaining a statewide common course numbering system, the Board of Regents brought together faculty representatives from all of the public colleges and universities starting in the fall of 2011 to discuss this initiative. University and community college faculty worked to establish common course content to be covered for each course included on the Matrix. This initiative is ongoing with additional courses being added regularly. Courses that are part of the Master Articulation Matrix are indicated by **LCN**, four letters and a four digit number after the course description: **LCN: CACC 2113**. This is the course designation in the statewide Common Course Catalog that will be used in transferring to other Louisiana institutions. Courses without this designation may be transferrable as indicated, but not yet part of the Matrix project as of the finalization of this catalog. For additional information on the Louisiana Common Course Catalog or Louisiana Transfer Matrix, visit <http://regents.louisiana.gov>.

LCTCS ONLINE CLASSES

Some courses listed below are offered through *lctcsonline*. 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.

NOTE: Lab fees could include certifications, tests, field trips, and/or supplies.

COURSE DESCRIPTIONS ACCOUNTING (BT)

ACCT 1100

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.* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 1500

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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 2010

T

Principles of Accounting I

This course covers the principles, techniques, and tools of accounting. Includes principles of collecting, summarizing, and reporting financial information for sole proprietorships. *ACCT 2010 and 2020 combined normally transfer to most baccalaureate programs as only one three-credit course.* (LCN: CACC 2313) **Prerequisite:** Eligibility for MATH 1180 3.000 Credit hours 3.000 Lecture 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 2020

T

Principles of Accounting II

This course is a continuation of ACCT 2010. Partnerships, corporations, and analysis of financial statements. *ACCT 2010 and 2020 combined normally transfer to most baccalaureate programs as only one three-credit course.* (LCN: CACC 2323) **Prerequisite:** ACCT 2010 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 2100 T

Computerized Accounting

This course teaches the student to perform practical accounting applications using a computer and QUICKBOOKS accounting software. It includes major components of computerized accounting: general ledger, accounts receivable, accounts payable, and payroll. *Lab Fee* (LCN: CACC 2413) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 2150 T

Managerial Accounting

This course is an introduction to managerial accounting theory, tools and concepts, with emphasis on the techniques used to provide information for internal management decisions. (LCN: CACC 2213) **Prerequisite:** ACCT 2020 or ACCT 2400 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 2180 T

Introduction to Governmental and Not-For-Profit Accounting

This course surveys the different types of fund accounting used by federal and local governments and not-for-profit organizations such as public universities, public hospitals, and charitable organizations. It examines the financial statements that these organizations are required to prepare and their budgeting process. It also contrasts not-for-profit accounting with commercial accounting. **Prerequisite:** ACCT 2020 or ACCT 2400 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ACCT 2200 T

Tax Accounting

This course covers Federal income tax principles and concepts with emphasis on individual income taxation and basic business transactions. (LCN: CACC 2613) **Prerequisite:** ACCT 2020 or ACCT 2400 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

ACCT 2330 T

Auditing Principles

This course covers the theory and procedures of (external) financial statement auditing including ethics and auditing standards generally accepted in the US. **Prerequisite:** ACCT 2020 or ACCT 2400 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

ACCT 2400

T

Principles of Financial Accounting

This course is an introduction to accounting and financial reporting concepts and the significance of financial accounting information in decision-making. Emphasis is on the accounting cycle; assets, liabilities, and stockholders' equity; and preparation of financial statements. Credit will not be awarded for this course and/or ACCT 2010 and 2020. (LCN: CACC 2113) **Prerequisite:** **Eligibility for MATH 1180** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ANTHROPOLOGY (AH)

ANTH 1100

T

Introduction to Anthropology

This course provides an introduction to the study of culture and society in comparative perspective. It examines bio-cultural evolution, prehistory, language, and comparative social and cultural systems. It includes examples from societies around the world to illustrate basic principles of formation, structure, and distribution of human institutions. It focuses particularly on the contribution that knowledge of cultural diversity makes toward understanding the modern world. (LCN: CATR 1013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study **LCTCS Online:** ANTH 160

BIOLOGY (HNS)

BIOL 1010

NT

Introductory Anatomy and Physiology

This course covers the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 1020

NT

Introductory Anatomy and Physiology Laboratory

Topics in this accompanying lab course include microstructures, chemical and physical processes, and the systems of the body. *Lab Fee* **Co-requisite:** **BIOL 1010** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOL 1030 NT

Nutrition for Food Service Personnel

This course covers nutrients, including functions, factors affecting their use, food sources, dietary allowances, food habits, special needs in the lifecycle, current issues in nutrition, and marketing nutrition in the food service industry. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

BIOL 1040 T

Animal Behavior

This course provides a detailed analysis of non-human animal behavior with emphasis on vertebrate behavior. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

BIOL 1050 T

Marine Biology

This course surveys the biological, physical, and chemical components of the ocean ecosystem. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 1060 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. (LCN: CBIO 1013) **Prerequisite: Students must have completed all developmental reading requirements.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study **LCTCS Online: BIOL 101**

BIOL 1070 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. (LCN: CBIO 1011) *Lab Fee* **Co-requisite: BIOL 1060** 3.000 Credit hours 0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture **LCTCS Online: BIOL 101L**

BIOL 1080 **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. (LCN:CBIO 1023)

Prerequisite: Students must have completed all developmental reading requirements.

3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 1090 **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.(LCN: CBIO 1021) *Lab Fee* **Co-requisite: BIOL 1080** 3.000 Credit hours

0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOL 1100 **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. (LCN: CBIO 1033) **Prerequisite: Students must have completed all developmental reading requirements.**

3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 1110 **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, collect, analyze quantitative data. Other topics include control of the internal environment, organismic integration, the cell cycle, and animal development. (LCN: CBIO 1031) *Lab Fee* **Co-requisite: BIOL 1100** 3.000 Credit hours

0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOL 1200 **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. (LCN: CBIO 1043) **Prerequisites:** **BIOL 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 1210 **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. (LCN: CBIO 1041) *Lab Fee Co-requisite:* **BIOL 1200** 3.000 Credit hours 0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOL 1500 **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. (LCN:CBIO 2703) **Prerequisite:** **Students must have completed all developmental reading requirements.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

BIOL 2000 **T**

Microbiology

This course covers the general and pathogenic microbiology of prokaryotic and eukaryotic microbes. It addresses the growth, epidemiology, immunology, and classification of microorganisms. (LCN: CBIO 2123) **Prerequisite:** **BIOL 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 2010 **T**

Microbiology Laboratory

This accompanying lab covers staining techniques, culture methods, and identification of microorganisms with an emphasis on prokaryotic organism. (LCN: CBIO 2121) *Lab Fee Co-requisite:* **BIOL 2000** 3.000 Credit hours 0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOL 2050 **T**

Genetics

This course covers cell division, Mendelian, molecular, and population genetics, and their applications in biotechnology. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 2200 **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* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 2210 **T**

Environmental Science

This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. *The course is cross-listed as ENVN 2210. Credit will not be awarded for both courses.* (LCN: CEVS 1103) **Prerequisites:** **BIOL 1100 or CHEM 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

BIOL 2220 **T**

General Botany

This course explores the ecology and distribution of vascular plants and includes the basic principles and methods of plant taxonomy: identification, classification, morphology, and herbarium techniques. The course includes lab and field experiences. (LCN:CBIO 2313) **Prerequisites:** **Students must have completed Developmental Reading Requirements.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 2300 **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. (LCN: CBIO 2213) **Prerequisites:** **BIOL 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 2310**T****Human Anatomy and Physiology I Laboratory**

This accompanying lab course includes gross and microscopic study of the skeletal, muscular, nervous, and integumentary systems. (LCN: CBIO 2211) *Lab Fee* **Co-requisite: BIOL 2300** 3.000 Credit hours 0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOL 2400**T****Human Anatomy and Physiology II**

This course covers the structure and function of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems. (LCN: CBIO 2223) **Prerequisites: BIOL 2300** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BIOL 2410**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. (LCN: CBIO 2221) *Lab Fee* **Co-requisite: BIOL 2400** 3.000 Credit hours 0.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BIOTECHNOLOGY (HNS)**BTEC 1010****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* **Prerequisites: Students must have completed all developmental reading requirements and must be eligible for MATH 1180.** 3.000 Credit hours 2.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BTEC 1060**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BUSINESS (BT)

BUSN 1050

T

Business Mathematics

This course reviews the basic operations of mathematics, particularly fractions, decimals, and percentages. It provides an intensive study of cash and trade discounts, commissions, retail selling, interest depreciation, payroll, taxes, purchasing, and inventory. (LCN:CBUS 1103)

Prerequisite: Eligibility for DEVM 0940 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

BUSN 1100

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. (LCN: CBUS 1003) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture, Independent Study, Web

BUSN 1330

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. (LCN: CFIN 2113) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

BUSN 1500

T

The Art of the Start (Introduction to Entrepreneurship)

This course is designed to introduce the student to early development, planning, formation, and management of entrepreneurial ventures. Emphasis will focus on: fundamental business concepts; start-up team issues; entrepreneurial thinking and creativity, business plan creation; life-cycle of opportunity and assessment; feasibility analysis; business implementation; new product introduction; and seeking funds. (LCN: CMGM 2413) *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 1510

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. (LCN: CMGM 2313) *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 1520 T

Marketing for Entrepreneurs

This course introduces students to marketing for small and start-up businesses through a series of lectures, class participation, and computer simulations. Emphasis will focus on the principles of marketing, the marketing mix, demography, marketing strategies, Bootstrap and Guerilla marketing, social media marketing, e-marketing, SWOT analysis, niche marketing, and various pricing strategies. Additionally, students will develop and present a marketing plan. *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 1530 T

Contemporary Issues in Entrepreneurship

This course introduces students to the various franchising options available for entrepreneurs through a series of lectures, class participation, and computer simulations. Emphasis will focus on the principles of franchising, franchise agreements, franchise opportunities, franchise legalities, the nature of the franchisee/franchisor relationship, and entrepreneur franchise research. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 1800 T

Introduction to Hospitality Management

This course provides an understanding of the scope and complexity of the hospitality industry, and introduces key hospitality definitions, the opportunities available, and the training necessary to achieve a successful hospitality management career. The class will follow the American Hotel and Lodging Association (AHLA) curriculum. At the completion of the class, students will test for the Certified Guest Service Professional (CGSP) industry based certification. *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2000 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 (LCN: CMKT 2003) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2100 **T**

Management

This course covers management processes such as planning, organizing, staffing, influencing, and controlling. It examines relationships between supervisors and employees, as well as among the members of groups in the business society. It establishes operating principles and policies through examining case material. (LCN: CMGM 2103) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2150 **T**

Human Resource Management

This course is designed to provide the student with the concepts, theories, principles and techniques of personnel administration, including: job analysis; employment law; recruitment; selection, training and development; employee motivation and performance appraisal; compensation and employee benefit programs; grievances; and labor relations. and the modern-day importance of strategic human resource management. (LCN: CMGM 2213) **Prerequisite:** **BUSN 1100, BUSN 1510 or BUSN 2100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2190 **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** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2200 **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. (LCN: CBUS 2103) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2400 **T**

Business Communication

Development and practice of oral communication skills necessary in business and professional settings. Includes experience conducting a job search and interviewing, making individual presentations, group problem solving, and adapting to organizational cultures. **Prerequisite:** **ENGL 1010** (LCN: CCOM 2313) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2500 **T**

Financing for Entrepreneurs

This course introduces students to the various financial options and strategies available for entrepreneurs through a series of lectures, class participation, and computer simulations. Emphasis will focus on principles of entrepreneurial finance, venture capital, angel and institutional investor, private equity, measuring and evaluating financial performance, and the importance of cash flow. Additionally, students will develop and present a funding proposal.

Lab Fee **Prerequisites: BUSN 1100, BUSN 1500, BUSN 1510, ECON 2000** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2550 **T**

Foundations of Strategic Management for Entrepreneurship

This capstone course in the Entrepreneurship Concentration allows students to develop, implement, and manage a new venture via a simulation platform. Students learn the strategic level decision making elements of running a virtual startup business. *Lab Fee* **Prerequisites:**

BUSN 1500 and BUSN 1510 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2700 **T**

Foundations of Strategic Management for Business Administration

This capstone course will allow students to develop, implement, and manage a full scale business via a simulation platform. Students learn the strategic level decision making elements of running a virtual business. This course is an opportunity for students to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, practice at a higher level to provide the culmination of the student's studies. *Lab Fee*

Prerequisites: BUSN 1100, 2000 and 2100 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2800 **T**

Lodging Management

This course provides a detailed presentation of lodging operations management in specific areas including front office operations; housekeeping and sanitation; food and beverage; and facility operations, including risk management/security, accounting/financial operations, and hospitality services. In addition to the hotel and motel industry, other topical areas also include vacation ownership (time-share) industry and the casino and resort industry. The class follows the American Hotel and Lodging Association (AHLA) curriculum. At the completion of the class, students test for the Certified Front Desk Representative (CFDR) industry based certification.

Lab Fee **Prerequisite: BUSN 1100, BUSN 1800** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2820 **T**

Marketing for Hospitality and Tourism

This course examines the marketing of hospitality and tourism operations. Students explore destination-oriented marketing goals and strategies, trend issues, and challenges influencing hospitality and tourism destination organizations. Specific topics include fundamental marketing principles as they apply to hospitality and tourism services, customer behavior, advertising, publicity, and public relations. **Prerequisites:** **BUSN 1100, BUSN 1800** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

BUSN 2890 **T**

Foundations of Strategic Management for Hospitality

This capstone course in the Hotel, Restaurant, and Tourism Administration Concentration allows students to develop, implement, and manage a new hospitality based company via a simulation platform. Students learn the strategic level decision making elements of running a virtual hospitality business. *Lab Fee* **Prerequisites;** **BUSN 1800, BUSN 2800, and BUSN 2820** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CARE AND DEVELOPMENT OF YOUNG CHILDREN (AH)

CDYC 1050 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 1110 **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-requisites:** **PSYC 2200** 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 1120

NT

Health, Safety, and Nutrition for Young Children

This course focuses on issues of health, safety, and nutrition facing children ages birth to age eight, especially in a group care setting. It emphasizes practical information and techniques. It also reviews current child-care licensing regulations and school health and safety standards. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 1300

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 1410

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CDYC 1810

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. 3.000 Credit hours 3.000 Lecture hour 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2130

NT

Infant and Toddler Curriculum Development

This course focuses on planning appropriate environments, activities, materials, and interactions for children from birth to three years. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2300

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2610 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2730 **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. **Prerequisites:** CDYC 1050 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2800 **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. **Prerequisites:** CDYC 1050 3.000 Credit hour 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2850 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CDYC 2980 **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 instructor. 6.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CHEMISTRY (HNS)

CHEM 1100

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. (LCN: CCEM 1123) **Prerequisites:** Eligibility for enrollment in **MATH 1180** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CHEM 1110

T

General Chemistry I Laboratory

This accompanying lab emphasizes basic calculations and equations, laboratory safety, and fundamental chemical operations. (LCN: CCEM 1121) *Lab Fee* **Co-requisite:** **CHEM 1100** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CHEM 1200

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. (LCN: CCEM1133) **Prerequisites:** **CHEM 1100** 3.000 Credit hours 3.000 Lecture hour 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CHEM 1210

T

General Chemistry II Laboratory

This accompanying lab uses experiments that include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds. (LCN: CCEM1131) *Lab Fee* **Co-requisite:** **CHEM 1200** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hour **Levels:** Undergraduate **Schedule Types:** Lecture

CHEM 1300

T

Introductory Organic Chemistry

This course introduces organic and biochemistry topics including organic compounds, carbohydrates, proteins, lipids, and the biochemistry of metabolism. (LCN: CCEM 2213) **Prerequisites:** **CHEM 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CHEM 1310 **T**

Introductory Organic Chemistry Laboratory

This accompanying lab course involves the preparation of compounds and reactions basic to organic chemistry and biochemistry. (LCN: CCEM 2211) *Lab Fee* **Co-requisite: CHEM 1300** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CHEM 2070 **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. *This course is cross-listed as ENVN 2070. Credit will not be awarded for both courses.* **Prerequisites: CHEM 1100** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

COMPUTER INFORMATION SYSTEMS (BT)

CINS 1000 **NT**

Computers for Everyday Use

This course is a survey of computer applications for business and personal use. Topics include introduction to the microcomputer, Windows, word processing, spreadsheets, database, management, and business presentations. *This course fulfills the requirement in the certificate programs for students to be computer literate, and it may be used in some terminal associate degree programs. Credit toward a degree or certificate will not be awarded for both this course and CINS 1100.* *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 1100 **T**

Survey of Microcomputer Applications

This course is a survey of computer applications for business and personal use. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management web page authoring, internet, and email. Students work in a computer lab using PCs and a popular integrated program such as Microsoft Office. (LCN:CBUS 2203) *Credit toward a degree or certificate will not be awarded for both this course and CINS 1000.* *Lab Fee* **Prerequisite or Co-requisite: OFCR 1010 or permission of instructor.** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web **LCTCS Online: CIS 105**

CINS 1200**T****Word Processing**

This course focuses on creating text documents using contemporary word processing software. Topics include basic text editing, clip art, research writing tools, templates, tables, charts, watermarks, and macros. *Lab Fee* **Prerequisite or Co-requisite: CINS 1100 or OFCR 1200 or permission of instructor.** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CINS 1300**T****Spreadsheets**

This course focuses on creating spreadsheet files using a contemporary program. Topics include formulas, functions, spreadsheet formatting, graphs, data projection, data analysis, creating Excel web pages, and file management. *Lab Fee* **Prerequisite: CINS 1100 or permission of instructor** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CINS 1400**T****Databases**

Students in this course do hands-on activities with PCs and a current relational database program. Topics include Windows, database terminology, database design and creation, forms, queries, reports, macros, switchboards, web databases, file management, and database management. *Lab Fee* **Prerequisite: CINS 1100 or permission of instructor.** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 1500**NT****Introduction to Computers**

Students in this course study computer systems, including operating systems, hardware, and software, with the focus on microcomputer hardware. The course also looks at information systems, networking, security, and computer ethics. *Lab Fee* **Co-requisite: CINS 1100 or permission of instructor.** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 1600 **T**

PowerPoint/Internet/Outlook

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

Prerequisite: CINS 1100 or permission of instructor. 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 1700 **T**

Computer Graphics

Computer graphics students do hands-on activities with PCs and a current graphics program. Topics include graphic file formats, raster graphics, vector graphics, anti-aliasing, layers, special effects, graphics text, web components, and photo editing. *Lab Fee* **Prerequisite: CINS 1000,**

CINS 1100 or permission of instructor 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 2000 **T**

Programming

This course covers the basic concepts of problem-solving techniques and structured algorithm design using a procedure-oriented high-level language. *Lab Fee* **Prerequisites CINS 1100 and MATH 1180** 4.000 Credit hours 3.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 2200 **T**

Advanced Word Processing

Topics in this course include merging, advanced text editing and writing tools, online documents and forms, and Visual Basic applications. *Lab Fee* **Prerequisite: CINS 1200 or permission of instructor** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CINS 2250 **T**

Web Page Authoring

Students in this course use current software to create, edit, and publish web pages. Topics include terminology and design. *Lab Fee* **Prerequisites: CINS 1300 or permission of instructor.** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

CINS 2300 **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 instructor 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CINS 2400 **T**

Database SQL

This course focuses on database applications and the use of Structured Query Language. *Lab Fee* **Prerequisite:** CINS 1400 or permission of instructor. 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

COMPUTER TECHNOLOGY (BT)

CTEC 1550 **T**

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* 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 1600 **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 instructor. 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 1650 **NT**

Routers and Routing Basics

This course focuses on initial route configuration, routing protocol configuration, TCP/IP, and creating access control lists. *Lab Fee* **Prerequisite:** CTEC 1550 or permission of instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 1800 **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* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 1801 **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 instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 1850 **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** CTEC 1550 or permission of instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 2200 **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 instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 2400 **NT**

Students in this course build a network from the ground up, design a directory structure, and install software, network printing, network menus, and login scripts. They also learn troubleshooting and repair techniques for the networks. *Lab Fee* **Prerequisite:** CTEC 1550 or permission of instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 2550 **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 instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CTEC 2650 **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 instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

CONSTRUCTION TECHNOLOGY (BT)

CNST 1000 **NT**

Introduction to Construction

This course introduces industry trends, career levels, and future trends in construction. 3.000 Credit hours 5.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CNST 1010 **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* 3.000 Credit hours 3.000

Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture,

CNST 1020 **NT**

Blueprint Reading

Students who complete this course are able to read and sketch simple plans. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture,

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

1-6 hours each **NT**

Construction Laboratory

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

COOPERATIVE EDUCATION

Cooperative education courses are designed to fulfill the experiential educational component of a student's major. Co-op education courses are not for students enrolled in a high school cooperative program. Experience and education are gained from employment in an area related to the field of study of the student. Periodic reports by the student, evaluation by the employer, and a report by a faculty member in the discipline are required. Freshman and Sophomore level courses are offered in the six areas of study listed below. **Prerequisites: As required by departments and programs.**

COOP 1010/2010 Credit 1-9 NT

Co-Operative Education in Business

COOP 1110/2110 Credit 1-9 NT

Co-Operative Education in Arts & Humanities

COOP 1210/2210 Credit 1-9 NT

Co-Operative Education in Science and Math

COOP 1310/2310 Credit 1-9 NT

Co-Operative Education in Applied Science and Technology

COOP 1410/2410 Credit 1-9 NT

Co-Operative Education in Community Services

COOP 1510/2510 Credit 1-9 NT

Co-Operative Education in Social Sciences

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1020 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 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1050

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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1500

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 product, quick breads, cakes and icings, cookies, and pies. *Lab Fee* 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1600

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* 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1700

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1750

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, CULA 1020, and CULA 1050 **Co-requisite:** DEVR 0780 if required by placement test score. 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 1800 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. 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture

CULA 1900 NT

Garde Manger Management

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

CULA 1000, CULA 1020, and CULA 1050 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 2020 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. 2.000 Credit hours 0.000 Lecture hours 20.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Externship

CULA 2710 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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 2730 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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 2770 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.** 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

CULA 2800 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.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Seminar

CULA 2850 NT

Culinary Practicum

This practical course uses kitchen and dining room areas to prepare and serve high-quality lunches. Students plan, organize, prepare, serve, and assure proper sanitation for every function. Managerial concepts of food and labor cost, scheduling, purchasing, and menu planning are an integral part of this course. **Prerequisite: Students must have completed 12 hours in CULA at the 2000 level.** 3.000 Credit hours 0.000 Lecture hours 25.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Practicum

DEVELOPMENTAL ENGLISH (D)

All Developmental English Courses must be completed with a grade of 'C' or better.

DESL 0640 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.* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DESL 0680

D

English as a Second Language II

This course is a continuation DESL 0640 for those students who need more time to develop basic skills in communication in the English language. *This is a skills-improvement course that may not be used as credit for a certificate or degree.* **Prerequisite: DESL 0640 or appropriate placement test score.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DEVE 0840

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.* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DEVE 0880

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 084 or appropriate placement test score.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DEVELOPMENTAL MATHEMATICS (D)

All Developmental Mathematics courses must be completed with a grade of 'C' or better and satisfactory performance on a proficiency test.

DEVM 0900

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.* **Prerequisite: Appropriate placement test score.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DEVM 0940

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.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours
Levels: Undergraduate **Schedule Types:** Lecture

DEVELOPMENTAL READING (D)

DEVR 0740

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. *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.** 4.000 Credit hours 3.000 Lecture hours 2.000 Lab hours
Levels: Undergraduate **Schedule Types:** Lecture

DEVR 0780

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 comprehensive 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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours
Levels: Undergraduate **Schedule Types:** Lecture

DRAFTING & DESIGN TECHNOLOGY (BT)

DRDT 1000 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* 5.000 Credit hours 3.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DRDT 1030 NT

Basic CADD

This course introduces the use of CADD, focusing on basic drawing and editing commands, basic dimensioning practices, and printing techniques. It also includes basic computer literacy skills as they pertain to the drafting field. *Lab Fee* 5.000 Credit hours 3.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DRDT 1040 NT

Intermediate Board Drafting

This course provides further application of drafting processes, including sections, auxiliary vies, intersections and developments, pictorial drawing, fasteners, dimensioning and tolerance practices, and working drawings. *Lab Fee* **Prerequisites:** DRDT 1030 and MATH 1180 or **permission of the instructor.** 4.000 Credit hours 2.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

DRDT 1050 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.** 4.000 Credit hours 2.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

ECONOMICS (BT)

ECON 2000 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. (LCN: CECN 2223) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web **LCTCS Online:** ECON 202

ECON 2020**T****Macroeconomics**

This course covers the theory of aggregate income, employment and price level, economic stabilization policies, and economic growth and development. (LCN: CECN 2213) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web **LCTCS Online: ECON 201**

ECON 2250**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. (LCN: CECN 2313) **Prerequisites: ECON 2000 and ECON 2020** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

ELECTRICAL CONSTRUCTION (BT)**ELEC 1000****NT****Electrical Construction I**

This course is designed as the first training course for entry level electrical construction workers. Topics include an overview of electrical construction, safety, electricity, electrical circuits, the National Electrical Code (NEC), device boxes, bending conduit, cable raceways, conductors and cables, electrical construction drawing, residential electrical services, and electrical testing equipment. Successful students in this course will receive NCCER Electrical Level 1 Certification. **Co-requisite: CNST 1000** 6.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

ELEC 1010**NT****Electrical Construction II**

This is the second training course for entry level electrical construction workers. Topics include: (AC) alternating current, electric motors, lighting, pull boxes and junction boxes, conductor installation methods, cable trays, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, and control systems. Successful students in this course will receive NCCER Electrical Level 2 Certification. **Prerequisite: CNST 1000, ELEC 1000** 8.000 Credit hours 4.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

ELEC 2000 NT

Electrical Construction III

This course is for Commercial Electrical Construction and includes: load calculations, branch and feeder circuits, conductors, lighting, hazardous locations, distribution, transformers, commercial services, motor, and motor controls. Successful students in this course will receive NCCER Electrical Level 3 Certification. **Prerequisites:** CNST 1000, ELEC 1010 8.000 Credit hours 4.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

ELEC 2010 NT

Electrical Construction IV

This course covers advanced commercial and industrial electrical issues and includes: health care facilities, emergency systems, specialty transformers, advanced controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations, and fundamentals of crew leadership. Successful students in this course will receive NCCER Electrical Level 3 Certification. **Prerequisites:** CNST 1000, ELECT 2000. 9.000 Credit hours 4.000 Lecture hours 5.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMERGENCY MEDICAL TECHNOLOGY (HNS)

EMTP 1010 2-3-3 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 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 1020 NT

Emergency Medical Technician

This course teaches pre-hospital basic life-saving techniques as defined by the Emergency Medical Technician National Standard Curriculum. Practice in the application of Emergency Medical Technician skills occurs in the laboratory, the in-hospital clinical setting, and/or field observation with an ambulance service. *Lab Fee* **Prerequisite:** Students must have completed all developmental reading requirements. **Co-requisite:** EMTP 1030 6.000 Credit hours 4.000 Lecture hours 6.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 1030

NT

Basic Skills in Emergency Medical Service

This course addresses three areas: American Heart Association Healthcare Provider guidelines that cover basic adult, child, and infant CPR and airway obstruction; Hazmat Awareness that prepares Emergency Medical Responders to recognize and identify hazardous substances, notify appropriate authorities, initiate the incident command system and scene control; and Defensive Driving that gives ambulance operators the knowledge to operate their vehicles so that vehicle, equipment, crew, and patients will be delivered safely and efficiently and to ensure the safety of the public during all phases of EMS involving the ambulance. *Lab Fee* 1.000 Credit hours 1.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 1200

NT

Introduction to Advanced Emergency Care and Patient Assessment

This course presents the pre-hospital and preparatory phase of paramedic emergency care. It introduces cellular pathophysiology and patient assessment to develop the student's ability to apply these concepts to the assessment and management of emergency patients through administration of medications, effective communication, and documentation. **Prerequisites:** Student must be currently Louisiana licensed and National registered as EMT-Basic or Intermediate or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a 'C' or better; and eligibility for ENGL 1010 and DEVM 0940. **Co-requisite:** EMTP 1210 4.000 Credit hours 4.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 1210

NT

Introduction to Advanced Emergency Care and Patient Assessment Lab

This course develops the skills of IV access, medication administration, general pharmacology, and drug classifications. Students develop the techniques of history taking, physical exam, patient assessment, and therapeutic communications. *Lab Fee* **Prerequisites:** Student must be currently Louisiana licensed and National registered as EMT-Basic or Intermediate or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a 'C' or better; and eligibility for ENGL 1010 and DEVM 0940. **Co-requisite:** EMTP 1200 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

EMTP 1300

NT

Advanced Airway Management and Trauma Emergencies

This course presents the pathophysiology, assessment, and current treatment modalities for the pre-hospital trauma patient; maintenance of airways; and oxygenation. Lecture in trauma includes kinematics, soft tissue, abdominal trauma, and burn management. The course emphasizes pathophysiological principles and assessments to formulate and implement treatment plans for trauma patients. **Prerequisites: EMTP 1200 and EMTP 1210 Co-requisites: EMTP 1310 and 1320** 4.000 Credit hours 4.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 1310

NT

Advanced Airway Management and Trauma Emergencies Lab

This course introduces advanced skills necessary to maintain patient airways and to treat trauma emergencies. Students learn advanced airway management, advanced skills in fluid resuscitation, bleeding control, and skills specific to thoracic trauma. Course topics include bleeding and shock and spinal/musculoskeletal injury. *Lab Fee* **Prerequisites: EMTP 1200 and EMTP 1210 Co-requisites: EMTP 1300 and EMTP 1320** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

EMTP 1320

NT

Advanced Airway Management and Trauma Emergencies Practicum

This clinical practicum at approved sites provides the student with patient care experiences for patients of various ages under a preceptor. Sites include area hospitals, EMS providers, and other approved clinical sites. **Prerequisites: EMTP 1200 and EMTP 1210 Co-requisites: EMTP 1300 and EMTP 1310** 1.000 Credit hours 0.000 Lecture hours 8.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Practicum

EMTP 1500

NT

Cardiac and Medical Emergencies

This course presents the pathophysiology, assessment, and current treatment modalities for the pre-hospital cardiac and medical patient. It emphasizes the recognition and etiology of life-threatening cardio-pulmonary emergencies. It also covers medical situations relating to diabetes, cerebral, vascular, accident, and anaphylaxis, poisoning, renal failure, abdominal, and hematologic emergencies. **Prerequisites: EMTP 1300, EMTP 1310, and EMTP 1320 Co-requisites: EMTP 1510 and EMTP 1520** 4.000 Credit hours 4.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 1510 NT

Cardiac and Medical Emergencies Lab

This laboratory course develops student skills in cardiac and medical patient assessment. Students learn ECG monitoring and interpretation, defibrillation, cardio-version, and non-invasive external cardiac pacing. The course presents the assessment, treatment, and pharmacological interventions in which students must demonstrate proficiency prior to performance in the clinical setting. *Lab Fee* **Prerequisites: EMTP 1300, EMTP 1310, and EMTP 1320 Co-requisites: EMTP 1500 and 1520** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

EMTP 1520 NT

Cardiac and Medical Emergencies Practicum

This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers, and other approved clinical sites. **Prerequisites: EMTP 1300, EMTP 1310, and EMTP 1320 Co-requisites: EMTP 1500 and EMTP 1510** 1.000 Credit hours 0.000 Lecture hours 8.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Practicum

EMTP 2200 NT

Obstetrical and Pediatric Emergencies

This course presents the obstetrical, gynecological, and pediatric emergency patient in the pre-hospital setting. It reviews evaluations of obstetrical/gynecological disorders. It addresses the management of the expectant mother, complications of labor, and normal/abnormal delivery; pediatric medical and traumatic emergencies; and geriatric emergencies including abuse and assault. **Prerequisites: EMTP 1500, EMTP 1510, and EMTP 1520 Co-requisites: EMTP 2210 and EMTP 2220** 4.000 Credit hours 4.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 2210 NT

Obstetrical & Pediatric Emergencies Lab

This course develops skills in patient assessment and emergency care of the obstetrical and pediatric patient including normal/abnormal deliveries and neonatal resuscitation care. *Lab Fee* **Prerequisites: EMTP 1500, EMTP 1510, and EMTP 1520 Co-requisites: EMTP 2200 and EMTP 2220** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

EMTP 2220 **NT**

Obstetrical and Pediatric Emergencies Practicum

A clinical practicum at approved sites provides the student with patient care experience under a preceptor with obstetric and pediatric patients. Sites include area hospitals, EMS providers and other approved sites. **Prerequisites:** EMTP 1500, EMTP 1510, and EMTP 1520 **Co-requisites:** EMTP 2200 and EMTP 2210 1.000 Credit hours 0.000 Lecture hours 6.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Practicum

EMTP 2300 **NT**

Special Situations and Operations

This course presents pathophysiological principles and assessment findings of environmental, behavioral, and infectious emergencies along with special considerations for the challenged and chronic care patient. It addresses such topics in operations, medical incident command, and rescue, hazmat, and crime scenes. **Prerequisites:** EMTP 2200, EMTP 2210, and EMTP 2220 **Co-requisite:** EMTP 2310 4.000 Credit hours 4.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

EMTP 2310 **NT**

Special Situations and Operations Lab

This course develops skills for the treatment of chronic care patients, those with behavioral disorders, and those exposed to environmental hazards or infectious disease. It explores the management of various types of emergency scenes using a scenario-based approach with a review of patient assessment and management skills learned in previous course work. *Lab Fee* **Prerequisites:** EMTP 2200, EMTP 2210, and EMTP 2220 **Co-requisite:** EMTP 2300 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

EMTP 2320 **0-8-1** **NT**

Special Situations and Operations Practicum

This clinical practicum at approved sites provides the student with patient care experience under a preceptor with patients of various ages. Sites include area hospitals, EMS providers and other approved clinical sites. *If clinical hours are not completed during the term, the student must repeat this course for credit in the following term.* **Prerequisites:** EMTP 2200, EMTP 2210, EMTP 2220, EMTP 2300 and EMTP 2310 1.000 Credit hours 0.000 Lecture hours 8.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Practicum

ENGLISH (AH)

ENGL 1000

NT

Applied Writing

Applied Writing emphasizes basic writing and communication skills for the certificate level and specialized vocational and technical areas. *Credit in this course does not satisfy the general education requirements in English for an Associate Degree or Certificate of Applied Science program.* **Prerequisite: DEVE 0840 or appropriate ACT English or Compass placement test score.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

ENGL 1010

T

English Composition I

This course, which emphasizes expository writing and effective reading, is an introductory course in writing for those students who demonstrate the ability to write at the expected college level. *Students must complete a satisfactory portfolio to receive credit for this course.* (LCN: CENL1013) **Prerequisite: ACT English score of 18 or above, Compass placement test score of 68-100, or a grade of 'C' or higher in DEVE 0880** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web **LCTCS Online: ENGL 101**

ENGL 1020

T

English Composition II

English Composition II emphasizes writing in the argumentative mode. Students are required to write a research paper in the argumentative mode. The course also introduces the major literary genres. (LCN: CENL1023) **Prerequisite: English 1010 with a 'C' or better.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web **LCTCS Online: ENGL 102**

ENGL 1150

T

Traditional Grammar

This course focuses on traditional grammar and usage. It is intended to give students a strong foundation in the basics of Standard English grammar. It is designed to be a companion course to any designated DEVE or ENGL course. *Credit in this course does not satisfy the general education requirements in English for an Associate Degree or Certificate of Applied Science program.* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENGL 2010 **T**

Survey of English Literature I

This course covers selected works from Beowulf through the eighteenth century. (LCN: CENL 2103) **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study **LCTCS Online:** ENGL 201

ENGL 2020 **T**

Survey of English Literature II

This course covers selected works from the eighteenth century through the present. (LCN: CENL 2113) **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study **LCTCS Online:** ENGL 202

ENGL 2100 **T**

Short Story and Novel

This course is an introduction to the study of the short story and the novel. **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENGL 2110 **T**

Poetry and Drama

This course is an introduction to the study of poetry and drama. (LCN: CENL 2313) **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENGL 2150 **T**

Introduction to Fiction Writing

This course is an introduction to the theory and technique of fiction writing. **Prerequisite:** ENGL 1010 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study,

ENGL 2210 **T**

Major American Writers

This is a study of major American writers from the Colonial period to the present. (LCN: CENL 2173) **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENGL 2600 **T**

World Literature I

This course explores major trends and movements in the history of literature from its beginnings to the Renaissance. (LCN: CENL 2203) **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENGL 2610 **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. (LCN: CENL 2213) **Prerequisite:** ENGL 1020 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVIRONMENTAL TECHNOLOGY (HSN)

ENVN 1010 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVN 1030 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVN 2010 **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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVN 2020 **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 or CHEM 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVN 2050 **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** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVN 2070 **T**

Chemistry of Water, Air, and Soil

This course addresses basic concepts of the chemistry of water, air, and soil as applied to the environment. *The course is cross-listed as CHEM 2070. Credit will not be awarded for both courses.* **Prerequisites: CHEM 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

ENVN 2210 **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.* (LCN: CEVS 1103) **Prerequisites: BIOL 1100 or CHEM 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web

FINANCE (BT)

FINA 2000 **T**

Funding and Financing for Entrepreneurs

This course develops the student's understanding of the basics of financial planning, financial reporting, and required capital for new ventures. It focuses on projection of revenues, expenses, capital expenditures, cash flows, and balance sheet amounts; and the creation of required financial statements. **Prerequisite: BUSN 1100, BUSN 1500, BUSN 1510, ECON 2000** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

FINA 2010**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
3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

FINE ARTS (AH)**FIAR 1000****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. (LCN: CART 2203) *Lab Fee* 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

FIAR 1010**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 2-dimensional forms and structures. (LCN: CART 1123) *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

FIAR 1150**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. (LCN: CART 2213) *Lab Fee* **Prerequisite:** FIAR 1000
3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

FIAR 1200**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. (LCN: CART 1023) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

FIAR 1600 **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 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate
Schedule Types: Lecture/Lab, Independent Study

FIAR 1700 **T**

Ceramics

This studio course provides an introduction to basic techniques for 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* 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

FIAR 2100 **T**

Intermediate Drawing

This studio course emphasizes the enhancement of technical skills while developing representational and subjective drawing using various media and techniques. *Lab Fee*

Prerequisite: FIAR 1000 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

FIAR 2400 **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. (LCN: CART 2103) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study,

FIAR 2410 **T**

Survey of Visual Arts from 1400

This course covers the history of art from the Renaissance to the 21st Century with special attention to visual analysis. (LCN: CART 2113) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study,

FIAR 2500 **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* 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture/Lab, Independent Study,

FRENCH (AH)

FREN 1010

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. (LCN: CFREN 1013)

3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

FREN 1020

T

Elementary French II

This course is a continuation of the study of elementary French with emphasis on francophone culture. (LCN: CFREN 1023) **Prerequisite:** FREN 1010 or permission of instructor. 3.000

Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

GEOGRAPHY (AH)

GEOG 1200

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. (LCN: CGRG 2213) 3.000

Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, **LCTCS Online:** GEOG 205

GEOLOGY (HNS)

GEOL 1010

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. (LCN: CGEO 1103) 3.000 Credit hours 3.000

Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

GEOL 1030**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. (LCN: CGEO 1101) *Lab Fee* **Co-requisite: GEOL 1010** 1.000 Credit hours 0.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab, Independent Study

HEALTH SERVICES OFFICE MANAGEMENT (BT)**HSOM 1020****NT****Medical Terminology I**

This course covers basic medical terms and focuses on work analysis, spelling, and pronunciation with an explanation of medical terms used to describe health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular systems. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

HSOM 1030**NT****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 instructor.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%, Independent Study, Web

HSOM 1110**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2010**NT****Legal Aspects of the Medical Office**

This course discusses legal issues including responding to subpoenas, patients' rights, required record keeping, confidentiality, risk management, and collection of debts. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2040 NT

Computerized Patient Billing

This course teaches general concepts to cover most patient accounting software intended for health-care providers. Students learn how to input and manage data, file claims, and generate reports. *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

HSOM 2050 NT

Medical Office Management

This course enhances the efficient and successful operation of a medical practice through basic management principles. It focuses on the business aspects of a medical practice, including such topics as staff recruiting, development and management, office systems, revenue enhancement, regulatory compliance, quality and risk management, and cost containment. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2090 NT

Advanced Medical Coding

This course addresses comprehensive coding scenarios, coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits, and revenue loss. It enhances technical skills and improves efficiency and accuracy by reinforcing coding guidelines. **Prerequisites:** HSOM 1110 and HSOM 1330 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2100 NT

Reimbursement Strategies

This course explores the important aspects of the reimbursement process of third-party payers, Medicare, and Medicaid, from creating efficient patient information forms to claims monitoring and appeals. It emphasizes compliance techniques, managed care competition, pre-certification, prior authorization, and utilization review. Students learn to increase billing efficiency through appropriate documentation and effective accounts-receivable management operations. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2150 NT

Reimbursement and Patient Billing

This course teaches general concepts to cover most patient accounting software and reimbursement strategies for use in the health care industry. It emphasizes compliance review. Students learn to increase billing efficiency through appropriate documentation and effective accounts receivable management operations. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2600 NT

Human Disease for Allied Health

This course prepares the changing healthcare field students with current disease pathology information and ICD-9 CM and ICD-10 CM codes for more than 500 commonly encountered conditions with essential of human disease and conditions.

Prerequisite: HSOM 1110 and 1330. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture, Independent Study

HSOM 2700 NT

Basic ICD-10CM Coding

This course is an introduction to the International Classification 10-CM and PCS of disease diagnostic and procedural coding guidelines and techniques. Students learn to translate written medical terminology into numeric and alphanumeric codes, compilation of data and reimbursement. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:**

Undergraduate **Schedule Types:** Lecture, Independent Study

HEATING, VENTILATION, AND AIR CONDITIONING (BT)

HVAC 1000 NT

Basic Refrigeration

This course covers the fundamentals of safety, basic refrigeration cycle, theory, thermodynamics, and types of refrigerants. . 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:**

Undergraduate **Schedule Types:** Lecture/Lab

HVAC 1020 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* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:**

Undergraduate **Schedule Types:** Lecture/Lab

HVAC 1060 3-0-0 NT

Service Techniques I Laboratory

This course provides an opportunity to work on HVAC systems. It includes demonstration in the proper understanding of the principles needed to repair and service equipment. It includes the use of copper tubing, gauges, refrigerant recovery systems, and evacuating and charging.

Lab Fee 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

HVAC 1510 NT

Basic Applied Techniques I

This course covers electrical theory, safety, Ohm's law, alternating current, single-phase and three-phase power supplies, and motors. It introduces trouble-shooting of HVAC electrical systems. . 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

HVAC 1570 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 instructor.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

HVAC 1580 NT

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 instructor.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/lab

HVAC 1590 NT

Electrical Schematics

HVAC 1590 is the study of manufacturers' wiring designs. **Co-requisite: HVAC 1510.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

HVAC 2040 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. . 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

HVAC 2900 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 instructor.** 3.000 Credit hours 6.000 Lecture hours 17.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Co-op

HISTORY (AH)

HIST 1010 **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. (LCN: CHIS1013). 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web **LCTCS Online:** **HIST 101**

HIST 1020 **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. (LCN: CHIS 1023). 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web **LCTCS Online:** **HIST 102**

HIST 1500 **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. (LCN: CHIS 1113) . 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hour **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web

HIST 1510 **T**

World History II

This course is a survey of world history beginning with the Age of Exploration and focusing on geography, culture, and economics. (LCN: CHIS 1123). 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web

HIST 2010 **T**

American History to 1865

This course is a survey of American history from European colonization to the Civil War. (LCN: CHIS 2013) . 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web **LCTCS Online:** **HIST 201**

HIST 2020 **T**

American History from 1865

This course is a survey of American history from Reconstruction to the twenty-first century. (LCN: CHIS 2023). 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web **LCTCS Online: HIST 202**

HIST 2100 **T**

Louisiana History

This course explores major political, economic and cultural influences on the development of Louisiana. (LCN: CHIS 2033) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web

HUMAN DEVELOPMENT (AH)

HUDV 1000 **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. 1.000 Credit hours 1.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

HUDV 1050 **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 resumes. Students may sit for Work Keys certification. Lab fee 1.000 Credit hours 1.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

HUDV 1070 **NT**

Living-Learning-Working Skills

Students engage in discussions of study skills, communication, values, problem-solving, decision-making, and career goals. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

HUMANITIES (AH)

HUMN 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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

INDUSTRIAL TECHNOLOGY (BT)

INDT 1000 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.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1010 NT

Introduction to Process Technology

This course introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. *Lab Fee.*

Prerequisite: Completion of all required developmental coursework. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1020 NT

Fundamentals of Safety

This course provides a comprehensive and integrated coverage of modern techniques in safety programming. It includes safety programs tailored to meet modern management practices and newly developed and tested concepts of safety organization and administration. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1030 **NT**

Industrial and Plant Safety

This course introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations. *Lab Fee* **Prerequisite: Completion of all required developmental coursework.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1040 **NT**

Lab Technician

The course familiarizes students with different petroleum refinery laboratory techniques involving products such as gasoline, kerosene, jet fuel, and diesel as well as product quality control. It emphasizes the theory, operation, and significance of each test covered. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1100 1-0-1 **NT**

Introduction to Industrial Maintenance

This course provides a general comprehensive study of industrial safety, including codes, standards, and regulations, that gives students a practical working knowledge of safety hazards. Students practice and reinforce all skills, philosophy, and comprehension in individual and group activities. *Lab Fee* 1.000 Credit hours 1.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1120 1-2-2 **NT**

Material Handling

This course studies the proper methods of storing, movement and securing both solid and liquid material in an industrial setting. *Lab Fee* 2.000 Credit hours 1.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1200 **NT**

Metal Fabrication

This course involves the study and practical application of metal fabrication. It includes design, material choices, and construction techniques. *Lab Fee* **Prerequisite or co-requisite: WELD 1100 or WELD 1130** 3.000 Credit hours 1.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1210 **NT**

Preventative Maintenance

This course introduces safety procedures and the proper types of preventive maintenance and trouble-shooting practices for plant equipment. *Lab Fee* 4.000 Credit hours 2.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1220 1-2-2 NT

Rigging

This course introduces the proper types of rigging equipment, hand signals, and safety procedures, along with the man-lift, forklift, and crane operations and procedures. 2.000 Credit hours 1.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1310 NT

Process Instrumentation I

This course studies the instruments and instrument systems used in the petro-chemical industry. It covers terminology, process variables, symbol, control loops, and basic troubleshooting. *Lab Fee* **Prerequisite:** INDT 1010 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1320 NT

Process Instrumentation II

This course is a continuation of INDT 1310 using actual demonstration units. It introduces switches, relays, the annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. *Lab Fee*

Prerequisite: completion of all required developmental coursework 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1610 NT

Process Technology I (Equipment)

This course introduces the equipment used in the process industry. Students study process industry-related equipment and concepts, including purpose, components, and operation. The course emphasizes the process technician's role in operating and troubleshooting equipment. *Lab Fee* **Prerequisite: Completion of all required developmental coursework** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 1640 NT

Oil and Gas Production I

This course familiarizes students with the job of the oil and gas production technician. Students learn the history of the oil market, concepts surrounding exploration and geology, and the fundamentals of drilling and well completion. Upon completion of the course, they are able to describe and operate the equipment and systems used by the oil and gas production technician today. *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2070

NT

Quality Control

This course introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control. *Lab fee* **Prerequisite: INDT 2420** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2420

NT

Process Technology II (Unit Systems)

This course studies the interrelation of process equipment and process systems by arranging process equipment into basic systems, describing the purpose and function of specific process systems, explaining how factors affecting process systems are controlled under normal conditions, and recognizing abnormal process conditions. It also introduces the concept of system and plant economics. *Lab fee* **Prerequisites: INDT 1010, INDT 1610, and MATH 1180** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2430

NT

Process Technology III (Operations)

This course teaches the operation of an entire unit within the process industry using the students' existing knowledge of equipment, systems, and instrumentation. It also examines concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. *Lab fee* **Prerequisites: INDT 2420 and MATH 1300** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2440

NT

Process Troubleshooting

This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. It uses data from the instrumentation to determine the cause for abnormal conditions in an organized and regimented way. *Lab fee* **Prerequisites: INDT 1320, INDT 2420, and MATH 1300** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2630 **NT**

Fluid Mechanics

This course addresses fluids, fluid types, and the chemical and physical natures and factors affecting fluids while in motion. It reviews basic calculations relative to flow and volume. It also addresses such topics as laminar/turbulent flow, viscosity, and Reynolds Number. *Lab fee*

Prerequisites: INDT 1010, INDT 1610, MATH 1300

3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2900 **NT**

Job Readiness Skills

This course prepares students for pre-employment tests for the oil, gas, and petro-chemical industries by strengthening mechanical knowledge through exercises in spatial relations, reasoning with symbols, and mechanical aptitude. It also develops job-seeking skills such as résumé writing and interviewing. **Prerequisites: INDT 1010 and INDT 1610** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

INDT 2910 **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 instructor** 3.000 Credit hours 0.000 Lecture hours 6.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Internship

JOURNALISM (AH)

JOUR 1150 **T**

Introduction to Journalism

This course examines techniques in newsgathering, structures, theories, public relations, advertising, and the functions of mass media. **Prerequisite: ENGL 1010** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MACHINE TOOL TECHNOLOGY (BT)

MACH 1050 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MACH 1080 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* 3.000 Credit hours 0.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MACH 1120 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* 3.000 Credit hours 1.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MACH 1150 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, counter bore, and spot face holes. *Lab Fee* 2.000 Credit hours 1.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MACH 1450 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 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MACH 1500 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* 2.000 Credit hours 1.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MACH 1600 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* 3.000 Credit hours 1.000 Lecture hours 6.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MATHEMATICS (AH)

MATH 1150

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. **Prerequisite: DEVM 0900, ACT math score of 12-16, Compass Math score of 44 or higher, or Compass Algebra score of 0-39** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

MATH 1180

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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Hybrid less than 50%

MATH 1190

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. *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 or higher 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture

MATH 1200

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. (LCN: CMAT 1103)

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 1203**T****Applied Algebra**

Solving linear equations and inequalities including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions. Credit toward a degree or certificate cannot be earned in both MATH 1203 and MATH 1300. This course does not satisfy the prerequisite for MATH 1400 College Trigonometry. (LCN: CMAT 1203)

Prerequisite: A grade of “C” or higher in MATH 1180 or placement test. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 1300**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. (LCN: CMAT1213)

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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Hybrid less than 50%, Web **LCTCS Online:** MATH 110

MATH 1400**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. (LCN: CMAT 1223)

Prerequisite: MATH 1300 or an ACT Math score of 27 or higher 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 1600**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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 1630 **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** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 1700 **T**

Finite Math

Systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities; counting techniques: permutations and combinations; probability; basic concepts in mathematics finance (annuities included); and an introduction to statistics. (LCN: CMAT 1313) **Prerequisite: MATH 1300** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 2000 **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. (LCN: CMAT 1303) **Prerequisite: MATH 1300** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 2010 **T**

Calculus I

This course covers the limits and continuity of functions; introduction of derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas; applications of definite integrals; work and volume. (LCN: CMAT 2115) **Prerequisite: MATH 1400** 5.000 Credit hours 5.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MATH 2100**T****Calculus II**

This course covers definite integrals, transcendental functions, and applications of derivatives and integrals. (LCN: CMAT 2125) **Prerequisite:** MATH 2010 5.000 Credit hours 5.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

MUSIC (AH)**MUSC 1100****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. (LCN: CMUSC 1013) *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MUSC 1400**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

MUSC 1500**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab **LCTCS Online:** MUSC 101

NURSING (HNS)**NURS 1000****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. *Lab Fee* **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.* 7.000 Credit hours 3.000 Lecture hours 7.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

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. *Lab Fee* **Prerequisites: Admission into PN program, CPR certification, Co-requisites: NURS 1020 and NURS 1030** 3.000 Credit hours 3.000 Lecture hours 1.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1020 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. Check for accuracy 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.* 1.000 Credit hours 0.000 Lecture hours 8.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Clinical

NURS 1025 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. *Lab Fee* Supervised lab performance (40 hrs.) is an integral part of this course. **Prerequisite: NURS 1000 or NURS1010/1020 Co-requisites: NURS 1030, NURS 1040, and NURS 1500** 4.000 Credit hours 3.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1030

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. *Lab Fee* **Prerequisites: NURS 1010 and NURS 1020** **Co-requisites: NURS 1025, NURS 1040, and NURS 1500** 6.000 Credit hours 6.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1040

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.* 4.000 Credit hours 0.000 Lecture hours 10.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Clinical

NURS 1050

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. *Lab Fee* **Prerequisites: NURS 1030 and NURS 1040 Co-requisite: NURS 1060** 6.000 Credit hours 6.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1060

NT

Medical Surgical Nursing II Clinical

This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN'S role as a member of the health care team and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. Clinical experience provides students with training in the hospital, home health, hospice, clinic, ambulatory surgery, health department, and school-based health centers. Students also participate in community events such as health fairs, health screening, immunizations, and other community education-based services.

Prerequisites: NURS 1030 and NURS 1040 Co-requisite: NURS 1050 *Taken together, NURS 1050 and NURS 1060 offer concurrent nursing theory and clinical experience emphasizing the care of adult patients with commonly-occurring acute and chronic illnesses, especially related to impaired physiologic defense mechanisms (including cancer and AIDS), diseases and disorders of the nervous system, sensorineural system (eyes and ears), hematological musculoskeletal system, and pain. The courses address the care of the surgical and perioperative patient. They incorporate in theory and in clinical experience the needs of the geriatric patient. They provide clinical experience in acute-care, outpatient, and community-based settings. The courses measure students' synthesis and application of the nursing process by their ability to provide safe, accountable nursing care to individual and multiple patients.* 9.000 Credit hours 0.000 Lecture hours 24.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Clinical

NURS 1090 **NT**

Mental Health Nursing

This course emphasizes common psychiatric problems, therapies, nursing approaches and management, methods of treatment, and community resources. The clinical experience associated with this course enhances the student's conceptual knowledge and use of psychiatric theories.

Prerequisites: NURS 1030 and NURS 1040 Co-requisite: NURS 1150 2.000 Credit hours 2.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1100 **NT**

Maternal/Child Nursing

This course concentrates on the health-care needs and nursing care of families during the child-bearing experience and on the hospitalized newborn, infant, child, and adolescent. Pharmacology topics related to maternal-child care are included throughout the course. *Lab Fee* **Prerequisites: NURS 1030, NURS 1040, and NURS 1500 Co-requisite: NURS 1110** 5.000 Credit hours 5.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1110 **NT**

Maternal/Child Clinical

This accompanying clinical experience enhances the student's understanding of the health-care needs and nursing care of families during the child-bearing experience and of the hospitalized newborn, infant, child, and adolescent. *Lab Fee* **Prerequisites: NURS 1030, NURS 1040, and NURS 1500 Co-requisite: NURS 1100** 2.000 Credit hours 0.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1130 **NT**

PN Professionalism and Leadership

This course is designed to prepare the future LPN for compliance with the laws, rules, and regulations that govern licensure to practice practical nursing in the state of Louisiana. It includes a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII. Nursing, Subpart 1-Practical Nurses. It also discusses the procedures that facilitate the necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the obligations that accompany the privilege of service in health care. The course emphasizes legal responsibilities, confidentiality, and ethical practice along with concepts of management and supervision. It introduces preparation for employment by requiring students to evaluate job opportunities, compile a résumé, and outline information essential to finding, applying for and terminating employment in the healthcare industry. This course includes a 40-hour clinical component. *Lab Fee* **Prerequisites: NURS 1030 and NURS 1040 Co-requisite: NURS 1135** 2.000 Credit hours 2.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

NURS 1135

NT

PN Professionalism and Leadership Clinical

This clinical experience is in the leadership/management role in the nursing home setting with delegation of duties to support staff. The clinical experience will enhance the understanding of the professional practical nurse's role in medication administration and leadership responsibilities including supervision and delegation. **Prerequisites: NURS 1030 and NURS 1040 Co-requisite: NURS 1130** 1.000 Credit hours 0.000 Lecture hours 1.000 Lab hours
Levels: Undergraduate Schedule Types: Clinical

NURS 1150

NT

Mental Health Nursing Clinical

This clinical experience, which accompanies Mental Health Nursing Theory, enhances the student's knowledge, understanding, and application of nursing care for the client with mental illness. Clinical experience provides the student with clinical opportunities in long-term, short-term, and/or acute treatment facilities. *Lab Fee*

Prerequisites: NURS 1030 and NURS 1040 Co-requisite: NURS 1090 1.000 Credit hours 0.000 Lecture hours 0.000 Lab hours
Levels: Undergraduate Schedule Types: Clinical

NURS 1210

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. *Lab Fee*

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 1.000 Credit hours 1.000 Lecture hours 0.000 Lab hours
Levels: Undergraduate Schedule Types: Lecture/Lab

NURS 1500

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. *Lab Fee*

Prerequisites: MATH 1190, Admission to the PN program, NURS 1010, and NURS 1020 Co-requisites: NURS 1025, NURS 1030, and NURS 1040 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours
Levels: Undergraduate Schedule Types: Lecture/Lab

OFFICE ADMINISTRATION (BT)

OADM 1450 NT

Medical Typing and Transcription

This course sharpens the typing skills required in a medical office and reviews the proper format of letters, memos, and medical documents, including but not limited to Chart Notes and History and Physical Examination Reports. It also provides a background in medical office procedures and introduces medical transcription using medical terms. *Lab Fee* **Prerequisite: OFCR 1400 or permission of instructor** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

OADM 1500 NT

Administrative Office Procedures

This course familiarizes students with professional responsibilities and duties in a modern office environment, including work ethic; office procedures; and time, stress, and records management. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

OADM 1510 NT

Legal Typing and Transcription

This course sharpens the typing skills required in a legal office and provides background in legal procedures. It familiarizes the student with legal terminology and emphasizes speed and accuracy when transcribing legal documents. It includes pronunciation of legal terms, transcription tests, and the transcribing of legal cases. *Lab Fee* **Prerequisite: OFCR 1400 or permission of instructor** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

OADM 1710 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** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

OADM 1810 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 1450** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

OFFICE CAREERS (BT)

OFCR 1400

NT

College Keyboarding

This course teaches keyboard mastery, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard and in the typing of business letters, memoranda, and reports. *Lab Fee* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

OFCR 1450

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 1400 or permission of instructor 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

OFCR 1500

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 instructor. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

OFCR 2100

NT

Advanced Typing This course emphasizes speed and accuracy in the production of multi-page documents, including letters, memos, reports, and tables with proofreaders' marks. It also covers the production of business, MLA-, and ALA-style reports, including headers/footers, footnotes, citations, and reference pages. It re-enforces the techniques, knowledge, and skills necessary to produce such documents, including but not limited to Agendas, Minutes, Cover Pages, and Résumés using Word 2010. *Lab Fee* **Prerequisite:** OFCR 1400 or OFCR 1500 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

PARALEGAL (AH)

PARL 1000

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 1050 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 1100 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 1200 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 1300 **NT**

Legal Ethics

This course introduces students to the study of legal ethics. It will focus on the concept of “ethics” and “being ethical.” Students will research, read and study the rules of professional responsibility that pertain to paralegals (and lawyers) in our state. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 1500 **NT**

Constitutional Law

This course is designed to introduce students to the underlying political structure of the American judiciary and to explore the political and legal foundations for constitutional law in the American political system. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2000 **NT**

Case Analysis and Writing

This course emphasizes the proper analysis of current case law and effective legal writing. Students are required to do research projects, draft legal memoranda, write opinion letters and prepare transaction documents. **Prerequisite: PARL 1000** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2050 **NT**

Evidence

This course introduces students to the federal and state rules of evidence and their applicability to civil and criminal litigation. It includes recent developments and current case law dealing with evidentiary issues.

Prerequisite: PARL 1000 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2100 **NT**

The Law of Torts and Products Liability

This course introduces students to the general law of tort liability. It examines the topics of intentional torts, negligence, strict liability, and products liability through selected case law.

Prerequisite: PARL 1000 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2150 **NT**

Insurance Law

This course presents an overview of Insurance law in Louisiana, concentrating on state jurisprudence and statutory law. The specific topics it includes are the Direct Action Statute, Automobile Liability Insurance, Commercial Liability Policies, Life Insurance, Health and Accident Insurance, and Property Insurance.

Prerequisite: PARL 1000 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2200 **NT**

Contracts

This course introduces the general principles of contract law. It also examines the specific Louisiana law on contracts contained in the Obligations section of the Louisiana Civil Code.

Prerequisite: PARL 1000 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2250 NT

Criminal Procedure

This course focuses on the major issues in American criminal procedures. It covers recent developments in U.S. and Louisiana case law. It also examines selected portions of the Louisiana Code of Criminal Procedure. **Prerequisite: PARL 1000** 3.000 Credit hours 3.000 Lecture hour 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study,

PARL 2300 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** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study,

PARL 2350 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.* 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2400 NT

Legal Drafting

This course is an introduction to the skills essential to the effective identification and drafting of legal documents. Students will learn to draft such legal documents as Last Will and Testaments, Divorces and Successions. Completion of this course will result in a professional portfolio showcasing the student's legal writing skills, which can be used for interviewing purposes and everyday job performance. **Prerequisite: PARL 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PARL 2500 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.** 3.000 Credit hours 1.000 Lecture hours 6.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Practicum

PHILOSOPHY (AH)

PHIL 1100

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. (LCN: CPHIL 1013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study **LCTCS Online:** PHIL 201

PHYSICAL SCIENCE (HNS)

PHSC 1000

T

Physical Science

This course introduces the basic principles and general concepts in physics and chemistry, with practical applications to everyday life. (LCN: CPHY 1023) **Prerequisite: Completion of all DEVE and DEVM requirements** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PHSC 1100

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** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab **LCTCS Online:** PHSC 101

PHSC 1200

T

Physical Science II

This course introduces the basic principles and general concepts of earth science and astronomy, with practical applications to everyday life. (LCN: CPHY 1033) **Prerequisite: Completion of all DEVE and DEVM requirements** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PHSC 1300

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** 1.000 Credit hours 0.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

PHYSICS (HNS)

PHYS 1010

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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PHYS 1070

NT

Elementary Physics Laboratory

This accompanying laboratory involves experiments that emphasize scientific method, data collection, and basic calculations as applied to basic physics. (LCN: CPHY 2113) *Lab Fee* **Co-requisite:** PHYS 1010 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

PHYS 1100

T

General Physics I

This course introduces the science student to the theories of kinematics, mechanics, and mechanical properties of materials, thermodynamics, and fluid mechanics. (LCN: CPHY 2113) **Prerequisite:** High-school physics or PHYS 1010 **Co-requisite:** MATH 1400 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PHYS 1110

T

General Physics I Laboratory

This accompanying laboratory applies the principles of mechanics and thermodynamics. (LCN: CPHY 2111) *Lab Fee* **Co-requisite:** PHYS 1100 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

PHYS 1200

T

General Physics II

This course introduces the science student to the theories of harmonic motion, waves, electricity and magnetism, and light. (LCN: CPHY 2123) **Prerequisite:** PHYS 1100 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

PHYS 1210**T****General Physics II Laboratory**

This accompanying laboratory applies the principles of electricity, magnetism, and light. (LCN: CPHY 2121) *Lab fee* **Co-requisite: PHYS 1200** 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lab

POLITICAL SCIENCE (AH)**POLI 1100****T****American Government**

This course provides a survey of the structure of American government. (LCN: CPOL 2013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study, Web, **LCTCS Online: POL 110**

POLI 2610**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture, Independent Study

PSYCHOLOGY**PSYC 1100****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. (LCN: CPSY 2013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50% **LCTCS Online: PSYC 201**

PSYC 1130**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

PSYC 2000**T****Social Psychology**

This course studies social and cultural factors as they impact the thoughts, behaviors, and interpersonal relationships of individuals. (LCN: CPHY 2413) **Prerequisite: PSYC 1100 or SOCI 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

PSYC 2100**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. (LCN: CPHY 2113) **Prerequisite: PSYC 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

PSYC 2200**T****Child Psychology**

This course studies the physical, cognitive, and social-emotional growth and development of children from conception through adolescence. (LCN: CPHY 2313) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

PSYC 2220**T****Adolescent Psychology**

This course studies the physical, cognitive, social, and psychological development of the adolescent. (LCN: CPHY 2213) **Prerequisite: PSYC 1100** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

PSYC 2250**T****Educational Psychology**

This course studies the psychological aspects of teaching, including learning processes and individual differences. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCIOLOGY (AH)

SOCI 1100

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. (LCN: CSOC 2013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50% **LCTCS Online: SOCI 201**

SOCI 1510

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2090

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. (LCN: CCRJ 2113) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2100

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. (LCN: CSOC 2113) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2200

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. (LCN: CSOC 2213) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours

Levels: Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2220**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2300**T****Society and the Person**

This course provides an overview of the relationships between society and the person. It will examine human behavior and how one's feelings and actions can be influenced by other people. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2400**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SOCI 2500**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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

SPANISH (AH)**SPAN 1010****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. (LCN: CSPAN 1013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study **LCTCS Online: SPAN 101**

SPAN 1020 T

Elementary Spanish II

This course is a continuation of the study of elementary Spanish with an emphasis on Hispanic culture. (LCN: CSPAN 1023) **Prerequisite: SPAN 1010 or permission of the instructor.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study **LCTCS Online: SPAN 201**

SPAN 2010 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. (LCN: CSPAN 2013) **Prerequisite: SPAN 1020 or permission of the instructor.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study **LCTCS Online: SPAN 102**

SPAN 2020 T

Intermediate Spanish II

This course is a continuation of the study of intermediate Spanish with an emphasis on Hispanic culture. (LCN: CSPAN 2023) **Prerequisite: SPAN 2010 or permission of the instructor.** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study **LCTCS Online: SPAN 202**

SPEECH COMMUNICATION (AH)

SPCH 1100 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. (LCN: CCOM 1013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study,

SPCH 1310 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. (LCN: CCOM 2213) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

SPCH 1350 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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

SPCH 2150 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. (LCN: CCOM 2013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study **LCTCS Online: SPCH 120**

SPCH 2200 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. (LCN: CCOM 2113)

Prerequisite: SPCH 2150 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

SPECIAL TOPICS

Special Topics courses are designed to accommodate studies in areas not available through regular college offerings. Topics to be covered in each will vary from year to year, and the topics covered will be maintained in students' permanent academic records. Freshman and sophomore level courses are offered in the six areas of study listed below. The transferability of special topics courses is determined by the receiving institution. Contact the Division Dean for more information. Special topics courses may include a lab fee.

SPTP 1010/2010 Credit 1-9
Special Topics in Business

SPTP 1110/2110 Credit 1-9
Special Topics in Arts and Humanities

SPTP 1210/2210 Credit 1-9
Special Topics in Science and Math

SPTP 1310/2310 Credit 1-9
Special Topics in Applied Technology

SPTP 1410/2410 **Credit 1-9**
Special Topics in Community Services

SPTP 1510/2510 **Credit 1-9**
Special Topics in Social Sciences

SPTP 1610/2610 **Credit 1-9**
Special Topics in Health Sciences

TEACHING (AH)

TEAC 2010 **3-2-3** **T**
Teaching and Learning in Diverse Settings I

This course, the first of a two-course sequence, introduces the candidate to the field of teaching by focusing on the professional responsibilities of educators and the development of elementary school children. It addresses three primary topics: professional issues for education careers, child development, and technology for teaching and learning. Instruction involves a combination of lecture, group learning, reflection, and site-based experiences within schools. **Prerequisites: ENGL 1010, Passage of PRAXIS I Pre-professional Skills Test, Admission to the AS in Teaching Program, or permission of instructor.** 3.000 Credit hours 3.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

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 instructor.** 3.000 Credit hours 3.000 Lecture hours 2.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

THEATER (AH)

THEA 1100 **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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab,

THEA 1200 **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. (LCN: CTHE 1013) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

THEA 1300 **T**

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. (LCN: CTHE 2103) 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study

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. *Lab Fee* 1.000 Credit hours 0.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Workshop

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. *Lab Fee* 3.000 Credit hours 2.000 Lecture hours 3.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

THEA 2110 **T**

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. (LCN: CTHE 2113)

Prerequisite: **THEA 1300** 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

VIDEO PRODUCTION (AH)

VIPR 1100

NT

Video Production I

This introductory course familiarizes students with basic video production techniques including pre-production activities, camera operation, and editing. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study,

VIPR 1200

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 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab, Independent Study, Web, Hybrid less than 50%

WELDING (BT)

WELD 1060

NT

Welding Lab I

Application of the basic operations of Shielded Metal Arc Welding. Activities will be lab oriented and will include machine setup, striking an arc, running a bead, and proper methods for handling typical welding positions and types of joints. *Lab Fee* **Corequisite or Prerequisite:** WELD 1100 or WELD 1130 3.000 Credit hours 0.000 Lecture hours 5.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

WELD 1100

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* 3.000 Credit hours 0.000 Lecture hours 6.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

WELD 1130

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

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. 3.000 Credit hours 3.000 Lecture hours 0.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

WELD 1170

0-5-3

NT

Welding Lab II

Recaps basic arc, includes V-Butt with backup and end, and takes students through techniques needed to test for certification. Also includes plate preparation for Destructive and Non-destructive testing in most welding procedures. *Lab Fee* **Corequisite or Prerequisite: WELD 1100 or WELD 1130** 3.000 Credit hours 0.000 Lecture hours 5.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

WELD 1700

1-4-3

NT

Advanced Arc Welding

This course provides advanced instruction in arc welding including V-Butt with backup and end. Preparation for certification is also provided. *Lab fees* 3.000 Credit hours 1.000 Lecture hours 4.000 Lab hours **Levels:** Undergraduate **Schedule Types:** Lecture/Lab

FACULTY

ACCOMANDO, Annette, M. Ed., B.Ed., University of New Orleans. Vice Chancellor for Academic and Student Affairs. Professor of English. 2000 Excellence in Teaching Award.

ALLEMAN, Elaine, MSN, BSN University of South Alabama. ASN, LSU Medical Center. Instructor of Nursing.

AUSTIN, Anthony, Med, B.S., University of New Orleans. Instructor of Developmental Reading.

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.

BARBIER, Theresa, J.D., Loyola University; B.A., University of New Orleans. Instructor and Program Manager of Paralegal.

BAZIN, Greg M.Ed., B.S. Louisiana State University. Assistant Professor of Mathematics. 2013 Lamarque Endowed Professor.

BENNETT, Michelle, R.N., A.D.N., Louisiana State University Medical Center. Instructor of Nursing.

BORDELON, Don, AAS, Nunez Community College; Electronics Associate Degree, RETS Electronics School. Instructor of Industrial Technology.

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

CAMPAGNA, Jason, MBA, University of New Orleans; B.S., Our Lady of Holy Cross College. Instructor of Business and Entrepreneurship.

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.

DESDUNE, Calvin, MBS, B.S. University of New Orleans. Instructor of Hotel, Restaurant, and Tourism.

DURTA, Andrew, M.A., B.A., Indiana University Bloomington. Instructor of Mathematics.

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 of Nursing.

HEYER, Klaus, Ph.D. University of New Orleans; M.S., University of Rhode Island; M.A., San Jose State University; B.A., Rhode Island College. 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, Kathleen, B.S. University of New Orleans, Instructor of Developmental Studies.

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.

LEMOINE, Katherine, M.Ed., B.A., University of New Orleans. Instructor of Teaching and Care and Development of Young Children.

LORIA, Tonia, M.Ed., B.A., University of New Orleans. Dean of Academic Affairs. Professor of Teaching and Care and Development of Young Children. 2005 Freeport/McMoran Endowed Professor of Arts and Sciences.

LOUIS, Exilus, B.S. Jackson State University; AS Hinds Community College. Instructor of Welding

MANNING, Curtis, Ph.D., M.Ed., University of New Orleans; M.A., University of Alabama at Birmingham; B.A., University of the South. Professor of History.

MILLBERN, Shirley, B.S.N., William Carey University, Instructor of Nursing.

MIXON, Lauren, B.S.N., University of Phoenix; A.S., Delgado Community College. Instructor of Nursing.

PARROTTE, Don, M.A., University of Alabama; B.A., Alliance College. Instructor of English.

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.

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.

TODD, Christine, M.L.I.S., Louisiana State university; A.B. Sarah Lawrence College. Instructor in Library Science.

THOMAS, Christine, M.S., B.S., Southeastern Louisiana University. Assistant Professor of Mathematics. 2011 Excellence in Teaching.

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 Professor, 2012 Lamarque Endowed Professor.

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.

FACULTY AWARDS

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:

Award Recipient	Date of Award
Anthony M. Levata	May 24, 1995
Philip Homrighausen	May 15, 1996
Lynn Villemont	May 14, 1997
Mike Thiel	May 13, 1998
Scott Helkaa	May 12, 1999
Annette Accomando	May 22, 2000
Deborah Barbe	May 21, 2001
Carmen Bazile	May 20, 2002
Elsa Winsor	May 16, 2003
Ron Chapman	May 14, 2004
William McPherson	May 20, 2005
Juliette Paul	May 25, 2007
Sandra LeBlanc	May 22, 2008
Gwen Robinson	May 21, 2009
Donalyn Lott	May 20, 2010
Christine Thomas	May 23, 2011
Ruth Varisco	May 22, 2012
Greg Bazin	May 21, 2013
Lynn Irby	May 22, 2014

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.

Award Recipient	Date of Award
Sharon Flanagan	May 12, 1999
Tonia Loria	May 20, 2005
Jeff Perigoni	May 21, 2009
Margaret Bader	June 25, 2014

LAMARQUE ENDOWED PROFESSORSHIP

The recipient of the Excellence in Teaching Award also receives this honor.

Award Recipient	Date of Award
Elsa Winsor	May 16, 2003
Ron Chapman	May 14, 2004
William McPherson	May 20, 2005
Juliette Paul	May 25, 2007
Sandra LeBlanc	May 22, 2008
Gwen Robinson	May 21, 2009
Donalyn Lott	May 20, 2010
Christine Thomas	May 23, 2011
Ruth Varisco	May 22, 2012
Greg Bazin	May 21, 2013
Lynn Irby	May 22, 2014

ARLENE SOPER MERAUX ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
George Villanueva	May 15, 1996
Michael Thiel	May 21, 2001
Chester Mock	May 21, 2009

DUKE ROBIN FAMILY ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
Ruth Varisco	May 20, 2005
Margaret Bader	May 21, 2009

MERAUX FOUNDATION ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
Ron Chapman	May 21, 2009
Dr. Klaus Heyer	June 25, 2014

JOEY GEORGUSIS ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
Donalyn Lott	May 21, 2009
Christine Thomas	June 25, 2014

JACK ROWLEY ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
Earl Wilson	May 21, 2009
Sandra LeBlanc	June 25, 2014

STEWART ENTERPRISES ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
William McPherson	May 21, 2009
Juliette Paul	June 25, 2014

TATE & LYLE NORTH AMERICA DOMINO ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
David Hernandez	May 16, 2003
Cliff Wilson	May 21, 2009

NICHOLAS P. TRIST ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
Don Hoffman	May 20, 2002
Lynn Irby	May 20, 2005
Mark Rice	May 21, 2009

**ADMINISTRATION AND STAFF
OFFICE OF THE CHANCELLOR**

Thomas R. Warner, Ed.D	Chancellor
Carol McLeod, Ph.D.	Executive Assistant to the Chancellor
Josephine DiCristina, A.G.S.	Executive Secretary to the Chancellor
Leonard Unbehagen, M.Ed.	Dean for Planning and Institutional Effectiveness
Andrea Simien, B.A.	Institutional Researcher
Marie Ecklund, B.G.S	Institutional Research Assistant
Dawn Hart-Thore, A.S.	Coordinator of Facilities, Security & FEMA
Marvin "Buddy" Gore.....	Computer & Electrical Maintenance
Bon Russell, A.A.S	HVAC Mechanic
Melvin Foret.....	Maintenance Repairer
Dennis Showalter	Maintenance Repairer
Gaynell Williams	Custodian Supervisor
Natasha Bienemy	Custodian
Brenda Griffin.....	Custodian
Brenda Singleton.....	Custodian
Clara Johnson	Custodian
Mark Lance	Horticultural Specialist
Walter Dornan.....	Police Officer
Randy Fernandez	Police Officer
Marty Melerine	Police Officer
Lisa Phillips.....	Police Officer
Errol Schultz	Police Officer
Chester Mock.....	Electrician

ACADEMIC AND STUDENT AFFAIRS

Annette Accomando, M.Ed.	Vice Chancellor for Academic and Student Affairs
Tonia Loria, M.Ed.....	Dean of Academic Affairs
Becky Maillet, M.Ed.....	Dean of Student Affairs
Meg Greenfield, B.A.....	Registrar/Assistant Dean of Student Affairs
Angie Jones, M.Ed.....	Director of Admissions
John Whisnant.....	Director of Financial Aid
Irma Beltram, A.G.S.....	Records Coordinator
Michele Minor, A.G.S.....	Coordinator of Career Services/ADA
Brittney Barras, B.A.....	Dual Enrollment Coordinator
Kim Doty, A.B.S.....	Administrative Coordinator 3
Stephanie Hoskins.....	Administrative Coordinator
Richard DeFoe, M.L.I.S.....	Librarian
Christine Todd, M.L.I.S.....	Reference Librarian
Rachel Monson, B.S.....	Library Specialist 2
Paul Geraci.....	Library Clerk
Nora Mainville.....	Administrative Assistant 4
Julie Heintz, A.S.....	Administrative Assistant, Industrial Technology
Kelly LeBoeuf, M.B.A.....	Administrative Assistant 2, Business and Technology
Hope Pitre.....	Administrative Assistant 2, Health & Natural Sciences
Natanya Baines.....	Administrative Assistant, Student Services
Gladys Small.....	Career Coach
Evelyn Jackson, Ph.D.....	Career Coach

INSTITUTIONAL ADVANCEMENT

Teresa Smith, M.A.	Vice Chancellor for Institutional Advancement
Ernest Frazier, B.A.....	Director of Workforce Development
Kimberly Rutherford, M.Ed.....	Director of Sponsored Programs
Arifah Lightburn, M.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
Jessica Mire, A.A.S.....	Grants Coordinator
Victoria Palmisano, Ph.D.....	Project Coordinator TAACCT Grant
Edward Shedlock.....	Assistant Director of the Entrepreneurship Center TAACCT Grant

BUSINESS AFFAIRS

Louis Lehr, B.S.,C.P.A**Chief Financial Officer**
Corlin LeBlanc, B.S.M., C.P.A.....Controller
Bill Burton Property and Receiving Supervisor
Pam Charles, A.A.S. Human Resources Coordinator
Pam Cash, B.S..... Budget Officer
Karen Dragon, B.S.....Assistant Controller for Restricted Funds
Wendy Frazier, B.S..... Assistant Controller for Acquisitions & Contracts
Yolanda Holmes, B.S.....Human Resources Analyst
Danielle Santiago.....Administrative Assistant
Cathy McKee Accounting Specialist 2, Bursar’s Office
Carol B. McLeod, Ph.D. Director of Human Resources
Tachel Porch-Jones, B.S. Assistant Controller for Accounts Receivable and Bursar
Katherine Russell, B.S. Accounting Specialist 2, Accounts Payable
Elizabeth Scallan..... Accounting Specialist 2, Purchasing
George SeymourDisbursement Supervisor for Payroll & Accounts Payable
Pattie Timmons, A.A.S.Property Clerk

Final Exam Schedule

Fall 2014 Exam Schedule for Full Semester					
EXAM DAYS/TIMES	TUESDAY 12-9	WEDNESDAY 12-10	THURSDAY 12-11	FRIDAY 12-12	MONDAY 12-15
8:00 AM-10:00 AM	<i>TR Classes 10:00 AM- 11:15 AM</i>		<i>TR Classes 8:30 AM-9:45 AM</i>		<i>MW Classes 8:30 AM-9:45 AM</i>
10:00 AM-12:00 PM	<i>TR Classes 10:00 AM- 11:15 AM</i>	<i>MW Classes 10:00 AM- 11:15 AM</i>	<i>TR Classes 11:30 AM-12:45 PM</i>	<i>Friday Morning Classes</i>	<i>MW Classes 11:30 AM-12:45 PM</i>
12:00 PM-2:00 PM		<i>MW Classes 1:00 PM-2:15 PM</i>			
2:00 PM-4:00 PM	<i>TR Classes 2:30 PM-3:45 PM</i>		<i>TR Classes 1:00 PM-2:15 PM</i>	<i>FRIDAY Afternoon Classes</i>	<i>MW Classes 2:30 PM-3:45 PM</i>
4:00 PM-6:00 PM	<i>TR Classes 4:00 PM-5:15 PM</i>	<i>MW Classes 4:00 PM-5:15 PM</i>			
6:00 PM-8:00 PM	<i>TR Classes 5:30 PM-6:45 PM</i>	<i>MW Classes 7:00 PM-8:15 PM</i>	<i>TR Classes 7:00 PM-8:15 PM</i>		<i>MW Classes 5:30 PM-6:45 PM</i>
8:00 PM-10:00 PM		<i>MW Classes 8:30 PM-9:45 PM</i>	<i>TR Classes 8:30 PM-9:45 PM</i>		

Fall 2014 Exam Schedule for Fast Lane		
EXAM DAYS/TIMES	Session I Tuesday October 14, 2014	Session II Monday December 15, 2014
9:00 AM-11:00 AM	Classes 8:30 AM-11:15 AM	Classes 8:30 AM-11:15 AM
12:00 PM-2:00 PM	Classes 11:30 AM-2:15 PM	Classes 11:30 AM-2:15 PM
6:00 PM-8:00 PM	Classes 6:00 PM-9:00 PM	Classes 6:00 PM-9:00 PM

Spring 2015 Exam Schedule for Full Semester Classes					
EXAM DAYS/TIMES	TUESDAY 5-12	WEDNESDAY 5-13	THURSDAY 5-14	FRIDAY 5-15	MONDAY 5-18
8:00 AM-10:00 AM	TR Classes 8:30 AM-9:45 AM	MW Classes 8:30 AM-9:45 AM	Graduating Seniors		
10:00 AM-12:00 PM	TR Classes 10:00 AM-11:15 AM	MW Classes 11:30 AM-12:45 PM	TR Classes 11:30 AM-12:45 PM		MW Classes 10:00 AM-11:15 AM
12:00 PM-2:00 PM	Graduating Seniors	Graduating Seniors	TR Classes 1:00 PM-2:15 PM		MW Classes 1:00 PM-2:15 PM
2:00 PM-4:00 PM	TR Classes 2:30 PM-3:45 PM	MW Classes 2:30 PM-3:45 PM	Graduating Seniors	ALL GRADUATING SENIOR GRADES ARE DUE	
4:00 PM-6:00 PM	TR Classes 5:30 PM-6:45 PM	MW Classes 5:30 PM-6:45 PM	TR Classes 4:00 PM-5:15 PM		MW Classes 4:00 PM-5:15 PM
6:00 PM-8:00 PM	Graduating Seniors	MW Classes 7:00 PM-8:15 PM	TR Classes 7:00 PM-8:15 PM		
8:00 PM-10:00 PM		MW Classes 8:30 PM-9:45 PM	TR Classes 8:30 PM-9:45 PM		

Spring 2015 Exam Schedule for Fast Lane		
EXAM DAYS/TIMES	Fast Lane 1 Wednesday March 11, 2015	Fast Lane 2 Wednesday May 13, 2015
8:00 AM-10:00 AM	8:30 AM-11:15 AM Classes	8:30 AM-11:15 AM Classes
12:00 PM-2:00 PM	11:30 AM-2:15 PM Classes	11:30 AM-2:15 PM Classes

Summer 2015 Exam Schedule for Full Semester		
EXAM DAYS/TIMES	MONDAY July 27, 2015	TUESDAY July 28, 2014
8:00 AM-10:00 AM	MW Classes 8:00 AM - 10:25 AM	TR Classes 8:00 AM - 10:25 AM
10:00 AM-12:00 PM	MW Classes 10:30 AM - 12:55 PM	TR Classes 10:30 AM - 12:55 PM
12:00 PM-2:00 PM	ATYPICAL DAY CLASSES	ATYPICAL DAY CLASSES
2:00 PM-4:00 PM	MW Classes 2:00 PM - 4:25 PM	TR Classes 2:00 PM - 4:25 PM
4:00 PM-6:00 PM	ATYPICAL EVENING CLASSES	ATYPICAL EVENING CLASSES
6:00 PM-8:00 PM	MW Classes 5:00 PM - 7:25 PM	TR Classes 5:00 PM - 7:25 PM
8:00 PM-10:00 PM	MW Classes 7:30 PM - 9:55 PM	TR Classes 7:30 PM - 9:55 PM

Summer 2015 Exam Schedule for Fast Lane		
EXAM DAYS/TIMES	Fast Lane 1 Thursday June 25, 2015	Fast Lane 2 Thursday July 28, 2015
9:00 AM-11:00 AM	8:30 AM - 11:15 AM Classes	8:30 AM - 11:15 AM Classes
12:00 PM-2:00 PM	11:30 AM - 2:15 PM Classes	11:30 AM - 2:15 PM Classes
6:00 PM-8:00 PM	6:00 PM - 9:00 PM Classes	6:00 PM - 9:00 PM Classes

Map of the College



