

ELAINE P. NUNEZ COMMUNITY COLLEGE

A Comprehensive Community College

Chalmette, Louisiana

Member of the Louisiana Community & Technical College System

NUNEZ COMMUNITY COLLEGE CATALOG 2006-2007

Volume 15

Nunez Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate Degrees and Certificates.

EQUAL OPPORTUNITY STATEMENT

Elaine P. Nunez Community College adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Vice Chancellor for Student Affairs in the Arts, Science & Technology Building at 3710 Paris Road or by calling (504)278-7487.

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.

2 General Information

**NUNEZ COMMUNITY COLLEGE
EXECUTIVE OFFICERS**

Thomas R. Warner, Ed.D. Chancellor
Donna M. Clark, M.S.. Vice Chancellor for Student Affairs
Louis Lehr, B.S., C.P.A. Chief Financial Officer
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MEMBERSHIP, ACCREDITATION, AND APPROVAL STATUS

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

Nunez Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Associate Degrees and Certificates.

The National Association of Industrial Technology has accredited the following programs: Computer Information Systems, Computer Technology, and Drafting and Design Technology.

TABLE OF CONTENTS

Executive Officers 2

Accreditation 2

2006-2007 Academic Calendars 5

Louisiana Community & Technical College System Board of Supervisors 8

Board of Regents 9

Administrative Personnel 10

History of Nunez Community College 12

Mission 14

Institutional Effectiveness 15

Admission to the College 18

Admission Categories 20

Procedure for Enrolling 22

Transfer Credit Evaluation 23

Academic Amnesty 24

Matriculation Status 25

Auditing Students 26

Concurrent and Cross-Enrollment 26

Special Entry Students 27

Veterans 28

Non-Traditional Credit 29

Tuition and Fees 33

Refund Policy 36

Grading System 38

Graduation Requirements 40

Academic Status 43

General Policies and Procedures 45

4 **Table of Contents**

Dropping and Withdrawing	46
Student Affairs	50
Student Rights and Responsibilities	51
Appeals	53
Campus Drug Policy	58
Financial Assistance	60
Student Government	68
Medical Emergencies	70
Administrative Services	74
Institutional Advancement	75
Academic Affairs	78
Learning Resources	79
Continuing Education Program	81
Associate Degree Programs	84
Programs of Instruction	85
General Education Requirements	87
Program Descriptions	90
Course Descriptions	128
Faculty Listing	180
Support Personnel	184
Glossary of Academic Terms	186
Index	189
Final Exam Schedules	192
Campus Map	197
Important Phone Numbers	200

SPRING SEMESTER 2007

DECEMBER

15 Friday Martin L. King, Jr. Holiday

JANUARY

15 Monday Deadline to Apply for ADA Accommodations

16 Tuesday Faculty Institute

17-19 Wednesday - Friday, 9:00am-7:00p.m. Registration

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

22 Monday First Day of Class

22-24 Monday - Wednesday, 9:00a.m. - 7:00p.m. Late Registration/Drop and Add

23 Tuesday, 6:00p.m. Last Day to Receive 100% Refund for Dropped Courses

26 Friday, 4:30p.m. Last Day to Receive 75% Refund for Dropped Courses

FEBRUARY

2 Friday, 4:30p.m. Last Day to Receive 50% Refund for Dropped Courses

8 Thursday Official 14th Day

8 Thursday, 4:30p.m. Last Day to Receive 25% Refund for Dropped Courses

16 Friday, 4:30 p.m. Mardi Gras Holiday Begins (No Friday Evening Classes)

17-21 Saturday-Wednesday Mardi Gras Holidays (No Classes)

22 Thursday Classes Resume

MARCH

19-24 Monday - Saturday Midterm Exams

26 Wednesday, 4:30 p.m. Midterm Grades Due in Division Offices

30 Friday, 4:30 p.m. Final Day to Pay Graduation Fee and
Request to Graduate in Absentia

APRIL

2-7 Monday - Saturday. Spring Break (No Classes)

9 Monday Classes Resume

13 Friday, 4:30p.m. Last Day to Drop a Course or Withdraw
from College with a "W" Grade

16 Monday Summer 2007 Registration Opens

MAY

11 Friday Last Day of Class Meetings
for Daytime Classes

14 Monday Last Day of Class Meetings
for Evening Classes

15-19 Tuesday - Saturday Final Exams

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

23-25 Wednesday, Thursday or Friday, 7:30p.m. Graduation Ceremony

SUMMER SESSION 2007**MAY**

1	Tuesday	Deadline to Apply for ADA Accommodations
28	Monday	Memorial Day Holiday
29-30	Tuesday & Wednesday	Registration
31	Thursday	First Day of Class
31	Thursday	Late Registration/Drop & Add

JUNE

4	Monday, 6:00p.m.	Last Day to Receive 100% Refund for Dropped Courses
6	Wednesday, 6:00p.m.	Last Day to Receive 75% Refund for Dropped Courses
12	Tuesday	Official 7th Class Day
12	Tuesday	Last Day to Receive 50% Refund for Dropped Courses

JULY

4-5	Wednesday & Thursday	Fourth of July Holiday (No Classes)
9	Monday	Classes Resume
13	Friday	Last Day to Drop a Course or Withdraw from College with a "W" Grade
16	Monday	Fall 2007 Registration Opens
23	Monday	Last Day of Class Meetings
24	Tuesday	Study Day (No Class)
25-26	Wednesday & Thursday	Final Exams
30	Monday, 4:30p.m.	Final Grades Due in Division Offices

PLEASE NOTE: The College reserves the right to make changes to the semester calendars. We will publish and widely distribute new calendars if any of the dates change. Please look for changes at www.nunez.edu or contact the Admissions Office if you need a verification of any of the dates listed on pages 5, 6, and 7.

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Austin Badon, M.S. Coordinator of Experiential Educ. & Workforce Development
Richard Defoe, M.L.I.S. Reference Librarian

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Tachel Porch, B.S. Bursar

Institutional Advancement

Thelma Annaloro, A.B.S. Administrative Assistant
Dorothy Harrington, B.A. Public Information Officer

HISTORY

THE COLLEGE

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

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

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

In the spring of 1993, Elaine P. Nunez Community College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate Degrees and Certificates. This

accreditation was reaffirmed for ten years in 1997. On July 1, 1999, the management of the College, along with five other community colleges, was transferred to 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—was 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 hook ups in the Arts, Sciences, & Technology Building. The College became an oasis in the ravaged parish and a catalyst for business and industry revitalization as it opened the campus for business in January of 2006 and resumed classes *on campus* on January 25, 2006.

THE FACILITIES

Since its inception, Nunez Community College has experienced continuous growth, and nowhere is that more evident than in the changing face of the campus itself. 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. To satisfy this need, trailers to

serve as classrooms were brought in and positioned in various locations around the campus, 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 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.

More recent additions to the physical plant have included a sand volleyball court for student use during physical activities courses and free time, expansion of the campus bookstore, and the addition of a concession area in the Student Commons. Parking was increased by 75 percent.

Nunez also opened a new site in the town of Port Sulphur in Plaquemines Parish to meet the needs of those citizens in our service area who could not travel to Chalmette for classes. Named the Plaquemines Learning Center, the site boasts nearly 150 students per semester and has served over 600 students since it opened in January of 1997.

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 Eastern New Orleans- houses the Chancellor's Office, the Business Office, Student Affairs offices, and a large conference/meeting room.

In January, 2000, the three-story Arts, Sciences, and Technology building was dedicated. The building, which is located on a site midway between the original buildings on Lafontaine Street and the Stewart Administration Building on Paris Road, contains a 400-seat auditorium, a library which can accommodate more than 60,000 volumes, a law library, twenty-three general purpose and specialized

classrooms, and twenty-eight faculty offices. In addition, it houses the College's continuing education program and provides offices for the Vice Chancellor for Academic Affairs and for the Arts and Sciences Division.

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

Across LaFontaine from the Kane Technology Wing, construction of the Physical Activities Center was begun in 2003 and was completed in the spring of 2005. The Center contains approximately 15,000 square feet of space that includes a gymnasium with room for a regulation-sized basketball court or two volleyball courts, fitness activities, and an exercise area; instructors' offices; locker rooms to accommodate physical education courses and team events; several classrooms; a snack/refreshment center; and permanent seating for up to 300, with additional movable seating for large events.

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. The area encompasses several buildings that will be renovated or removed during the coming months. The College anticipates utilizing much of the space to alleviate crowded parking conditions.

During Hurricane Katrina, the first floors of all of the buildings on campus were inundated with water. The bulk of classes, offices, and labs are now located in the Arts, Sciences, and Technology Building. However, the College has received approval from the State Facilities Planning Division to restore and renovate much of the campus. This restoration and renovation

14 *Mission and Goals*

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.

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 Louisiana. By the end of the 1993-94 academic year, the student body had grown and had an annual growth rate of approximately seven percent. Prior to Hurricane Katrina, the College served approximately 2,500 students each semester in credit courses. The enrollment in continuing education courses added to that number. As this catalog goes to press, the College has regained nearly 50% of its average summer enrollment. And, as our service area repopulates, we anticipate returning to pre-Katrina numbers.

Nunez continues to provide a dynamic list of course and program offerings, constantly working with business and industry to provide quality training for occupational programs and with four- and two-year colleges and universities to provide consistent and accurate articulation of course work. To enhance transfer opportunities for students who wish to continue their education after graduation, the College has signed, and continues to pursue, articulation agreements with four-year institutions throughout the region.

In addition to the growth in programs and articulation, Nunez has pursued community support in the form of its Investing in Educational Excellence Capital Campaign. Nunez received funds for seven Endowed Professorships from various businesses and individuals in the community, an unprecedented amount for a college its size, 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

sponsors at least one gala event each year that raises approximately \$50,000. In addition to Foundation funding, Nunez currently receives over 15% of its budget from grants and contracts.

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

MISSION

PURPOSE & PHILOSOPHY - Elaine P. Nunez Community College is a comprehensive community college offering associate degrees and occupational certificates in keeping with the demands of the area it serves. The College goals are based on the premise that education of all people is necessary to bring together the diverse social, ethnic, political, and economic sectors of the world's communities. Through an open-door admission policy, the College welcomes students from all racial, economic, religious, and social backgrounds.

Curricula at Nunez focus on the development of the total person by offering a blend of technologies with arts, sciences, and humanities. In recognition of the diverse needs of the individual of a democratic society, Nunez provides a comprehensive educational program that helps students cultivate values and skills in critical thinking, self-expression, communication, decision-making, and problem solving and at the same time prepares them for productive, satisfying careers, and offers courses that transfer to senior institutions.

GOALS

Specific educational goals of the College are to offer:

- ▶ A variety of occupational programs with input from local business and industry which prepares students for immediate employment;
- ▶ Curricular patterns that provide effective articulation with other institutions;
- ▶ A program of developmental instruction for students who need to strengthen their academic backgrounds;
- ▶ Educational counseling, placement testing, and career counseling designed to assist students in selecting the course of study that best meets their individual needs;
- ▶ Programs and services that are based upon sound principles of research;
- ▶ A means to acquire an awareness of global and multicultural issues that produce responsible world citizens;
- ▶ Opportunities for gaining basic and general understanding of ethics; and
- ▶ Education that includes technologies and distance learning components that propel students toward careers of the 21st century.

NUNEZ COMMUNITY COLLEGE'S COMMITMENT TO INSTITUTIONAL EFFECTIVENESS

Nunez Community College is responsible for not only providing the resources and facilities necessary for quality instruction and services, but also for providing an avenue whereby the quality of the programs and services offered are evaluated on an ongoing basis. 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, which encourage the diversity of interests, aptitudes, talents, and needs of the community;

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

General education and articulated courses that prepare students in the areas of arts, humanities, communication, and science and that provide for a smooth transition into a senior institution;

Developmental courses to prepare students for college-level studies;

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

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

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

ADMISSIONS & REGISTRATION

ADMISSION TO THE COLLEGE

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

Any applicant who applies for admission to Nunez Community College will not be denied admission on the basis of race, religion, sex, national origin, marital status, veteran status, or disability. However, some programs may have special requirements. Currently, only Emergency Medical Technology, Practical Nursing, and the AS in Teaching have special admissions requirements and students interested in those programs should contact the Division Deans for specific information.

To ensure a student's chance of success, the College offers placement testing to assist the student and his/her academic advisor in the selection of courses. Placement testing in reading, mathematics, and English is conducted free of charge to all applicants and may be scheduled by contacting the Admissions Office.

Requests for general information and applications should be directed to:

**Admissions
Nunez Community College
3710 Paris Road
Chalmette, LA 70043
Phone (504) 278-7467**

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

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

AMERICANS WITH DISABILITIES ACT (ADA)/SECTION 504

Nunez Community College is in compliance 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 and will arrange for the accommodations as required under the ADA or Section 504. Students with special needs should contact the ADA/504 Coordinator at (504)278-7491 at least 90 days before they plan to enroll so that authorized accommodations can be arranged in a timely manner.

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

IMMUNIZATION

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

Students will not be allowed to complete registration unless they have satisfied the immunization requirement. The requirement can be met either by furnishing proof of immunity or by signing a waiver claiming exemption from the immunization policy. Waiver forms are available in the Admissions Office.

In the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria, the college will require unimmunized students to leave campus and will exclude them from class until the outbreak is over or until they submit proof of adequate immunization.

SELECTIVE SERVICE REGISTRATION

In accordance with R.S. 17:3151, male applicants between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration Card or a printout from the Selective Service website indicating the applicant's registration status. The following categories of students are exempted from this requirement:

1. Males currently in the armed services and on active duty.
2. Veterans of the armed services who submit a copy of their DD214 discharge certificate.

3. Males not yet 18.
4. Males born before 1960.
5. Noncitizens who first entered the U.S. after they turned 26.

PLACEMENT TESTS

Recent American College Test (ACT) or Compass Test scores are required of most entering degree- or certificate-seeking freshmen students and some transfer students. The purpose of these tests is to ensure that students are properly placed in English, mathematics, reading, and general education courses. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate developmental courses to help prepare them to perform successfully in higher level courses. Students who perform exceptionally well on placement tests may be placed in advanced courses. Appointments are required for placement testing and may be made by contacting the Admissions Office.

Students 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. Transfer students who have earned college credit in mathematics and English do not have to submit ACT scores.

Students will not be refused admission to the college because of low test scores. Test scores are used for advising and placement purposes only. However, should the Director of Admissions determine that an applicant has not demonstrated the ability to benefit from enrolling in college-level courses, the applicant will be referred to the continuing education division 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 1000 level general education courses concurrently with their reading course; however, dropping the reading course will result in administrative withdrawal from the other general education courses.

PROOF OF RESIDENCY

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

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

Students who left the State during fall 2005 as a result of Katrina will not be treated as non-residents if they return during the 2006-2007 academic year.

ADMISSION CATEGORIES

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 home-schooled student, a non-high school graduate (with no GED), or a graduate of a non-accredited high school. Such a student must show the ability to benefit from college by completing all necessary developmental courses if Compass Test, Asset Test, or ACT scores indicate a need for them. Those whose test scores indicate that remediation is necessary will be provisionally admitted and must complete and show satisfactory progress in all required developmental courses prior to regular admission into a degree or certificate program.

3. A recipient of a state-issued high school equivalency diploma (GED).

STUDENTS CURRENTLY ENROLLED IN HIGH SCHOOL

A current high school student who has the approval of the College, the high school principal or counselor, **and** parent or guardian may attend Nunez Community College while still enrolled in high school. The College reserves the right to limit the number of hours and the particular courses for which a high school student may enroll. High school students are permitted to register for a maximum of six hours or two courses per term.

TRANSFER STUDENTS

A transfer student is any student who has been previously enrolled at any college or university. Transfer students may enroll at Nunez if they are eligible for readmission at the last school attended. Transfer students are admitted provisionally until all required transcripts have been received. A student who transfers to Nunez with an adjusted cumulative grade point average of 2.00 or higher, will be admitted in good standing. A transfer student with less than a 2.00 adjusted cumulative grade point average will be admitted on probation. If 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 ON SUSPENSION

Generally, in order to transfer from one institution to another, students must be eligible to reenter the institution from which they are transferring. Transfer students under academic suspension for specified periods will not be admitted to Nunez until their suspension periods have ended, unless express written consent is provided by the suspending institution granting the student permission to enroll at Nunez while on suspension status. Developmental credit earned at Nunez while students are under academic suspension may be accepted in fulfillment of developmental requirements upon enrolling at institutions under the jurisdiction of the Board. In the event that students are granted permission to enroll at Nunez while on suspension status from another institution, the transferability of non-developmental credits earned while on suspension status may be handled at the campus level on a student-by-student basis.

TRANSIENT (SUMMER-ONLY) STUDENTS

A student who plans to enroll for a summer session only while on break from another institution is allowed to enroll by submitting a Letter of Good Standing or official transcript from the most recently attended college. A student who submits a Letter of Good Standing must present proof that he or she has met the prerequisites for courses in which the student plans to enroll.

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. Before being allowed to register for additional hours, the part-time, non-matriculating student must meet all requirements under one of the regular admissions categories.
2. A transfer student may be admitted as a special student if he or she is non-matriculating and has not attended a college or university in the last year. Such students may earn no more than a total of 12 credit hours before having to meet regular transfer student admissions requirements.
3. The College may offer select courses to senior citizens or minors as a community service. Students enrolled in such courses will be admitted as special students. Senior citizens and minors may repeat these select courses.

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 Community College 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.

Students whose studies were interrupted by Katrina must complete a new application but will not pay the application fee. If such student has attended any college or university since Katrina, the student is required to submit official transcripts.

PROCEDURES FOR ENROLLING

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

FIRST-TIME FRESHMEN

The procedure for enrolling for first-time freshmen is to submit the following to the Admissions Office:

1. A completed Application for Admission prior to the beginning of the semester for which admission is sought. The non-refundable \$10 (\$20 for international students) fee must be paid when the application is submitted.

2. An official high school transcript sent to Nunez by the high school before the beginning of the registration period. (2003 and more recent graduates of Louisiana high schools do not have to request a transcript. These transcripts will be forwarded to Nunez via the States's Student Transcript System. Applicants with a GED should submit the original certificate. The Admissions Office will copy it and return it promptly.

3. ACT or Compass Test scores. If test scores are more than three years old, it is recommended that the student take the Compass Test at Nunez. Enrollment in general education courses will be restricted for students who place into reading.

4. Proof of residency.

ORIENTATION

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

TRANSFER STUDENTS

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

1. A completed Application for Admission prior to the beginning of the semester for which admission is sought. The non-refundable \$10 (\$20 for international students) fee must be paid when the application is submitted.

2. An official transcript from every regionally-accredited college and university attended. (An official transcript is one mailed directly from the Registrar of the previous institution to the Nunez Admissions Office). Failure to acknowledge attendance at any college or university may result in

immediate dismissal. If official transcripts have not been received at the time of registration, the student may be admitted provisionally.

3. Proof of residency.

TRANSFER CREDIT EVALUATION

Transfer credits from all regionally-accredited institutions of higher education are recorded on the student's permanent academic records. Nunez will compute the grade point average for transfer students in the same manner as is done for a Nunez student.

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

1. Acceptance of courses taken more than 10 years before a student transfers to Nunez Community College is determined by the student's Division Dean (the dean of the division under which the student's program of study resides).
2. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Division Dean.
3. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:
 - a. Plus (+) or minus (-) symbols will be disregarded.
 - b. Grades of Pass, Credit, and Satisfactory will be treated alike.
 - c. Pass, Credit, and Satisfactory will count only in hours earned.

- d. Failing grades, including WF, will count as hours attempted.

- e. Grades in remedial courses are treated the same as other courses.

- f. Grades of NC (no credit) will not be recorded.

- g. 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" in many courses will not meet the course prerequisites for courses in a sequence. Refer to the Course Description section of the catalog to verify minimum grade requirements for specific courses.

6. If the transfer work was earned in quarter hours, the credits will be converted to semester hours (the number of quarter hours times 2/3 equals the number of semester hours).

7. The Louisiana Board of Regents for Higher Education Student Transfer Guide and General Education Articulation Matrix, (located at www.regents.state.la.us) as well as individual transfer guides from institutions with which Nunez has entered transfer agreements, will be used to determine course equivalencies.

Courses taken at institutions that are not accredited by regional associations which accredit institutions of higher learning are generally not accepted at Nunez Community College. However, students transferring from non-regionally accredited institutions can request credit, provided the College itself can document that faculty qualifications and student competencies in the transferred courses are equivalent to its own courses.

24 Registration

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

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

A transfer student may be admitted on probation, pending receipt of all required transcripts and determination of academic status by Admissions Office personnel. If the grades earned at the previous college were such that the student would have been placed on probation if the grades had been earned at Nunez, the student will be admitted on probation.

TRANSIENT (SUMMER ONLY) STUDENTS

Students in good standing currently enrolled at another institution who plan to attend Nunez Community College for the summer session **only** may be admitted by applying for admission and submitting a Letter of Good Standing or official transcript from the college or university in which they are currently enrolled. This letter is usually completed by the Registrar or Dean. Students who decide to continue past the one semester for which they were admitted will be required to apply for regular admission, submit all required official transcripts, and meet transfer admission requirements.

SPECIAL STUDENTS

Students admitted as special students must do the following:

1. Submit a completed application for admission and pay the non-refundable application fee.

2. Attend a new student orientation.
3. Submit proof of immunizations if born after 1956.
4. Report to the Admissions Office for permission to enroll during each registration period.
5. Submit proof of residency.

ACADEMIC AMNESTY

Nunez Community College provides for students who, after dropping out or being suspended because of academic deficiencies, have demonstrated sufficient maturation to be afforded an opportunity to begin college study again. The following guidelines apply:

1. No less than two years must elapse between the end of the semester in which the student was last registered for credit at any college or university and being enrolled under academic amnesty.
2. The student must submit an application for academic amnesty to the Registrar 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 Registrar will evaluate each application and only recommend to the VCAA those who meet the criteria and who indicate the potential for success. Applying does not ensure approval.
4. No prior academic credit carries forward as part of a degree program. However, the prior record remains a part of the student's overall academic record.
5. If granted, the date of academic amnesty is entered upon the transcript along with a statement prohibiting use of 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.

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

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

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

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

10. Students have the right to appeal.

11. Students are cautioned that many institutions compute the undergraduate GPA on all hours attempted when considering applications for admission. Therefore, the grades earned in all courses will remain on the student's transcript.

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. A student may remain eligible for this status until he or she earns 12 credit hours. The following items are required by the Admissions Office for part-time non-matriculating students:

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

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

5. A high school transcript (or GED) if the student has graduated from high school but never attended college. (Nunez will obtain proof of graduation for students who graduated from a Louisiana high school from 2003 to the present.)

6. An official transcript from the last college previously attended.

Non-matriculating students who decide to pursue a degree or certificate must change their enrollment status in the Registrar's Office. **Non-matriculating students are usually not eligible for financial aid.**

STUDENTS IN ONLINE CLASSES

Nunez has established the following guidelines for online classes: Students must

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

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

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

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

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 Division Dean's approval later in a semester. A student who is ineligible to enter a previous college because of academic suspension is, with the permission of the suspending institution and Nunez Community College, eligible to attend Nunez as an audit student (see section on Academic Status). The same fee schedule applies to audited courses.

A regularly-enrolled student may audit courses. Others who wish to audit must obtain official admission to the college. Auditing students will not receive college credit, nor will they be permitted to take advanced standing examinations or credit examination on work 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.

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

CONCURRENT/DUAL 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. A Concurrent Enrollment Form must be completed 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 agreements, Nunez students will be able to register for a limited number of classes at the University of New Orleans (UNO), Southeastern Louisiana University (SLU), Southern University at New Orleans (SUNO), Delgado Community College (DCC), and the Louisiana Technical College. Students should contact the Registrar for information regarding the procedures to be followed under the cross-enrollment agreements. Final approval rests with the officials at the host campuses. Students from other institutions who wish to cross-enroll for Nunez courses should initiate the process with their home campus Registrar.

ARTICULATION AGREEMENTS

Nunez Community College is a participant in the Louisiana Board of Regents Student Transfer Guide and General Education and Articulation Matrix located on the Web at www.regents.state.la.us. Matrices in business, science, and other subject areas are also available. In addition, separate agreements have been reached with the University of New Orleans, Nicholls State University, Southern University at New Orleans, University of Southern Mississippi, Delgado Community College, and Dillard University. Course transfer guides are also available for many other colleges and universities in the region. Information on the transferability of courses may be obtained from the Registrar's Office; 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 POLICY

The College recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, or international emergency situations. It is the College's policy to minimize the effects of this disruption to the students' academic careers. To qualify under the provisions of this policy, a student must present official military orders to the Registrar. If the time between notification and activation does not allow the student to request consideration under this policy, a parent, or spouse may do so.

If activation/mobilization occurs :

1. During the first 14 days of the semester, the student will be completely withdrawn from all classes with a full refund/cancellation of tuition and refundable fees. No grade will be recorded on the student's permanent record.

2. During the period between the 15th and last day to withdraw, the student will receive a W grade for all classes. Tuition and refundable fees will be refunded at 100%.

3. During the period between the next class day after the last day to withdraw with a 'W' grade and one to two weeks prior to the end of a regular semester, the student may:

a. Choose to take a 'W' in all classes, and receive a full refund, or

b. Request an incomplete 'I' grade for some or all courses, and receive a refund for only the prorated amount of tuition and fees for the courses in which a 'W' has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the incomplete work.

4. During the last five to ten class days of a regular semester, the student may:

a. Choose 3.a. or 3.b. above,

b. 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

c. Request, with concurrence of the instructors of the affected courses, to take an early final examination.

SPECIAL ENTRY STUDENTS

Senior Citizens

Nunez Community College is no longer able to offer the Senior Citizen Waiver because this waiver has not been funded by the State of Louisiana. 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.

Louisiana National Guard Tuition Waiver

Under the Louisiana Statute 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 the application fee, registration fee, lab fees, board fees, technology fee, student activity 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 must also apply for the TOPS National Guard Award.**

High School Dual Enrollment Program

Dual enrollment agreements between Nunez Community College and area high schools provide additional educational opportunities for high school juniors and seniors. The high school counselor or principal **and** parent or guardian approve the student's participation. The regular tuition and fees are assessed, and the student will be responsible for textbooks and supplies, student self-assessed fees, lab fees, and technology fees. A limited number of tuition waivers and scholarships are available each semester on a first-come basis. Contact the Admissions Office for information.

2 + 2 Tech Prep Program

The 2 + 2 Tech Prep Program is a deliberate and agreed-upon connection between courses initiated in grades 11 and 12 in high school and completed in the freshman and sophomore years at Nunez Community College. Selected high school courses are matched with almost identical courses offered by the College.

Students who demonstrate appropriate achievement in these high school courses, as identified by Nunez faculty, are eligible to apply for higher level credit from the College.

Proficiency testing, demonstration, or presentation of portfolio may be required. Credits earned in this manner will be "banked" until such time that the student regularly enrolls in courses at the College. (For further information, 11th and 12th graders should contact their high school counselors).

International Students

Nunez Community College is currently not issuing student visas for international students to attend college. To be eligible for a student visa according to immigration laws, a student must maintain fulltime study in an approved program. Due to the College's reduced enrollment since Katrina,

it is not always possible for a student to enroll in a fulltime course load. Rather than jeopardizing an international student's eligibility to remain in the United States, Nunez recommends that a student contact one of the larger colleges or universities in the area that offers the academic program he/she wishes to pursue.

Veterans

Discharged servicemen, reservists, or those currently serving in the Armed Forces who plan to apply for Veteran's Administration Educational Benefits must contact the V.A. at 1-888-442-4551 or www.gibill.va.gov. Further information regarding regulations for veterans, dependents, or reservists may be obtained from the Registrar's Office.

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

For an evaluation of prior credit, including both transfer college credit and military educational experience, the veteran must contact the Registrar who will arrange for an evaluation after the student has filed an Application for Admission and has declared a major. The student will receive written notification of the results of the evaluation. Acceptance of military credits toward completion of a certificate or degree will be determined by the student's Division Dean.

NON-TRADITIONAL CREDIT

Nunez Community College offers a variety of ways for a student to receive college credit based on learning experiences outside of the traditional college classroom. Upon awarding non-traditional credit, the registrar will specify on the student's transcript the method by which the credit was granted (i.e. examination, portfolio, military, etc.).

1. Advanced Placement credit is available to students who have above average scores on the ACT Test and to students who have scored a 3 or above on certain College Board Advance Placement (AP) tests.

2. Credit by Examination is available to students who have mastered the content of a college course and can demonstrate the same competency as regularly enrolled students through an examination.

3. Life Experience Assessment Program (LEAP) gives students the opportunity to present a portfolio of what they know, or can do, in terms that relate to specific college courses.

4. Military training in many cases is related to the content of college courses. The American Council on Education (ACE) guidelines are used to determine if college credit can be awarded for military training.

5. Correspondence courses are not offered by the College; however, correspondence courses taken at other institutions may be applied towards the completion of a degree or certificate if approved in advance by the Division Dean.

COLLEGE BOARD ADVANCE PLACEMENT (AP) PROGRAM

The College will grant credit to admitted students for certain courses in which the Advanced Placement exam score is a 3 or higher. A student must be both enrolled and in good standing at the time credit is awarded. There is a non-refundable \$8 per credit hour fee that must be paid prior to the credit being granted.

For information and more detail on the procedures on how to apply for AP credit, students should contact their Division Dean.

ADVANCED PLACEMENT BY ACT

A student who submits American College Testing (ACT) scores of an acceptable level to the college may request advanced placement in English and mathematics. Credit for bypassed courses must be requested during registration for the first semester of enrollment. A fee of \$8 per credit hour is assessed at the time that the student's request for advanced placement is approved.

Advanced standing procedure for mathematics and English is initiated by the completion of Application for Advanced Placement form in the Admissions Office.

Upon verifying the ACT scores, the Director of Admissions will bank "pending" credit in the student's enrollment for the bypassed course. Upon submission of final grades to the Registrar, the appropriate credit with a grade of "P" is posted to the student's transcript if a final grade of "C" or higher is earned by the student in the higher level course.

30 *Registration*

Criteria for advanced placement by ACT scores are as follows:

English

1. An English score on the ACT of 28 or higher will result in advanced placement in English Composition II.
2. Credit for English Composition I is awarded only upon attaining a grade of "C" or higher in English Composition II.

Mathematics

1. A student who has an ACT mathematics score of 22-26 will receive bypass credit for MATH 1180 if the student completes MATH 1300 with a grade of "C" or higher.
2. A student who has an ACT mathematics score of 27 or higher will receive bypass credit for MATH 1300 if the student completes MATH 1400 with a grade of "C" or higher.

CREDIT EXAMINATIONS

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

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

The following regulations govern the program:

1. Credit examinations are approved by the Division Dean only after the student is enrolled in at least one course at the college.
2. A non-refundable fee of \$8 per credit hour is charged prior to administration of the examination.
3. To receive credit, a student must demonstrate minimum proficiency of 70% of all competencies for the course.
4. Semester hours of credit earned by credit examination are assigned the "P" grade. No quality points are earned. Such credit does not enter into grade point average computations.
5. Students intending to use credit by examinations to meet the degree requirements of other institutions should check the requirements of the receiving institution.
6. A student who wishes to take a credit examination for earlier courses in a sequence must take the examination by the end of registration of the semester in which he/she enrolls for the more advanced course. If proficiency is not demonstrated on the exam, the student will be administratively dropped from the higher level course and placed into an appropriate level course.
7. Students may take a credit examination in the same course only once.
8. Students may not take a credit examination in a course in which they are currently enrolled or which they have previously completed at any regionally accredited college.
9. Students who declare academic amnesty may take credit examinations for any course completed prior to declaring amnesty in which a grade of "C" or better was earned.

10. Students may not take credit examinations for a course that was audited.

11. Deviations from the policy described above must be approved by the Chief Academic Officer.

Application Procedures: Credit Examination

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

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

Step 3. Student takes form to Bursar's Office and pays required fee when the request has been approved by the Division Dean of the course for which credit is being sought.

Step 4. Bursar's Office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.

Step 5. Student completes the examination with the instructor designated by the Division Dean to administer the examination.

Step 6. Instructor administering the examination completes the test information section (score, date of exam, etc.) and submits the form to the Registrar's Office where the form is processed and a copy is distributed to the appropriate Division Office.

LIFE EXPERIENCE ASSESSMENT PROGRAM

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

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

For information and more detail on the procedures on how to apply for LEAP credit, students should contact their Division Dean.

MILITARY CREDITS

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits in the Registrar's Office. Credit recommendations from the American Council on Education are usually accepted. A student's Division Dean will determine which credits earned through military training are applicable towards graduation.

These hours count as part of the total hours of non-traditional credits applicable toward a degree or certificate.

Procedure for the Evaluation of Military Credit

Step 1. In order for military credits to be evaluated, the student must provide a DD Form 295, Application for the Evaluation of Learning Experiences during Military Services, or ARRTS Transcript. The Registrar will not actually complete the evaluation, but will submit the student's request to the appropriate agency for evaluation. Students should also provide a DD Form 214, copies of any course completion certificates that the student has received or other proof of having completed the courses in order to expedite the process.

Step 2. Upon receipt of the official evaluation reports from the appropriate agencies, the Registrar will post the American Council on Education credit recommendations to the student's transcript. Such credits are not counted as hours attempted; they only count as hours earned. The student will be given an unofficial copy of the updated transcript as will the student's Division Dean.

Step 3. The student should meet with his/her Division Dean to discuss the applicability of military credit to fulfill degree or certificate requirements.

CORRESPONDENCE COURSE CREDITS

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

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

NON-TRADITIONAL CREDITS FROM OTHER INSTITUTIONS

Nunez Community College may accept non-traditional credits that have been awarded by other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do non-traditional credits earned at Nunez and will be used in computing the total hours of non-traditional credit for which a student is eligible.

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

TUITION AND FEES

APPLICATION FEES

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

AUDITED COURSE FEES AND TUITION

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

CREDIT BY EXAMINATION

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

DROP FEES

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

GRADUATION FEE

Applicants for graduation will be assessed a \$50 fee, which covers the cost of the gown, cap, tassel, announcements, diploma, and diploma cover. Payment of the graduation fee is required even if approval to graduate in absentia is granted. Graduates will not receive their diplomas and will not be issued transcripts indicating program completion until the graduation fee has been paid.

LABORATORY AND OTHER COURSE FEES

There are some areas of instruction that require extra fees, such as laboratory courses and courses for which competency testing is required. These fees are listed in the Class Schedule and the courses with lab fees are identified after the course description in this catalog.

LATE REGISTRATION FEE

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

LEAP CREDIT FEE

A student will be assessed a fee of \$8 per credit hour when applying for LEAP (Life Experiences Assessment Program) credit. The fee is paid upon receiving Division Dean approval to pursue LEAP credit. The fee is non-refundable even if credit is not granted.

LIBRARY FINES AND REPLACEMENT FEES

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

MOTOR VEHICLE REGISTRATION FEE AND FINES

A registration fee of \$10 is charged to all students who park a motor vehicle on campus. Motor vehicle registration must be renewed every fall semester. Students may park their registered vehicles in designated student areas. A student must present the following items before being issued a parking permit: a valid Nunez identification card, vehicle registration, driver's license, and proof of insurance. Students who own more than one vehicle will be allowed to purchase additional parking decals. **Please note that parking decals must be affixed in the rear window on the driver's side of the vehicle.**

Students parking vehicles in areas designated as faculty and staff, visitor, handicapped or fire zones, will be ticketed accordingly. For safety reasons, vehicles illegally parked in fire or handicapped zones may be towed at the student's expense. Students who receive tickets for violations must present the ticket and pay the fine at the Bursar's Office within seven days. Unpaid fines will be applied to the student's bill and will result in a hold being placed on the student's transcript and registration.

NON-RESIDENT FEES

The Louisiana Legislature has mandated policies for determining residency for fee purposes. Out-of-state residents will be charged an additional fee of \$1,260 for 12 hours. If the non-resident student registers for four to eleven hours, the fee will be pro-rated. Resident status is not determined for students who register for three or fewer semester hours and for students who left the State in fall 2005 as a result of Katrina. Eligibility for classification as a Louisiana resident is determined by the VCSA after the completed Application for Admission and other related documents have been submitted. Requests for changes in residency status after enrollment must be made in writing to the VCSA.

Regulations establishing residency are based primarily on the location of the home, place of employment, and military status. A resident is defined generally, though not conclusively, as one who has lived in Louisiana for 12 consecutive months immediately preceding registration. A student may not establish residency while residing in Louisiana for the primary purpose of attending school. Specifically, a student may not enroll more than half-time during the 12 months in which residency is being established. Military

personnel and their dependents stationed in Louisiana are classified as residents. All international students attending the college on a student visa will be assessed non-resident tuition and fees during their entire enrollment at the College.

RETURNED CHECKS

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

STUDENT SELF-ASSESSED FEES

The proceeds from the \$5 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 dances, 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. The proceeds from the \$2 student publication fee go to finance the expenses of a student newspaper, a literary magazine, and other approved publications for students or by students.

TECHNOLOGY FEES

The SGA Governing Board and the Spring 2004 student body have approved the assessment of a \$5 per credit hour technology fee to be used for the sole purpose of improving the technologies available to students regardless of major or status. 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 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. The first transcript is furnished without charge as a service to alumni. Scholarship applicants may also request complimentary transcripts. Additional transcripts will require a \$3 fee to be paid at the time of the request. All requests for transcripts must be in writing and signed by the student. Picture identification may also be requested. The form for requesting a transcript can be found at www.nunez.edu.

The transcripts from the St. Bernard Parish Community College and Elaine P. Nunez Technical Institute were in paper format and were destroyed in the flooding from Hurricane Katrina. Nunez Community College cannot verify attendance or graduation for alumni from these two former institutions. Affected students should contact the VCSA at 504-278-7487.

TUITION

All tuition and registration fees must be paid at the time of registration, except when a student qualifies for the deferment plan or when a financial aid

award has already been approved. A student is considered officially registered once fees are paid and all admissions requirements have been met. Students may be administratively dropped for nonpayment of tuition and fees. Nunez Community College's tuition and fees are among the most affordable in the state. For specific tuition and fee amounts, consult the Class Schedule for the semester in question or call the Admissions Office.

TUITION DEFERMENT PLAN

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

REFUND POLICY

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

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

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

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

Students must request their refunds in the Bursar's Office. Students who wish to appeal the refund they receive (or lack thereof) must complete a Tuition Appeal

Form in the Student Affairs Office. A letter stating the reasons the student feels he or she is entitled to a refund may be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Tuition Appeals Committee which usually meets once a month. The student will be notified in writing of the decision of the Appeals Committee. A student may make a final appeal to the Chancellor of the College.

No refunds are made when a student is administratively dropped, suspended or dismissed for academic, disciplinary, or financial reasons.

GRADING SYSTEM

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

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course carries. A student's grade-point average is

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

Final grades are reported for each student for every course undertaken according to the following grading system:

LETTER GRADE	DESCRIPTION	QUALITY POINTS PER CREDIT HR
A	Outstanding	4
B	Above average	3
C	Average	2
D	Passing, below average	1
F	Failing	0
W	Withdrawn	Not computed
I	Incomplete	Not computed
P	Pass	Not computed
NP	Not passed	Not computed
AUD	Audit	Not computed
YA-YD	Competency not reached and course must be repeated	Computed A-D
-R	Repeated Course	Not computed
-Z	Amnesty	Not computed

INCOMPLETE GRADES

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

Upon approval, the student **and** instructor must sign an Incomplete Grade Contract detailing the reasons for the "I" grade and the work which must be completed for the "I" to be converted to a computed letter grade. Completed "I" contracts must be submitted to the appropriate Division Dean for approval at the time final grades are submitted. The work must be completed no later than the end of the semester following the semester or session in which the "I" grade was received. If the "I" grade is not removed, it will convert into an "F" and will be calculated as such in the grade-point average.

REPEAT/DELETE POLICY

Students who repeat a course in which a grade of "C" or lower was earned may apply for the deletion of the earlier grade from cumulative grade point average calculations if both attempts were at this college. The form to apply for the Repeat/Delete Policy is available in the Registrar's Office. The cumulative grade point average will reflect the adjusted average on grade reports and transcripts. Grades for the same course will only be deleted three times. Although the student may repeat a course more than three times, the prior grades will only be deleted for the first three attempts. The same limits apply to transfer students whose transcripts indicate deleted grades for repeated courses.

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

"Y" GRADES IN DEVELOPMENTAL COURSES

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

DEAN'S LIST

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

GRADUATION REQUIREMENTS

GENERAL REQUIREMENTS

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

1. Made application for graduation by the deadline noted in the Class Schedule in the semester prior to the semester in which graduation is anticipated. Applications are available in the Registrar's Office.

2. Completed work in his or her curriculum as described in the catalog in effect at the time the student first enrolls. As an alternative, the student may follow the catalog in effect during the student's final semester. If the student's major changes, or if the student does not enroll at Nunez Community College for a fall or spring semester, he or she must use the catalog in effect at the time of the change of major or the return to college.

3. Earned at least a "C" in each required major course, which is identified in the catalog program description by an asterisk, and has an adjusted grade point average of 2.00 in all courses used toward the degree or certificate. (The last grade earned is the official grade for a repeated course.) **The student's adjusted cumulative grade point average must also be at least 2.00.**

4. Completed at least 25 percent of required courses applied toward the degree or certificate in residence at Nunez. This 25 percent may not include any credit from non-traditional sources, with the exception of credit earned through credit by examination. Courses applied toward the 25% residency requirement may include the 50% of required major courses referenced in #7 below.

5. Earned no more than 25 percent of the total hours applied toward the degree or certificate from portfolio-based, non-traditional sources.

6. Earned no more than one-third of the credits needed in required major courses from non-traditional sources (not including credit by examination). Major courses are those courses identified with an asterisk in the catalog program description.

7. Earned no less than 50 percent of the required major courses in residence at Nunez. Major courses are those courses identified with an asterisk in the catalog program description.

8. Completed **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, completion of the total number of credit hours required in the curriculum as listed in the catalog being followed is mandatory. However, an appropriate substitution will be made by the student's Division Dean.

9. Completed at least 12 hours of 2000 level courses applicable toward an associate degree.

10. Received, in writing, approval for any deviation from the curriculum, as stated in the catalog being followed. Students are reminded that they may not apply toward graduation credit for a lower level course

in a sequence after earning credit in the higher level course.

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

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

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

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

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

REQUIREMENTS FOR A SECOND DEGREE OR CERTIFICATE

A student must meet all course requirements for the second degree or certificate and must earn at least an additional nine semester hours for a second certificate or 15 semester hours for a second degree. These hours cannot apply

toward the first degree or first certificate. In addition, an official declaration of major must be on file prior to applying for a second degree or certificate so that the appropriate catalog requirements can be determined.

In degree programs where there are several possible concentrations, a different concentration is not considered a second degree. For example, more than one general studies degree will not be awarded even when a different area of concentration has been completed. Nor will more than one office careers certificate be awarded even though courses from a second option are completed.

RE-ENTRY STUDENTS AND STUDENTS IN DISCONTINUED MAJORS

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

TRANSFER AND RE-ENTRY STUDENTS

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

GRADUATION HONORS

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

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

Associate Degree Recipients - Students with excellent academic achievement are designated as CHANCELLOR'S HONOR GRADUATES. Their academic record must

consist of an adjusted cumulative grade point average of at least 3.80 on the college work attempted at all colleges attended.

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

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

ACADEMIC STATUS

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

DEFINITIONS

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

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

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

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

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

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

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

ENROLLMENT DURING A SUSPENSION PERIOD

Students who have been suspended may appeal to the Chief Academic Officer if extenuating circumstances were the cause for the suspension. Appeals must be submitted prior to the end of regular registration of the semester for which the student wants to enroll. Appeals may be granted or denied. As a condition of enrollment during a suspension period, the courses in which the student is allowed to enroll may be limited. If a suspended student is granted permission to enroll, and earns a semester GPA of less than 2.00, another one semester suspension will occur.

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

ACADEMIC STATUS DETERMINATION FOR TRANSFER STUDENTS

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

ACADEMIC STATUS IN SPECIFIC MAJORS

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

GENERAL POLICIES AND PROCEDURES

ATTENDANCE

Class attendance is regarded as an obligation, as well as a privilege, and all students are expected to regularly and punctually attend all classes in which they are enrolled. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the institution.

Each instructor must keep a permanent attendance record for each class. These records are subject to inspection by appropriate college officials. Faculty members are required to state in course syllabi, and to explain to the students, their expectations in regard to class attendance prior to the close of the drop and add registration period.

Students seeking excused absences must submit to their instructor the reasons for their absences within three days after returning to class. The instructor may excuse a student for being absent. The instructor shall accept an official excuse issued by the Vice Chancellor for Student Affairs; however, this does not excuse the student from making up any work missed during the absence. When a student accumulates excessive unexcused absences, usually equal to two weeks of class-time, the instructor may drop the student from the roll of that class and a "W" grade will be assigned. Faculty cannot drop a student after the official last day to drop a course or withdraw from college.

A student who is dropped for excessive absences may appeal this action first to the instructor, then to the Division Dean, and then to the Vice Chancellor for Academic Affairs. The student must notify the Division Dean of the appeal in writing within one week of receiving the notice from the

Registrar. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

CHANGE OF CATALOG

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

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

CHANGE OF MAJOR

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

COURSE LOAD

Only an exceptional student may, upon the approval of the Division Dean, enroll in more than 19 credit hours (10 hours in summer session). The maximum allowable course load is 21 credit hours (13 hours in summer session). The Chief Academic Officer 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 Chief Academic Officer. A course in a sequence is defined as a course for which it is necessary to successfully complete the first course prior to enrolling in the second (a prerequisite) **and** both courses are in the same series (i.e., Introduction to Algebra, Algebra for College Students, and College Algebra or English Composition I and English Composition II).

DROPPING COURSES AND WITHDRAWING FROM COLLEGE

Students may drop courses or may withdraw from college with grades of "W" up to the specified date following mid-term. After the published date, students may not drop courses. If extenuating circumstances exist, a student may appeal to his or her Division Dean or to the VCAA. **Students leaving the institution must withdraw by completing a form in the Registrar's Office. Students who stop attending without officially withdrawing will receive failing grades in all courses.** Dropping a course or withdrawing from college after the refund period will not reduce the student's financial obligation to

the college and may affect eligibility for continued financial aid.

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

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 Registrar's Office.

EXAMINATIONS

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

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

FIELD TRIPS

Field trips sponsored by Nunez Community College complement classroom instruction and are considered an important part of the educational process. While the College endorses the field trip concept, it also stresses the importance of students performing all classwork in a timely manner. If a student has to miss other classes in

order to participate in a field trip, it is the student's responsibility to make up all work covered during this absence. Participation in a field trip will not in itself excuse a student from attending other classes in which he or she is enrolled. Field trips, as used in instruction, include all events, except athletic competitions, organized by a staff or faculty member in which Nunez students are taken off campus to participate in instructional or cultural activities which are directly related to their course of study.

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

MAJOR

A major is a program of study leading to a degree, certificate or other approved credential. The College offers many programs of study and these programs are considered majors. The courses listed in each curriculum which are followed by an asterisk are considered the major courses. These courses must be completed with a grade of "C" or higher.

STUDENT CLASSIFICATION

Credit Hours

A credit or semester hour represents one hour of class work or at least two hours of laboratory work a week, together with the necessary outside preparation, for a semester. The value of each course of instruction and the amount of work required for graduation is stated in terms of semester credit hours.

Official 14th day Enrollment

A student's classification is determined by registration information on the official 14th class day (7th in the summer) and again at the end of each semester according to the number of credit hours and quality points earned. 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 also classified as full-time or part-time in accordance with the number of credit hours pursued during a term of enrollment. Twelve or more hours constitutes full-time status in a regular semester (six hours in a summer session). The VCAA may designate certain students as special students and may consider them as full-time students for enrollment status, but not financial aid purposes.

STUDENT AFFAIRS

STUDENT AFFAIRS

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

ADMISSIONS OFFICE

The main functions of this office are recruiting, processing of applications for admission, and collecting and evaluating student credentials. 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 and campus visitors.

Placement testing on the ACT Compass Test is also conducted by the Admissions Office prior to, and during, each registration period and by appointment at other times. Students who wish to apply for admission, to inquire about admissions deadlines, or to request other information can call the Admissions Office at 278-7467.

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 also is charged with the enforcement of the college's academic policies and procedures.

The dates for registration, drop and add, and deadlines to withdraw are published in each Class Schedule. Registration is not complete until the

appropriate fees have been paid or payment arrangements have been completed. To contact the Registrar's Office by phone call 278-7467.

TRANSCRIPTS

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

CONTACT INFORMATION

If a student changes his or her mailing address, name, or phone number after registration, the Registrar's Office must be notified at once. Students are held responsible for all communications sent by college offices to the last address provided to the Registrar's Office.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Nunez Community College have access to their official records. Nunez assumes that all students are independent unless the parents document dependency. Parents may

document dependency by showing that the student is listed as a dependent on the parent's latest Federal Income Tax return. The Act further provides that certain information designated as "directory information" may be released by the college about the student unless the student has informed the Registrar 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 Registrar's Office in writing each semester within 10 days after the final day of registration.** Requests for further information about this policy should be made to the Registrar's Office.

STUDENT RIGHTS AND RESPONSIBILITIES

In order to assure that all students are familiar with their rights and responsibilities, Nunez Community College provides the relevant information through a variety of ways. New students are expected to attend an orientation at which time the college's policies and procedures are presented and discussed. Students are also expected to read and follow all of the policies and procedures published or announced in this catalog, the class schedules, the student newspaper, and grade reports, as well as, notices posted throughout the campus.

STUDENT RIGHTS

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

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

STUDENT RESPONSIBILITIES

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

Actions requiring discipline include, but are not limited to, the following:

1. Intentional obstruction or disruption of teaching, research, administration, disciplinary action, or an authorized college event.

2. Unauthorized occupation of, or unauthorized entry into, any college facility.

3. Physical abuse, or threat thereof, against any person on campus or at any college authorized event or any other conduct which threatens or endangers the health and safety of any such persons.

4. Theft or damage to property of the college or a person on the campus.

5. Intentional interference with the right of access to college facilities or with any lawful right of any person on campus.

6. Setting a fire on campus.

7. Unauthorized use or possession on campus of fire arms, ammunition, or other dangerous weapons, substances, or materials.

8. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.

9. Forgery, alteration, or misuse of college documents, records, or identification.

10. Use, possession, or distribution of unprescribed or otherwise unauthorized use, possession, distribution or acquisition of any controlled dangerous substances-schedules I through V, in addition to any other substance whose use is controlled by state or federal laws.

11. Failure to comply with the directives of campus police or any other law enforcement officers acting in performance of their duties or to identify oneself to these officers when requested to do so.

12. Conduct which adversely affects student's suitability as a member of the academic community (e.g.: drunkenness, use of profanity, disorderly conduct, harassment in any form).

13. Smoking and other uses of tobacco in classrooms, laboratories, shops, and other designated places prohibited by law or campus policy.

14. Gambling in any form on college property.

15. Sexual offenses including rape, acquaintance rape, and other non-forcible sexual offenses.

16. Aiding or inciting others to commit any act set forth above.

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

OVERALL GOOD STANDING

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

STUDENT DISCIPLINARY PROCEDURE

In case of student misconduct, the following procedure applies:

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

2. Dismissal or Further Investigation: The VCSA or designee shall determine whether the report alleges facts which set forth a violation of one or more of the enumerated Student Responsibilities. If it does not, the report is dismissed. If it does, the VCSA conducts an investigation of the matter to include, but not limited to, one or more face to face interviews of the accused violator(s), of witnesses for and against the accused violator(s), and the receiving of evidence relevant to the investigation.

3. Sanctions: If an investigation indicates to the VCSA or designee that a violation of one or more of the Student Responsibilities has occurred, a sanction may be imposed on the accused violator(s) by the VCSA or designee. In the event that a sanction is imposed, the accused violator(s) will be notified by certified mail of the decision to impose a sanction, the nature of the sanction, the reasons for the imposition of sanction and the specific item(s) of evidence relied upon in reaching the decision.

4. Right of Appeal: Each accused violator has the right to "appeal" any portion of the decision rendered by the VCSA or designee by notifying the VCSA in writing of the intent to "appeal." The notice of intent to appeal must be received by the VCSA within 72 hours from the date of receipt of the Notice of Decision or the right of appeal is lost.

5. Appellate Procedure: Upon receipt of a timely notice of appeal, the VCSA shall convene an Appellate Review Panel comprised of students, faculty, and staff not directly supervised by the VCSA.

A. Right to Counsel: Accused violators enjoy the right to have counsel present at any proceedings of the Review Panel for the sole purpose of advising the accused violator. The proceedings are informal by nature and do not permit counsel to participate in any other fashion. Neither the Rules of Evidence, nor of Civil or Criminal Procedure, are applicable to these proceedings.

B. Scope of Review and Disposition: The Review Panel is empowered to convene hearings, call witnesses, weigh evidence, and take all necessary steps to review the appropriateness of the decisions made by the VCSA or designee with respect to the violations alleged, sanctions imposed, reasons for the decision and the evidence relied upon, or any other matter

deemed relevant by the panel.

The Review Panel is likewise empowered to affirm or reverse, wholly or in part, the decision of the VCSA or designee. The Review Panel is empowered to conduct further investigation by calling other witnesses and/or receiving additional evidence if it deems it necessary. The Review Panel may adjourn and continue its proceedings as it deems necessary.

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

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

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

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

STUDENT GRIEVANCE PROCEDURE

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

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

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM POLICY REGARDING HARASSMENT

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

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex,

sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance, or regulation.

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

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

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

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

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

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

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

Procedure for Filing a Complaint

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of

harassment, or who has knowledge of harassing behavior, must report such conduct to their direct supervisor, and to the institution's Human Resource Department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the institution's Chancellor's Office and in the office of the system president for the LCTCS system office staff. **Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to the Vice Chancellor for Student Affairs located in the Arts, Science & Technology Building on Paris Road, or by calling 278-7487.**

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

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

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

ACADEMIC APPEALS PROCEDURE

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

1. final grade disputes,
2. drops for excessive absences, and
3. academic standing and eligibility in courses and programs.

The general procedure for an academic appeal is as follows:

1. Final Grade Disputes:

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

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

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

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

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

2. Drops for Excessive Absences:

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

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

DRUG-FREE CAMPUS POLICY

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

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

College Sanctions

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

Legal Sanctions

In Louisiana, the production, manufacture, distribution, dispensing, or possession of illegal drugs is punishable by law. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine derivatives, and amphetamines. The criminal code of Louisiana carries specific penalties for the possession and use of illegal drugs.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverage for any reason in any place open to the public. Driving under the influence of alcohol is also illegal in Louisiana, anyone with a blood alcohol level of .10 or above (or above the legal limit in force at the time of occurrence) will be charged with driving under the influence or driving while intoxicated.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

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

ALCOHOL

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

TOBACCO

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

ANABOLIC STEROIDS

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

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

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

JEFFERSON PARISH

Center for Addictive Disorders

5001 West Bank Expressway
Marrero, LA 70072
349-8825
349-8833

ORLEANS PARISH

Center for Addictive Disorders

5001 West Bank Expressway
Marrero, LA 70072
349-8708
838-5257
832-5123 (after hours)

PLAQUEMINES PARISH

Center for Addictive Disorders

3708 Main Street
Belle Chase, LA 70037
393-5624

ST. TAMMANY PARISH

Center for Addictive Disorders

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

LOST AND FOUND

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

FINANCIAL ASSISTANCE

Nunez Community College is dedicated to the philosophy that no student who desires a college education should be denied that opportunity because of a lack of funds and, therefore, provides information on the types of, availability of, and qualifying criteria for financial aid. To apply for most forms of financial aid, students should complete the Free Application for Federal Student Aid (FAFSA).

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

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

TOPS (Louisiana Tuition Opportunity Programs for Students)

All associate degree programs and one-year certificate programs offered at Nunez are eligible under the TOPS Honors and Opportunity Awards. Honors and Opportunity awards may be used in fall and spring semesters only.

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

College Administered Aid Contacts

Academic Scholarships and TOPS

504-278-7467

Strategies to Empower People (STEP)

504-278-7491

External Financial Aid Contacts

Veterans Benefits

1-888-442-4551

Louisiana Rehabilitation Services

504-903-3121

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)278-7479**

The Application Process

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.

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

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

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

4. The student must complete and return all of the above forms to the financial aid office as soon as possible. Any errors

contained on the forms must be reported to a financial aid officer at this time so that corrections can be made.

General Information

There is much information to understand when participating in most financial aid programs. The following information is provided to give a general description of the major sources and types of aid. Any questions not answered by reading this section of the catalog should be directed to a financial aid officer (FAO).

Grants- Grants are a form of non-repayable assistance sometimes referred to as gift aid or free money. Grants are awarded based on a student's financial need.

Loans- Loans are financial awards with a low interest rate made to students attending at least half-time which must be repaid by the borrower. Repayment usually begins 6 months after the student graduates, withdraws from school, or drops to less than half-time enrollment. The FAO has the authority to deny a loan based on numerous factors including but not limited to a student's previous borrowing history.

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

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

TITLE IV FEDERAL FINANCIAL ASSISTANCE

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

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

Satisfactory Academic Progress

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

during which a student must complete his/her course of study).

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

Grade Point Average and Credit Hour Standards

The **grade point average standard** requires that as the number of hours a student has attempted increases, the student's minimum required cumulative grade point average (CGPA) increases. As part of the college's Loan Default Management Plan, the financial aid office will not certify a loan for any student who does not have at least a 2.00 adjusted cumulative grade point average. Also, loans are offered during the summer only for students who are in 12 month programs that **require** summer attendance. A student is eligible for other Title IV aid as long as his/her adjusted cumulative GPA is not below a 2.00.

If a student's cumulative GPA does fall below 2.00, the student is placed on financial aid probation and may receive any grant for which he or she is eligible for one semester. If at the conclusion of the probationary semester the student fails to raise his/her GPA to 2.00, the student will be suspended from receiving all financial aid.

The **credit hour standard** requires that a student satisfactorily complete (earn a passing grade) a minimum number of the hours they have attempted. The following chart indicates the hours that

must be satisfactorily completed based on the hours attempted.

Credit Hours Attempted	Minimum Hours to be Earned
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

* A student who attempts fewer than 3 hours must successfully complete all of them.

** If a student's appeal to exceed the maximum time frame is granted, the student must successfully complete all further hours attempted in every term of enrollment.

Time Frame for Achievement

For financial aid status, students are advised to enroll only in courses required in their program of study so as not to exceed the time standard prior to completing their program. Students are allowed Title IV funding for up to 1 1/2 times (150%) the hours required for completion of their program. Most degrees require about 66 hours; therefore, the maximum allowable hours attempted for degree-seeking students is 99 hours. Most certificates require about 36 hours; therefore, the maximum allowable hours attempted for certificate-seeking students is 54 hours. Adjustments will be made for certificate and degree programs that are longer or shorter than 36 and 99 hours, respectively.

All courses attempted, completed, and transferred count toward the maximum timeframe limit including those hours removed through academic amnesty. Additionally, courses taken toward a different program of study and courses for which no financial aid was awarded will count toward this limit.

Measuring Academic Progress

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

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

Following academic amnesty, a student will be placed on financial aid probation and must satisfactorily complete all hours attempted in order to continue receiving financial assistance.

Hours attempted will include all hours earned, incomplete, withdrawn, and failed. These limits apply even when a student has not received financial aid funds during the entire period. Developmental courses will count in the hours attempted.

A second degree or certificate may be pursued but must be completed within 150% of the allotted time frame of the program requiring the most credit hours. For repeated courses, all attempts beyond the hours deleted under the college's repeat/delete policy will be counted.

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

Loss of Eligibility

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

Financial Aid Appeals

A student may appeal the loss of eligibility for Title IV funds if the the loss of eligibility occurred because of **extenuating circumstances beyond the student's control**. A student may appeal to the Vice Chancellor for Student Affairs (VCSA). The VCSA will then consider the student's circumstances and render a decision or appoint a committee to review the student's case. For transfer students, appeals will not be considered until official transcripts from all previously attended institutions are received by the Admissions Office.

The following will be considered as a basis of appeal:

- a. Extended illness or disability.
- b. Surgery and/or hospitalization.
- c. Loss of job or income.
- d. Death or serious illness of a member of the immediate family.
- e. Other cases deemed extenuating by the VCSA.

The steps to appeal are as follows:

1. After being notified by the Director of Financial Aid that he or she is ineligible to receive aid, the student must complete a Financial Aid Appeal form available in the Student Affairs Office. This form is submitted to the VCSA. Along with the form, complete documentation verifying the facts of the appeal must be furnished by the student. In all cases, the burden of proof rests with the student. **Appeals and the required documentation should be submitted to the VCSA prior to the first day of class in the semester or session for which financial aid is being sought.** Appeals received after this deadline may be considered for the following semester or session.

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

2. Once the appeal is filed, a committee may be appointed to review the appeal, or a decision may be rendered by the VCSA. The student's academic and financial aid records will be considered by the VCSA or committee in reaching a decision. A decision will usually be made within three days of the receipt of the appeal and all documentation. The student will receive a notice of the result of the appeal in the mail.

Enrollment Certification

The award year for Title IV participants will be the same as an academic year; for example, the academic year 2006-2007 will include the fall semester 2006, spring semester 2007 and summer session 2007. Nunez Community College will certify the student's enrollment at the official 14th (7th in summer) class day for the purpose of

determining financial awards. Enrollment determination at any other time due to extraordinary circumstances may be approved by the VCSA.

After a student has submitted all required documentation and completed the verification process (if selected for verification) and is certified eligible for financial aid, that student's status is considered as being a financial aid recipient. Students whose financial aid awards satisfy the minimum amount due to the college, will be considered officially registered. Students are responsible for any amount not covered by their financial aid award.

Policies that Apply to the Pell Grant

1. The Pell Grant will be awarded only once for a course. If a student passes, fails, or drops a course and wishes to repeat the course, Pell will not be awarded for the repeated course. **The only exception to this rule is for students required to retake developmental courses. Pell will be awarded for the retake of a developmental course only if the student is within the first year of enrollment at Nunez or with the first 24 hours of enrollment.**

2. In order to have any college expense taken out of a Pell Grant, the student must present the charge to the Bursar no later than the deadline printed in the Class Schedule. Eligible charges include the graduation fee, drop fees, examination fees, bookstore charges, and the cost of a parking permit.

Bookstore Charges

The financial aid office authorizes a book allowance to students whose aid exceeds the amount of tuition and fees. This authorization allows the student to purchase supplies and required textbooks from the Bookstore. Book allowance authorizations will be issued through the

last day of late registration. Bookstore authorizations are only issued to students whose financial aid files are complete.

Loan Default Management Policy

1. No student with a GPA of less than 2.00 shall be certified for a student loan.

a. If a student declares amnesty, the GPA used to certify loans will be the adjusted cumulative GPA.

b. If a student chooses to repeat and delete a course, the adjusted cumulative GPA will be used to determine loan eligibility.

c. If a student's cumulative GPA is below a 2.00 at the end of one semester, his/her remaining loan disbursements will be cancelled and his/her loan repayment amount will be reduced accordingly.

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

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

4. Any student who has repaid a defaulted loan or is in rehabilitation/repayment will not be approved for additional loans at Nunez.

5. If an appeal is granted for any of the above conditions, the appeals are granted or denied for one semester only and the student must reappeal each semester.

6. Any first time borrower will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester that he/she is enrolled.

Federal Work Study (FWS)

Students interested in work study should obtain an application for student employment from Student Affairs. The financial aid office will determine if the applicant is eligible for FWS. If it is determined that a student is eligible, Student Affairs will assist the student in completing the application process. Campus personnel in need of work study students will contact Student Affairs to assist them in interviewing and selecting a student worker. Once a student has been chosen, an appointment approval form must be executed by the student's supervisor, the financial aid office, and the chancellor. 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 (no more than 20 hours per week), and ensuring that time sheets are submitted on time.

Federal Work Study is a financial aid award as are Pell Grants and Stafford Loans. A student is eligible for FWS if the total amount of the financial aid awards that he/she accepts plus work study wages does not exceed his/her need. The example below shows a student with an annual budget (cost of attendance) of \$10,000, an Estimated Family Contribution (EFC) of \$2,000, a Pell Grant of \$4,000, an SEOG of \$1,000 and Direct Loan of \$1,000. 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= \$4,000
Direct Loan= \$2,000
SEOG= \$2,000
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= \$4,000
 SEOG= \$2,000
 Unmet Need= \$2,000
 Maximum Earned under FWS= \$2,000

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

OTHER FINANCIAL ASSISTANCE

College Work Study (CWS) utilizes college funds for a limited number of positions. Students must be in overall good standing with the college and must be enrolled in a minimum of twelve credit hours. Students applying for CWS must complete an application for financial aid, have a current SAR, and complete all employment documentation in Human Resources.

Academic (Chancellor's) Scholarships are available to first-time freshmen on a competitive basis. The scholarships consist of tuition waivers for full-time students for four semesters. A limited number of these scholarships are reserved for minority students.

Workforce Investment Act (WIA)

Nunez students may receive funding from the Department of Employment and Training, WIA, to assist them in obtaining basic educational skills, applied technical skills, or to advance to higher levels of training. The WIA office also provides career counseling, job search, and job placement assistance to

all participants. Additional information can be obtained by contacting WIA by calling 504-278-4261.

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

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is the official body that represents all of the students of the College. The SGA is made up of officers and representatives (senators) who are elected annually by the student body. 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.

The SGA oversees expenditures from the technology fee paid by all students. Using the technology fees collected each semester, the SGA provides an open computer lab with state-of-the-art equipment, internet access, and lab technicians. The technology fee has also funded essential supplies and equipment for several academic programs.

The SGA also manages the funds collected through the publications fee. A student newspaper and other student publications are published during the year. All students, full-time or part-time, are encouraged to work as editors, reporters, contributing writers, photographers, cartoonists, etc as the positions become available. These positions may be paid or unpaid depending on the particular publication and as approved by the SGA.

There are many College Committees that include students as members, and the SGA President appoints such students to these committees.

Meetings and other activities are usually posted on a bulletin board outside of the office.

STUDENT LIFE

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

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

Student activities are offered in cooperation with the Student Government Association, student organizations, and faculty sponsors.

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

Gamma Beta Phi National Honor and Service Society (GBP) is a national non-profit, honor and service organization for students in higher education. Students are invited into membership into GPB one time. Students must be committed to excellence in education, good character, and service. To qualify for membership, students must have completed 12 or more credit hours of college-level work and have earned a cumulative GPA of 3.50 or better.

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

Le Petra ("The Rock") is a non-denominational Christian Club whose main purpose is to minister to the spiritual and emotional needs of students, faculty, and staff. The goal of Le Petra is to encourage positive behavior in every way possible. The mission of Le Petra is to create a safe haven for those having difficulty; to build character; and to enhance fellowship among students, faculty, and staff.

Nunez Environmental Team (NETS) is a college-based organization open to all faculty, staff, and students of Nunez Community College. The club has as its main purpose the promotion of environmental awareness. This is accomplished through educational activities and projects, on campus and in the community, that are focused on improving environmental conditions.

Pelican Players was formed to support college theatrical productions. Club membership is open to all students, faculty, and staff. No experience is necessary to become a member of the Pelican Players, just an appreciation of theater and the willingness to try.

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

National Technical Honor Society (NTHS) recognizes technical students' academic achievement. To be eligible for membership, students must have an overall GPA of 3.25 or higher in a technical program and one or more faculty and/or staff recommendations.

Twisted Brushes (Art Club) was created to promote an interest in art in the school and local community. The club provides a forum for students to express their creative talents in a setting of like-minded individuals. Students and staff interested in art are welcome to join.

HAZING

In accordance with the purpose and philosophy of Nunez Community College and the laws of the State of Louisiana, which include the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility and that hazing is inconsistent with the responsibility of student organizations to conduct safe and constructive education, and in order to eliminate the harmful practice of hazing, Nunez Community 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.

70 Student Affairs

A. No student organization shall employ a program or event which includes "hazing".

B. Hazing shall be defined as:

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

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

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

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

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

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

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

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

6. the use of obscenities and vulgarities in dress, language, or action.

D. It shall be the duty of all student organization members, pledges, and advisors to report immediately, in writing, any violation of this policy to the Vice Chancellor for Student Affairs or designee. Any

violation of this policy shall be investigated, and appropriate disciplinary action taken. Officers and members of student organizations are expected to know and abide by all conduct regulations for student organizations.

WEAPONS ON CAMPUS

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

MEDICAL EMERGENCIES

A student who must be reached for a medical emergency should be contacted by calling Student Affairs at 278-7467. Only in cases of true medical emergencies will campus officials attempt to locate a student. If the student cannot be located, college personnel will attempt to notify the caller.

STUDENT HEALTH SERVICES

Nunez Community College does not have a Student Infirmary or Health Services Office. 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 the Emergency Room or Urgent Care Facility as determined by emergency personnel. The College will attempt to notify the student's emergency contact as soon as possible. The student will be responsible for the medical cost. A report of any accident or injury should be made by the college employee to Administrative Services as soon as possible.

In cases of questionable mental health or instability leading to possible accident, injury, or violence, the instructor (or other college employee) should first call campus police (278-7499) and then contact a counselor (278-7487). The counselor may deem it necessary to refer the student to a mental health professional. If a counselor is not available, the administrator on duty should be contacted.

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

The nearest medical care facility cooperating with the college is:

St. Bernard Health Center
8101 W. Judge Perez Dr.
Chalmette, LA 70043
Phone (504) 271-8952

CAMPUS SECURITY POLICY AND CRIME STATISTICS

At Nunez Community College, we endeavor to consistently provide accurate information to our community regarding the safety of our campus. In accordance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. 1092f) and the Hate Crimes Statistics Act (28 U.S.C. 534), Nunez provides information relating to crime statistics and policies concerning campus crime to current students and employees. 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 during the three preceding years which were reported to campus authorities can be found on the Web at <http://www.ope.ed.gov> and in the Office of the Vice Chancellor for Student Affairs (VCSA). 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.

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 278-7487 or by dialing 9-1-1 for outside emergency assistance. Student victims of crime on campus are encouraged to contact the VCSA as soon as possible in person or by calling 504-278-7487. Assistance will be provided in reporting the crime, preserving the evidence, and seeking outside help if needed.

ADMINISTRATIVE SERVICES

BUSINESS AFFAIRS

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

BUSINESS SERVICES

The accounts payable, accounts receivable, payroll, grants and contracts, and purchasing departments provide for the business needs of the college and are under the supervision of the controller.

STUDENT BILLING

The cashier and bursar are responsible for the billing of students and/or third parties and the collection of payments toward student accounts. Problems with the tuition and fee bills should be directed to the bursar.

BOOKSTORE

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

ADMINISTRATIVE SERVICES

Administrative Services includes, Facilities Maintenance, Campus Police, Computer Services, and Human Resources.

HUMAN RESOURCES

All personnel/employment issues of concern to the faculty and staff are monitored by this office. An employee handbook, the *Nunez Notebook*, is available to all college personnel. This office assures the quality of all faculty and staff and validates appropriate faculty credentials, and is under the direction of the Director of Human Resources.

FACILITIES MAINTENANCE/SAFETY

This section is responsible for the physical facilities, property control, maintenance, facility planning, parking, and hazardous waste/safety concerns. Emergency procedures are posted in all buildings and hallways. Unsafe situations should be reported to maintenance by calling 278-7499.

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 278-7499.

COMPUTER SERVICES

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

INSTITUTIONAL ADVANCEMENT

INSTITUTIONAL EFFECTIVENESS AND RESEARCH

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

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

This office produces an annual Fact Book which contains a significant amount of data about the College and its students. The Fact Book is available in the Library and will soon be published on the college's website.

ALUMNI ASSOCIATION

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

Membership is open to graduates and friends of the College who are interested in furthering its development. Former students of St. Bernard Parish Community College and Nunez Technical Institute are also encouraged to join. Contact the Office of Institutional Advancement at 278-7491 for additional information.

PUBLIC AFFAIRS AND MARKETING

College Relations serves Nunez Community College primarily as the media link to the alumni, faculty, students, staff, and community-at-large. The promotion of Nunez Community College through promotional literature is one priority, along with news releases that create an awareness of the many programs and services available to the college population and the community. The Public Information Officer can be reached at 504-278-7491.

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 the College Relations Office by calling 504-278-7491.

CAREER SERVICES

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

The following resources are available through career services: a computerized career guidance program, interest inventories, occupational information such as job requirements and salary ranges, transfer information for students planning to continue their education, and current job listings. Career Services is temporarily located in the Law Library or can be reached by calling 278-7491.

ACADEMIC AFFAIRS

ACADEMIC AFFAIRS

ACADEMIC DIVISIONS

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

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

Arts and Humanities Division (AH)
Arts, Sciences & Technology Bldg.
2nd Floor
278-7485

Business & Technology Division (BT)
Arts, Sciences & Technology Bldg.
2nd Floor
278-7486

Health and Natural Sciences Division
(HNS)
Arts, Sciences & Technology Bldg.
2nd Floor
278-7492

COUNSELING SERVICES

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

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

Special programs, including seminars and workshops, are presented each semester on such topics as test-taking/study skills, time management, and stress management. The counselors seek to create a positive atmosphere that will make the college experience enjoyable and beneficial. The Counseling Department is located in the Arts, Sciences & Technology Building and can be reached by calling 278-7487.

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 26,000 square feet on two floors with seating for 150, listening and study rooms, and at tables, carrels and computers. A quiet environment is maintained on the second floor.

Librarians conduct library module sessions for all students and bibliographic instruction for classes as requested by the instructor. Instructors for some classes participate in course-integrated library instruction, providing assignments that increase both information literacy skills and subject knowledge. The library instruction room contains multimedia projection equipment to enhance the learning experience.

The library houses a collection of over 35,000 volumes in an easily accessible open-shelf arrangement and over 30,000 electronic books that can be accessed on and off campus. The library receives about 300 current periodical titles and has access to over 1460 periodical titles in electronic format. The library maintains a vertical file containing pamphlets and other materials that supplement the book collection and a media collection with an emphasis on video formats. The library is a selective depository for state documents. The law library's extensive collection supports paralegal and criminal justice students. The archives concentrate on materials concerning St. Bernard Parish and associated topics. Through a collaboration with the history department, the archives are accumulating a vast number of local oral histories. The St. Bernard Genealogical Society library is housed near the archives. A reference librarian is available to help patrons with research needs during all open hours.

The library is a member of LOUIS: The Louisiana Library Network and as such has access to the library catalogs of most other public Louisiana higher education institutions as well as other catalogs, indexes, and full-text databases through Internet-enabled computers. These electronic resources are also accessible off-campus from the library web page at <http://www.nunez.edu/library/ncclib.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 EXCEL Center is a learning laboratory for all Nunez students. The laboratory provides exceptional computerized tutorials for most levels in mathematics,

English, English as a second language, reading, and science. The lab also offers word processing, spreadsheet, and database applications, and printing is available for course-related work. Students can also access the Internet when doing academic research. Computers are available during normal school hours, and assistance is provided during posted hours. Also, instructors and tutors offer individualized and group study sessions during scheduled hours or by appointment. The EXCEL Center is located on the third floor of the AST Building in room 2-306.

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

EXPERIENTIAL EDUCATIONAL PROGRAMS

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

The programs offer the following opportunities to:

1. Learn outside the classroom the knowledge that is used in the work setting to develop skills and add meaning to studies.
2. Explore, confirm, or modify career choices.

3. Develop professional experience and contacts.

4. Earn money while working.

5. Receive academic credit toward a degree for work experience while attending school.

6. Develop a sense of civic responsibility through performance of community service.

COLLEGE COOPERATIVE EDUCATION PROGRAM

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

INTERNSHIP

Internship programs help to orient students to the world of work, emphasize practical aspects of the business world, and provide closer liaison and cooperation among the student, college, and work environment.

PRACTICUM AND CLINICAL EXPERIENCES

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

SERVICE LEARNING

Nunez Community College is currently incorporating Service Learning into selected courses. Service Learning is an instructional method that combines classroom instruction with community service, while focusing on critical, reflective thinking and personal and civic responsibility. Nunez supports Service Learning for the following reasons: it addresses the mission of the College; links coursework to real world experience, career exploration, and employment opportunities for the student; helps to develop student self-esteem and confidence; builds relations with the community; and creates a connection between personal development and civic responsibility. Nunez was the first community college in Louisiana to initiate Service Learning into the curriculum. Students interested in participating in Service Learning as part of their courses should contact their instructors or Division Dean.

CONTINUING EDUCATION PROGRAM

The Continuing Education Division offers non-credit courses (not applicable to a degree or certificate program) which are designed for expanding career opportunities and are taught differently from traditional college courses. Specialized courses from small business management to computer training are offered to students interested in employment-related professional advancement. Additional offerings include courses and seminars that relate to recreation and lifestyle. These courses are concerned with the improved use of leisure time and with personal development for both teenagers and adults. Special areas of interest include arts and crafts, physical fitness and health, cooking, and auto and home maintenance.

Certain continuing education courses award **Continuing Education Units (CEUs)** for each course successfully completed. The Continuing Education Unit (CEU) is a nationally accepted unit of measurement similar to the semester hour. Ten continuing education hours (CEHs) typically equals one CEU. The earned CEUs become part of a permanent record. Continuing Education course schedules are available in the Continuing Education Office located on the second floor of the Arts, Sciences and Technology Building.

Registration for non-credit courses is completed by making the appropriate payment to the Continuing Education Official at the first class meeting. A full refund will be made if a course is cancelled by the college. For more information call 278-7491.

CURRICULUM INFORMATION

ASSOCIATE DEGREE PROGRAMS

The following are brief descriptions for the associate degree programs offered at Nunez Community College. Any student who intends to transfer to another college should discuss these plans with a Nunez advisor and with a counselor from the other college so that maximum articulation of credits can be achieved.

Associate (A) - An academic degree program (60 - 72 hours) with a significant general education core (33 hours), designed to prepare students for immediate employment or career entry, but which also may serve as preparatory education for transfer with advanced standing to a related program in a four-year institution. To assure maximum acceptance of credit, however, students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

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

Associate of Arts (AA) - An academic degree program (60 – 72 hours) with a significant general education core (33 hours), designed primarily to serve as preparatory education for transfer with advanced standing to a related program in a four-year institution. To assure maximum acceptance of credit students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

Associate of Applied Science (AAS) – An applied/academic degree program (60 – 72 hours) with a limited general education core (21 hours), designed primarily to prepare students for immediate employment or career entry. If transfer to a related program in a 4-year institution is desired, special care should be taken in selection of all non-technical courses. To assure maximum acceptance of credit students should consult both a Nunez advisor and a representative of the institution to which they plan to transfer.

PROGRAMS OF INSTRUCTION

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

Associate

General Studies	Arts and Humanities
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Associate of Arts

Liberal Arts	Arts and Humanities
Paralegal Studies	Arts and Humanities

Associate of Applied Science

Accounting Technology	Business and Technology
Business Technology	Business and Technology
Computer Information Systems	Business and Technology
Computer Technology	Business and Technology
Drafting and Design Technology	Business and Technology
Emergency Medical Technician*	Health and Natural Sciences
Foodservice Production Management	Business and Technology
Health Services Office Management	Business and Technology
Heating, Ventilation, and Air Conditioning	Business and Technology
Industrial Technology	Business and Technology

Associate of Science

Computer Science	Arts and Humanities
General Science	Health and Natural Sciences
Teaching*	Arts and Humanities

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

CERTIFICATE PROGRAMS

The following certificate and TCA programs are offered by Nunez Community College.

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

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

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

Certificate

Practical Nursing*	Health and Natural Sciences
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Certificate of Applied Science

Computer Information Systems	Business and Technology
Computer Technology	Business and Technology
Heating, Ventilation, and Air Conditioning	Business and Technology
Medical Coding and Billing	Business and Technology
Office Careers	Business and Technology

Certificate of General Studies

	Arts and Humanities
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Certificate of Technical Studies

Construction Technology	Business and Technology
Culinary Arts	Business and Technology
Electrical Construction	Business and Technology
Emergency Medical Technician-Paramedic*	Health and Natural Sciences
Machine Tool Technology	Business and Technology
Welding Technology	Business and Technology

Technical Competency Area

Biotechnology Technical Assistant	Health and Natural Sciences
Nursing Assistant*	Health and Natural Sciences
Emergency Medical Technician-Basic*	Health and Natural Sciences
Machine Tool Technology Assistant	Business and Technology
Tack Welding	Business and Technology

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

GENERAL EDUCATION REQUIREMENTS

In accordance with the guidelines established by our governing boards and the Southern Association of Colleges and Schools, Nunez Community College requires that undergraduate degree program completers demonstrate competency in mathematics, oral communication, writing, reading, and basic use of computers. In addition, associate degree programs and some certificate programs require courses in fine arts, humanities, natural sciences, and social/behavioral sciences.

BOARD OF REGENTS GENERAL EDUCATION REQUIREMENTS MATRIX

	TCA	CTS	CAS	AAS	AA	AS	A
ENGLISH COMPOSITION	0	0	3	3	6	6	6
MATHEMATICS	0	0	3	3	3	6	3
NATURAL SCIENCES	0	0	0	3	6	6	6
HUMANITIES	0	0	0-3	3	3	3	3
FINE ARTS	0	0	0-3	0	3	3	3
SOCIAL/BEHAVIORAL SCIENCES	0	0	0-3	3	6	3	6
ORAL COMMUNICATION	0	0	0	3	3	3	3
COMPUTER/INFORMATIONAL LITERACY	0	0	0	3	3	3	3
TOTAL	0	0	9	21	33	33	33

English Composition includes ENGL 1010 and ENGL 1020 (a grade of "C" or better in 1010 is required to enroll in 1020).

Mathematics includes MATH 1180 or above (excluding MATH 1600 and 1630).

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

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

COMPUTER LITERACY - Computer competence can be demonstrated through successful completion of any CINS, CMPS, or CTEC course, or by demonstrated competency through testing.

FINE ARTS - applied arts, music, theater, visual arts

HUMANITIES - foreign languages, history, journalism (JOUR 1150 only), literature, philosophy

NATURAL SCIENCES - biology, chemistry, geology, physical science, physics

ORAL COMMUNICATION - any speech/oral communications course

SOCIAL/BEHAVIORAL SCIENCES - anthropology, criminal justice, economics, geography, political science, psychology, sociology

CURRICULUM GUIDES

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

The courses that are considered to be the **major** in each program are followed by an asterisk (*). These courses must be completed with a grade of 'C' or better. The total credit hours required in each program is also indicated. In no circumstances can less than the indicated hours be completed for any program.

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

PROGRAM DESCRIPTIONS

90 Program Descriptions

The Accounting Technology Program is designed so that students who complete the program will have the necessary skills to obtain entry level accounting positions or to transfer to a four year institution to continue their accounting education.

Additional Requirements

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

+ Two of the three following courses must be selected: ACCT 2200, Tax Accounting, ACCT 2180 Governmental Accounting, or ACCT 2330 Auditing.

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

ASSOCIATE OF APPLIED SCIENCE ACCOUNTING TECHNOLOGY

1st Semester

BUSN 1100	Introduction to Business	3
BUSN 1050	Business Math	3
ACCT 2010	Principles of Accounting I*	3
ENGL 1010	English Composition I	3
MATH 1180	Algebra for College Students	
or		
MATH 1300	College Algebra	3
SPCH 1100	Fundamentals of Effective Speaking	3
		18

2nd Semester

ACCT 2020	Principles of Accounting II*	3
BUSN 2400	Business Communication	3
MATH 1300	College Algebra or higher	3
	Social Sciences Requirement++	3
	Humanities Requirement++	3
		15

3rd Semester

ECON 2000	Microeconomics	3
ACCT 2100	Accounting Information Systems*	3
BUSN 2100	Management	3
ACCT 2150	Managerial Accounting*	3
	Accounting Elective*+	3
		15

4th Semester

ECON 2250	Money and Banking	
or		
FINA 2010	Finance	3
ECON 2020	Macroeconomics	3
	Accounting Elective*+	3
	Natural Science Requirement++	3
CINS 1100	Survey of Microcomputer Applications	
or		
CMPS 1100	Programming	3
		15

TOTAL CREDIT HOURS 63

**BIOTECHNOLOGY TECHNICAL ASSISTANT
TECHNICAL COMPETENCY AREA**

1st Semester

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

TOTAL CREDIT HOURS 12

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

**Additional
Requirements**

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

92 Program Descriptions

The Business Technology Program is designed to prepare students to qualify for positions in business and industry. Exposure to a broad background of various business disciplines is provided. The student chooses one of two concentrations: Administrative Professional or Managerial.

Additional Requirements

+ CONCENTRATIONS- Students take 12 hours of courses in their area of concentration:

Administrative Professional

Required courses:

OFCR 1100, OFCR 2100, and CINS 2200

Plus one of the following:

CINS 1200, CINS 1300, CINS 1400, or OFCR 1200

Managerial

Required course:

ECON 2000 or ECON 2020

Plus three of the following:

BUSN 1050, BUSN 2000, BUSN 2200, ACCT 2020, ECON 2250, or FINA 2010

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

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

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

**BUSINESS TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

1st Semester

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

2nd Semester

ENGL	1020	English Composition II	3
MATH	1180	Algebra for College Students	3
SPCH	1100	Fundamentals of Effective Speaking	3
BUSN	2100	Management*	
		or	
OADM	1400	Professionalism*	3
		Business Elective**/**	3
CINS		Elective *	3
			18

3rd Semester

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

4th Semester

BUSN	2190	Legal Environment of Business*	3
		CONCENTRATION courses+ *	9
		Humanities Requirement++	3
			15

TOTAL CREDIT HOURS 63

**CARE AND DEVELOPMENT OF YOUNG CHILDREN
ASSOCIATE OF APPLIED SCIENCE
(Formerly the AA in Early Childhood Education)**

1st Semester

ECDV	1050	Intro to Early Childhood*	3	
ECDV	2300	Children's Literature*		3
ENGL	1010	English Composition I		3
PSYC	1100	Introduction to Psychology		3
		Approved Electives+		3
				15

2nd Semester

ENGL	1020	English Composition II		3
MATH	1200	Survey of Mathematical Concepts		
		or		
MATH	1300	College Algebra		3
		ECDV Elective*		
		(Select from Cluster A)+		3
PSYC	2200	Child Psychology		3
		Natural Science Requirement++		3
				15

3rd Semester

SPCH	1350	Oral Communications for Teachers		3
ECDV	1110	Observation & Participation*		3
		ECDV Elective*		
		(Select from Cluster B)+		3
CINS	1100	Survey of Microcomputer Applications		3
		FIAR Elective++		3
				15

4th Semester

ECDV	2980	Practicum*		6
		ECDV Elective*		
		(Select from Cluster C)+		3
		Humanities Requirement++		3
		Approved Elective+		3
				15

TOTAL CREDIT HOURS 60

Program Descriptions 93

The Care and Development of Young Children Program provides education and training in the care of young children. A student who completes this program will be prepared to assure the health, safety, and well-being of young children who are in out-of-home care.

Students who intend to transfer to a teacher-education program at a 4-year institution should consider the proposed AS in Teaching degree program.

Program Note

The ECDV course prefix has replaced the ECED and EDUC course prefixes. ECED and EDUC courses will substitute for ECDV courses in the curriculum.

Additional Requirements

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

+ Cluster A

Select from ECDV 1120, ECDV 1300, ECDV 2000, ECDV 2100, ECDV 2610, ECDV 2800, and ECDV 2850

+ Cluster B

Select from ECDV 1120, ECDV 1210, ECDV 1500, ECDV 2200, ECDV 2730, ECDV 2610, and ECDV 2850

+ Cluster C

Select from ECDV 1650, ECDV 1750, ECDV 1850, ECDV 2130, and ECDV 2730

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

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

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

Additional Requirements

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

** The program manager may substitute 5 hours of 2000 level or higher courses from CINS, CTEC, or CMPS if a cooperative opportunity is not available.

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

**COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF APPLIED SCIENCE**

1st Semester

ENGL	1010	English Composition I	3
MATH	1180	Algebra for College Students	3
CINS	1100	Survey of Microcomputer Applications*	3
CINS	1200	Word Processing*	3
BUSN	1100	Introduction to Business	3
SPCH	1100	Fundamentals of Effective Speaking	3
			18

2nd Semester

CINS	1400	Databases*	3
CINS	1300	Spreadsheets*	3
ACCT	1100	Accounting for Office Careers	3
CINS	1500	Introduction to Computers*	3
MATH	1300	College Algebra	3
		Social Science Requirement++	3
			18

3rd Semester

ENGL	1020	English Composition II	3
CHEM	1100	General Chemistry I	
		or	
PHYS	1100	General Physics I	3
CHEM	1110	General Chemistry Lab I	
		or	
PHYS	1110	General Physics Lab I	1
CINS	2200	Advanced Word Processing*	3
CINS	1600	PowerPoint/Internet/Outlook*	3
CMPS	2250	Web Page Authoring*	3
			16

4th Semester

CINS	2300	Advanced Spreadsheets*	3
CINS	2400	Database SQL*	3
COOP	2010	Cooperative Education in Business**	5
		Humanities Requirement ++	3
		CINS,CTEC, or CMPS*	3
			17

TOTAL CREDIT HOURS 69

**COMPUTER INFORMATION SYSTEMS
CERTIFICATE OF APPLIED SCIENCE**

1st Semester

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

2nd Semester

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

TOTAL CREDIT HOURS 36

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

**Additional
Requirements**

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

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

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

The Computer Science Program concentrates on the mathematical and technical aspects of computer science. Students who are planning to transfer to a four-year institution should consult with an advisor or counselor at that institution about selecting social science, humanities, natural science, and other electives.

Additional Requirements

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

+ To be selected with Computer Science Advisor.

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

COMPUTER SCIENCE ASSOCIATE OF SCIENCE

1st Semester

ENGL	1010	English Composition I	3
MATH	1300	College Algebra	3
CINS	1100	Survey of Microcomputer Applications*	3
CMPS	1300	Computer Science I*	3
CMPS	1310	Computer Science Lab*	1
		Social Science Requirement++	3
			16

2nd Semester

ENGL	1020	English Composition II	3
MATH	1400	College Trigonometry	3
SPCH	1100	Fundamentals of Effective Speaking	3
CMPS	1400	Computer Science II*	3
CMPS	1410	Computer Science II Lab*	1
		Humanities Requirement++	3
			16

3rd Semester

MATH	2050	Analytic Geometry and Calculus I	3
ENGL		Literature	3
CMPS	2400	Data Structures*	3
		Natural Science Requirement++	3
		Natural Science Lab Requirement++	1
MATH	2400	Introduction to Discrete Structures	3
			16

4th Semester

CMPS	2500	Comp Organization/ Assembly Language Programming*	3
MATH	2100	Calculus II	3
		Approved Electives*+	5
		Natural Science Requirement++	3
		Natural Science Lab Requirement++	1
		Fine Arts Requirement++	3
			18

TOTAL CREDIT HOURS 66

**COMPUTER TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

1st Semester

CTEC	1100	Basic Electricity/ Electronics & Semiconductors*	3
CINS	1100	Survey of Microcomputer Applications*	3
CTEC	1300	Computer Maintenance*	3
CTEC	1550	Networking Basics*	3
MATH	1180	Algebra for College Students or higher	3
ENGL	1010	English Composition I	3
			18

2nd Semester

CTEC	1600	Computer Communications*	3
CTEC	1650	Routers and Routing Basics*	3
CTEC	1800	A+ Certification Preparation*	3
CTEC	1850	Network Security*	3
SPCH	1100	Fundamental of Effective Speaking	3
		Social Science Requirement++	3
			18

3rd Semester

CTEC	2000	Software Development*	3
CTEC	2200	Networking Operating Systems I*	4
CTEC	2550	Switching Basics*	3
		Technical Elective+	3
PHYS/PHSC		Physics or Physical Science	3
PHYS/PHSC		Physics or Physical Science Laboratory	1
			17

4th Semester

CTEC	2400	Networking Operating Systems II*	4
CTEC	2650	Wide Area Network Technology*	3
MATH	1200	Survey of Mathematical Concepts or	
MATH	130 0	College Algebra	3
		Humanities Requirement++	3
			13

TOTAL CREDIT HOURS 66

The Computer Technology degree program prepares students to install, program, operate, maintain, service, and diagnose operational problems in computer systems arising from hardware, software, mechanical, or electrical malfunctions. This program includes instruction in the repair and operation of disk drives, printers, modems, monitors, networks, software, and software programming.

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

**Additional
Requirements**

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

+ Select from CNST, CINS, CTEC, DRDT, ELEC, HVAC, INDT, INST, MACH, and WELD

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

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

Additional Requirements

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

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

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

**COMPUTER TECHNOLOGY
CERTIFICATE OF APPLIED SCIENCE**

1st Semester

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

2nd Semester

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

TOTAL CREDIT HOURS 36

**CONSTRUCTION TECHNOLOGY
CERTIFICATE OF TECHNICAL STUDIES**

1st Semester

CNST	1000	Introduction to Construction*	3
CNST	1010	Basic Woodworking Tools*	3
CNST	1020	Blueprint Reading*	2
INDT	1020	Fundamentals of Safety*	3
MATH	1500	Math for Technology	3
			14

2nd Semester

CNST	1510	Construction Lab*	6
CNST	1520	Construction Lab*	6
ENGL	1000	Applied Writing	3
			15

TOTAL CREDIT HOURS 29

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

**Additional
Requirements**

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

**CULINARY ARTS
CERTIFICATE OF TECHNICAL STUDIES**

1st Semester

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

2nd Semester

	CULA	1700	Food/Beverage Purchasing*	3
	CULA	1750	Meat, Poultry, Seafood*	3
	CULA	1800	Soups, Stocks, and Sauces*	3
	ENGL	1000	Applied Writing**	3
			Approved Elective+	3
				15

TOTAL CREDIT HOURS 30

The certificate programs in Culinary Arts prepare students for employment in a variety of food service occupations.

**Additional
Requirements**

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

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

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

**DRAFTING AND DESIGN TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

1st Semester

DRDT	1000	Basic Board Drafting*	5
DRDT	1030	Basic CADD*	5
DRDT	1060	Surveying*	
or			
DRDT	1070	Mapping and Topography*	3
MATH	1180	Algebra for College Students	3
			16

2nd Semester

DRDT	1040	Intermediate Board Drafting*	4
DRDT	1050	Intermediate CADD*	4
ENGL	1010	English Composition I	3
PHYS	1010	Elementary Physics	3
PHYS	1070	Elementary Physics Lab	1
			3
CINS or CMPS Elective			3
			18

3rd Semester

DRDT	2050	Advanced CADD*	4
Advanced Drafting Electives*/+			4
ENGL	1020	English Composition II	3
MATH	1300	College Algebra	3
Social Science Elective ++			3
			17

4th Semester

Advanced Drafting Electives*/+			4
DRDT	2700	Drafting Internship*	5
Humanities Elective++			3
MATH	1400	College Trigonometry	3
SPCH	1100	Fundamentals of Effective Speaking	3
			18

TOTAL CREDIT HOURS 69

The Drafting and Design Technology Program is designed to prepare students for employment in positions requiring board and computer aided drafting skills. The program provides both the basic fundamental skills of board and computer drafting as well as additional training in specialized areas of the drafting field.

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

Additional Requirements

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

+ Advanced Drafting Electives DRDT 2010, DRDT 2020, DRDT 2030

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

The Early Childhood Education Program provides education and training in the care of young children. A student who completes this program will be prepared to assure the health, safety, and well-being of young children who are in out-of-home care.

Additional Requirements

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

+ Cluster A

Select from ECED 1120, ECED 2130, ECED 1300, ECED 2800, ECED 2610, ECED 2850, and EDUC 2000

+ Cluster B

Select from ECED 1210, EDUC 1500, ECED 2200, ECED 2730, ECED 2610, ECED 2850, and ECED 1120

+ Cluster C

Select from ECED 1650, ECED 1750, ECED 1850, ECED 2730, and ECED 2130

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

EARLY CHILDHOOD EDUCATION ASSOCIATE OF ARTS

(Not Available to New Students**)

1st Semester

ECED	1050	Intro to Early Childhood Education*	3
ECED	2300	Children's Literature*	3
ENGL	1010	English Composition I	3
		Natural Science Requirement++	3
PSYC	1100	Introduction to Psychology	3
		Approved Electives+	3
			18

2nd Semester

ENGL	1020	English Composition II	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
		ECED/EDUC Elective*	
		(Select from Cluster A)+	3
PSYC	2200	Child Psychology	3
		Natural Science Requirement++	3
			15

3rd Semester

SPCH	1350	Oral Communications for Teachers	3
ECED	1110	Observation & Participation*	3
		ECED/EDUC Elective*	
		(Select from Cluster B)+	3
		Social Science Requirement++	3
CINS	1100	Survey of Microcomputer Applications	3
		FIAR Elective++	3
			18

4th Semester

ECED	2980	Practicum*	6
		ECED/EDUC Elective*	
		(Select from Cluster C)+	3
		Humanities Requirement++	3
		Approved Elective+	3
			15

TOTAL CREDIT HOURS 66

** To follow this curriculum, students must have been majoring in this program during the spring or summer 2006 terms. The replacement program is the AAS in Care and Development of Young Children.

**ELECTRICAL CONSTRUCTION
CERTIFICATE OF TECHNICAL STUDIES**

1st Semester

ELEC	1210	Intro to Electrical Construction*	3
ELEC	1230	Basic Electrical Theory*	3
ELEC	1250	Proper Use of Tools & Equipment*	3
ELEC	1270	House Wiring Fundamentals*	3
ELEC	1290	Cable Raceways & Other Conduits*	3
MATH	1500	Math for Technology	3
			18

2nd Semester

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

TOTAL CREDIT HOURS 33

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

Additional Requirements

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

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

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

EMERGENCY MEDICAL TECHNICIAN PROGRAMS GENERAL INFORMATION

In Emergency Medical Technology, three different programs are offered:

The Emergency Medical Technician-Basic Technical Competency Area (TCA) includes one 6 credit hour course, EMTP 1020.

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

The Emergency Medical Technician (Paramedic) Associate of Applied Science includes 28 hours of General Education Requirements and 32 credit hours of EMT Paramedic courses.

EMTP 1020 (EMT Basic TCA) and EMTP 1900 (CPR) are offered each semester. The Paramedic program begins in the fall semester.

All applicants must consult with the EMT faculty prior to enrolling in the Emergency Medical Technology (EMT) courses.

**EMERGENCY MEDICAL TECHNICIAN
(PARAMEDIC)
ASSOCIATE OF APPLIED SCIENCE**

GENERAL EDUCATION REQUIREMENTS

ENGL	1010	English Composition I	3
MATH	1180	Algebra for College Students	3
BIOL	1010	Intro to Anatomy & Physiology	3
BIOL	1020	Intro to Anatomy & Physiology Lab	1
CINS	1000	Computers for Everyday Use	
		or	
CINS	1100	Survey of Microcomputer Applications	3
ENGL	1020	English Composition II	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
PSYC	1100	Introduction to Psychology	3
SPCH	1100	Fundamentals of Effective Speaking	
		or	
SPCH	1310	Interpersonal Communication	3
		Humanities Requirement++	3
General Education Credit Hours			28

1st Semester Paramedic Courses*

EMTP	1200	Int Adv Emergency Care & Pt Assessment	4
EMTP	1210	Int Adv Emerg Care & Pt Assessment Lab	3
EMTP	1300	Adv Airway Mgmt/Emergency Cardiac Care	4
EMTP	1310	Adv Airway Mgmt/Emerg Cardiac Care Lab	1
EMTP	1320	Adv Airway Mgmt/Emerg Cardiac Practicum	1
			13

2nd Semester Paramedic Courses*

EMTP	1500	Medical & Trauma Emergencies	4
EMTP	1510	Medical & Trauma Emergencies Lab	1
EMTP	1520	Medical & Trauma Emergencies Practicum	1
EMTP	2200	Obstetrical & Pediatric Emergencies	4
EMTP	2210	Obstetrical & Pediatric Emergencies Lab	2
EMTP	2220	Obstetrical & Pediatric Emerg Practicum	1
			13

3rd Semester Paramedic Courses*

EMTP	2300	Special Situations & Operations	4
EMTP	2310	Special Situations & Operations Lab	1
EMTP	2320	Special Situations & Operations Practicum	1
			6

Total EMT Paramedic AAS Credit Hours 60

**Additional
Requirements**

* All major (EMTP) courses must be completed with a grade of 'C' or higher.

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

Enrollment Requirements

To enroll for the EMT Basic TCA the student must:

1. show proof of a current American Heart Association Health Care Provider CPR Card or enroll in EMTP 1900 and
2. have no outstanding developmental reading (DEVR) requirements.

To enroll for the EMT Certificate of Technical Studies or the Paramedic Associate of Applied Science, the student must:

1. be a currently National Registered EMT basic or intermediate,
2. be eligible to enroll in MATH 1180,
3. be eligible to enroll in ENGL 1010,
4. have completed BIOL 1010 & BIOL 1020 with a 'C' or better and
5. show proof of a current American Heart Association Health Care Provider CPR Card.

EMERGENCY MEDICAL TECHNICIAN

EMT TECHNICAL COMPETENCY AREA

EMTP 1020	Emergency Medical Technician-Basic*	6
EMT- Basic TCA Credit Hours		6

EMT CERTIFICATE OF TECHNICAL STUDIES

EMTP 1200	Int Adv Emergency Care & Pt Assessment	4
EMTP 1210	Int Adv Emerg Care & Pt Assessment Lab	3
EMTP 1300	Adv Airway Mgmt/Emergency Cardiac Care	4
EMTP 1310	Adv Airway Mgmt/Emerg Cardiac Care Lab	1
EMTP 1320	Adv Airway Mgmt/Emerg Cardiac Practicum	1
EMTP 1500	Medical & Trauma Emergencies	4
EMTP 1510	Medical & Trauma Emergencies Lab	1
EMTP 1520	Medical & Trauma Emergencies Practicum	1
EMTP 2200	Obstetrical & Pediatric Emergencies	4
EMTP 2210	Obstetrical & Pediatric Emergencies Lab	2
EMTP 2220	Obstetrical & Pediatric Emerg Practicum	1
EMTP 2300	Special Situations & Operations	4
EMTP 2310	Special Situations & Operations Lab	1
EMTP 2320	Special Situations & Operations Practicum	1
Total EMT CTS Credit Hours		32

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

1st Semester			
CULA	1000	Culinary Arts & Science*	3
CULA	1020	Basic Food Preparation*	3
CULA	1050	Sanitation*	3
CULA	1500	Baking*	3
MATH	1200	Survey of Mathematical Concepts	3
			15
2nd Semester			
CULA	1700	Foodservice Management I*	3
CULA	1750	Meat, Poultry, Seafood*	3
CULA	1800	Soups, Stocks, and Sauces*	3
CULA	2750	Garde Manger Management*	3
ENGL	1010	English Composition I	3
			3
			18
3rd Semester			
			3
CULA	2020	Social Science Requirement++ Externship Program*	2
			5
4th Semester			
CULA	2710	Foodservice Management II*	3
CULA	2730	Foodservice Management III*	3
CULA	2770	Desserts/Patisserie*	3
BIOL	1030	Nutrition for Foodservice	3
			3
			15
5th Semester			
CULA	2800	Culinary Seminar*	3
CULA	2850	Culinary Practicum*	3
SPCH	1100	Fundamentals of Effective Speaking	3
CINS	1100	Survey of Microcomputer Applications	3
			12
TOTAL CREDIT HOURS			65

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

Additional Requirements

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

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

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

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

Additional Requirements

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

* A total of 16 hours from BIOL 1100/1110, CHEM 1100/1110, or PHYS 1100/1110 and 1200/1210 must be completed. Both semesters of two different sciences must be completed with a grade of "C" or better in each course.

** To be selected with an academic advisor.

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

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

GENERAL SCIENCE ASSOCIATE OF SCIENCE

1st Semester

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

2nd Semester

BIOL	1200	General Biology II*	
or			
CHEM	1200	General Chemistry II*	3
BIOL	1210	General Biology II Lab*	
or			
CHEM	1100	General Chemistry II Lab*	1
ENGL	1020	English Composition II	3
MATH	1400	College Trigonometry	3
		Humanities Requirement++/^	3
		Approved Elective**/^	3
			16

3rd Semester

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

4th Semester

BIOL, CHEM or PHYS	1200*		3
BIOL, CHEM or PHYS	1210*		1
Approved Electives**/^			9
MATH, CINS, or CMPS Elective			3
CINS or CMPS Elective			3
			19

TOTAL CREDIT HOURS 67

**GENERAL STUDIES
ASSOCIATE OF GENERAL STUDIES**

Eighteen hours in an Area of Concentration in which a grade of “C” or higher must be earned in each course. The area of concentration (the major courses) may consist of 18 hours in one discipline, such as sociology, or may consist of courses from general areas, such as humanities, social sciences, business, applied technology, nursing, or science. Courses in the area of concentration should be selected from courses that are generally transferrable to a four-year institution. Nine hours (50%) in the area of concentration must be earned in residence.

Eighteen hours in Enrichment Courses, which consist of 3 pairs of courses (6 hours per pair) which support the area of concentration. One six-hour pair must be Natural Sciences and another six-hour pair must be in Social Sciences to fulfill general education requirements. The third pair should be selected with the academic advisor.

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

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

TOTAL CREDIT HOURS 66

The Associate of General Studies Degree allows pre-baccalaureate studies in many areas. The degree provides an opportunity for students with specific needs not met by other degree options to complete an associate degree while enrolling in a course of study generally transferrable to a four-year institution.

Sample Program

1st Year

English Comp I and II	6
Mathematics	3
Fine Arts	3
Area of Concentration	9
Free Electives	3
Computer Literacy	3
1st Enrichment Area (Social Sciences)	6
	33

2nd Year

Area of Concentration	9
Humanities	3
2nd Enrichment Area (Natural Sciences)	6
3rd Enrichment Area	6
Free Electives	6
Speech	3
	33

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

A student may not be awarded the Associate of General Studies degree more than once even if an additional area of concentration is completed.

The General Studies Certificate Program allows students to complete the first year of study toward an associate or baccalaureate degree. Students who plan to transfer after completion of the certificate should discuss their plans with an advisor from the other college to assure transferability of credits.

Additional Requirements

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

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

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

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

**GENERAL STUDIES
CERTIFICATE**

1st Semester

ENGL	1010	English Composition I*	3
MATH	1300	College Algebra*	3
		Fine Arts* ++	3
		Natural Science* ++	3
		Social Science* ++	3
			15

2nd Semester

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

TOTAL CREDIT HOURS 30

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

1st Semester

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

2nd Semester

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

3rd Semester

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

4th Semester

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

TOTAL CREDIT HOURS 65

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

Additional Requirements

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

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

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

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

**Additional
Requirements**

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

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

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

1st Semester

HVAC	1000	Basic Refrigeration I*	3
HVAC	1010	Basic Refrigeration II*	3
HVAC	1020	Residential Installation Techniques*	4
HVAC	1040	Air Conditioning Controls*	3
HVAC	1060	Service Techniques Lab I*	2
HVAC	1070	Service Techniques Lab II*	2
ENGL	1010	English Composition I	3

20

2nd Semester

HVAC	1510	Basic Applied Electricity I*	3
HVAC	1520	Basic Applied Electricity II*	3
HVAC	1570	Trouble-Shooting Techniques I*	2
HVAC	1580	Trouble-Shooting Techniques II*	2
HVAC	1590	Electrical Schematics*	2
HVAC	1610	Heating Systems*	2
HVAC	1700	Industry Cooperative Work Program*	2

16

Summer Session

HVAC	2900	Industry Cooperative Work Program*	7
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7

3rd Semester

		SPCH Elective	3
MATH	1200	Survey of Mathematical Concepts	
	or		
MATH	1300	College Algebra	3
2000 Level		Social Sciences Requirement++	3
		Natural Science Requirement++	3
2000 Level		Humanities Requirement++	3
		CINS or CMPS Elective	3

18

TOTAL CREDIT HOURS 61

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

1st Semester

HVAC	1000	Basic Refrigeration I*	3
HVAC	1010	Basic Refrigeration II*	3
HVAC	1020	Residential Installation Techniques*	4
HVAC	1060	Service Techniques Lab I *	2
HVAC	1070	Service Techniques Lab II *	2
ENGL	1010	English Composition I	3
			17

2nd Semester

HVAC	1510	Basic Applied Electricity I*	3
HVAC	1520	Basic Applied Electricity II*	3
HVAC	1570	Trouble-Shooting Techniques I*	2
HVAC	1580	Trouble-Shooting Techniques II*	2
HVAC	1590	Electrical Schematics*	2
MATH	1200	Survey of Mathematical Concepts or	
MATH	1300	College Algebra	3
			15

Summer Session

HVAC	1900	Industry Cooperative Work Program* Humanities, Fine Arts, or Social Science Elective++	7 3 10
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TOTAL CREDIT HOURS 42

The Heating, Ventilation, and Air Conditioning Program prepares students for entry level Service Technician employment. Students who have completed a community college, technical college, or vocational technical school program in air conditioning, refrigeration and heating should contact the Business and Technology Division Chair to ascertain if any of the HVAC courses may be challenged.

Additional Requirements

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

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

The Industrial Technology Program provides students an opportunity to focus in an area of concentration that will meet their current or future employment needs as well as foundation courses in general education.

Additional Requirements

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

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

** Students may select the area of concentration from the following: Computer Technology, Drafting, Electrical Construction, Environmental Technology, HVAC, Industrial Operations, Instrumentation, Machine Tool Technology, Process Technology, and other technical subject areas with advisor approval.

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

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

**INDUSTRIAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE**

1st Semester

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

2nd Semester

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

3rd Semester

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

4th Semester

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

TOTAL CREDIT HOURS 67

**LIBERAL ARTS
ASSOCIATE OF ARTS**

Twelve Hours of English - 6 hours of literature must be chosen.
Twelve Hours of Social/Behavioral Science - To include at least two different subject areas with 6 hours at the 2000 level from the following subject matter areas: ECON, GEOG, PSYC, and SOCI.
Six Hours of Math - Six hours from any combination of MATH 1180, 1200, 1300, 1400, or higher. Limitations: Math requirement cannot be filled by MATH 1150, MATH 1600 or MATH 1630.
Eleven Hours of Sciences - Eight hours of one science with lectures and labs and three hours of a different science. One of the sciences must be biology and the other must be geology, chemistry, or physics.
Six Hours of a Foreign Language
Three Hours of Arts - Fine arts, music, or theater.
Three Hours Each in Computer Literacy, Speech , and a Free Elective

1st Semester			
ENGL 1010	English Composition I		3
	Math		3
	Natural Science++		4
	Social Science++		3
	Foreign Language 1010*		3
			16
2nd Semester			
ENGL 1020	English Composition II		3
	Math		3
	Natural Science++		4
	Social Science++		3
	Foreign Language 1020*		3
			16
3rd Semester			
2000 Level	Literature*		3
	Natural Science++		3
	Social Science++		3
2000 Level	Approved Elective**/**		3
	Speech*		3
CINS 1100	Microcomputer Applications		3
			18
4th Semester			
2000 Level	Literature*		3
	Social Science++		3
2000 Level	Approved Elective**/**		3
	Fine Arts++		3
	Free Elective		3
			15
TOTAL CREDIT HOURS 65			

The Liberal Arts Program allows pre-baccalaureate studies in the Liberal Arts. The courses parallel the first two years of the Bachelor of Arts degree conferred by the College of Liberal Arts at many four-year colleges. Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the other college to assure transferability of credits.

Additional Requirements

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

** Approved electives to be chosen from Humanities, Fine Arts, or Social/Behavioral Science courses at the 2000 level.

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

**MACHINE TOOL TECHNOLOGY ASSISTANT
TECHNICAL COMPETENCY AREA**

The Machine Tool Technology Assistant Technical Competency Area program provides students with the necessary skills to obtain an entry-level position in metal manufacturing. The credits earned can all be utilized in the higher-level certificate.

MACH 1050	Introduction and Safety*	3
MACH 1080	Bench Work*	3
MACH 1120	Basic Lathe*	3
MACH 1150	Basic Drill Press*	2
		11

TOTAL CREDIT HOURS 11

**Additional
Requirements**

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

**MACHINE TOOL TECHNOLOGY
CERTIFICATE OF TECHNICAL STUDIES**

1st Semester

MACH 1050	Introduction and Safety*	3
or	Industrial Tech safety course*	
MACH 1080	Bench Work*	3
MACH 1120	Basic Lathe*	3
MACH 1150	Basic Drill Press*	2
MATH 1500	Math for Technology or higher MATH	3
		14

2nd Semester

MACH 1500	Precision Grinding*	2
MACH 1600	Milling Machine*	3
MACH 1700	Advanced Lathe*	3
MACH	Elective*+	3
ENGL 1000	Applied Writing	3
		14

TOTAL CREDIT HOURS 28

The Machine Tool Technology Certificate of Technical Studies prepares individuals to shape metal parts on lathes, grinders, drill presses, and milling machines. It includes making computations for dimensions, cutting feeds and speeds, using precision measuring instruments, and doing layout work.

**Additional
Requirements**

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

+ May choose from MACH 1450, MACH 1800, or MACH 1900

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

Additional Requirements

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

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

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

1st Semester

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

2nd Semester

HSOM 1110	Basic CPT Coding*	3
HSOM 1330	Basic ICD9CM Coding*	3
HSOM 2050	Medical Office Management*	3
HSOM 2100	Reimbursement Strategies*	3
HSOM 2090	Advanced Medical Coding*	3
	Humanities, Fine Arts, or Social Science Elective++	3
		18

Third Semester

HSOM 2040	Computerized Patient Billing*	3
MATH 1200	Survey of Mathematical Concepts	
or		
MATH 1300	College Algebra	3
		6

TOTAL CREDIT HOURS 39

**OFFICE CAREERS
CERTIFICATE OF APPLIED SCIENCE**

1st Semester

ENGL	1010	English Composition I	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
BUSN	1100	Introduction to Business*	3
CINS	1000	Computers for Everyday Use*	
		or	
CINS	1100	Microcomputer Applications*	3
OFCR	1200	Beginning Typing*	3
ACCT	1100	Accounting for Office Careers*	
		or	
ACCT	2010	Principles of Accounting I*	3
			18

2nd Semester

BUSN	2400	Business Communications*	3
CINS	1200	Word Processing*	3
		Humanities, Fine Arts	
		or Social Science++	3
		Approved Electives**	9
			18

TOTAL CREDIT HOURS 36

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

Additional Requirements

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

** Electives for Legal emphasis:
OFCR 1500, OADM 1500, OADM 1700, and OADM 1710

** Electives for Medical emphasis:
OFCR 1600, OADM 1600, and OADM 1800

** Electives for General emphasis:
OFCR 1100, OFCR 1300, and OADM 1400

** Electives for Accounting emphasis:
ACCT 1500, ACCT 2020, ACCT 2100, ACCT 2150, ACCT 2180, ACCT 2200, ACCT 2330, and CINS 1300

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

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

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

Additional Requirements

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

** PARL 2100, PARL 2150, PARL 2200, PARL 2300 or PARL 2350

+ ENVN 1030, POLI 2610, CRJU 1600, CRJU 2040 or POLI 2010

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

**PARALEGAL STUDIES
ASSOCIATE OF ARTS**

1st Semester

ENGL	1010	English Composition I	3
		Humanities Requirement++	3
		Social Science Requirement++	3
PARL	1000	Introduction to Law and Paralegal*	3
PARL	1200	Business Associations*	3
			15

2nd Semester

ENGL	1020	English Composition II	3
SPCH	1100	Fundamentals of Effective Speaking	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
		Natural Science Requirement++	3
PARL	1050	Litigation*	3
PARL	1100	Legal Research*	3
			18

3rd Semester

SPCH	2200	Argumentation & Debate	3
		Natural Science Requirement++	3
CINS	1100	Survey of Microcomputer Applications	3
PARL	2000	Case Analysis*	3
PARL	2050	Evidence*	3
PARL	2500	Practicum*	3
			18

4th Semester

		Social Science Requirement++	3
		Paralegal Elective*/**	3
		Paralegal Elective*/**	3
		Paralegal Elective*/**	3
FIAR		Elective	3
		Approved Elective+	3
			18

TOTAL CREDIT HOURS 69

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

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

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

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

PRACTICAL NURSING CERTIFICATE

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

1. has attained a high school diploma or GED,
2. has reached the age of 18 years old,
3. has completed MATH 1200 or MATH 1300 with a grade of "C" or higher,
4. has completed ENGL 1010 with a grade of "C" or higher,
5. has completed Introduction to Anatomy & Physiology-lecture and lab (BIOL 1010 & 1020) with a grade of "C" or higher+,
6. has completed Human Nutrition (BIOL 1500) with a grade of "C" or higher,
7. has completed Introduction to Psychology (PSYC 1100) with a grade of "C" or higher, and
8. has attained acceptable scores on the pre-nursing test (PSB).

General Education Courses

ENGL	1010	English Composition I	3
MATH	1200	Survey of Mathematical Concepts	
		or	
MATH	1300	College Algebra	3
BIOL	1010	Intro to Anatomy & Physiology	3
BIOL	1020	Intro to Anatomy & Physiology Lab	1
BIOL	1500	Human Nutrition	3
PSYC	1100	Introduction to Psychology	3

TOTAL GENERAL EDUCATION CREDIT HOURS **16**

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

BIOL	2300	Human Anatomy & Physiology I	3
BIOL	2310	Human Anatomy & Physiology I Lab	1
BIOL	2400	Human Anatomy & Physiology II	3
BIOL	2410	Human Anatomy & Physiology II Lab	1

1st Semester Practical Nursing Courses**

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

2nd and 3rd Semester Practical Nursing Courses

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

General Education Credit Hours	16
Nursing Credit Hours	48
TOTAL CREDIT HOURS	64

**NURSING ASSISTANT
TECHNICAL COMPETENCY AREA**

NURS 1000	Nursing Assistant*	7
Nursing Assistant TCA Credit Hours		7

**Additional
Requirements**

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

** Students successfully completing all courses in the first semester may be eligible for CNA certification by the State Board.

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

124 Program Descriptions

The AS in Teaching Program provides high quality foundational coursework designed to produce teacher candidates for university colleges of education. This limited enrollment degree program is aligned with the state reform efforts and baccalaureate degree redesign. Its focus is on grades 1st through 5th.

Program Admission Requirements:

- 1) Must be a high school graduate with
 - A) a minimum high school GPA of 2.50, or
 - B) an ACT composite score of 19 or placement above developmental courses.
- 2) Developmental courses must be completed with a grade of "C" or better, and the candidate must not have more than one developmental course remaining
- 3) Minimum cumulative GPA (In order to achieve and maintain these minimum GPAs and to ensure transferability, students must earn grades of "C" or better in required courses.)
 - A) 2.00 for 0-15 hours
 - B) 2.20 for 16-30 hours
 - C) 2.50 for 31-45 hours
- 4) Successful completion of an entrance interview
- 5) Background check that meets all state identified regulations to interact with young children

Additional Requirements

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

+ Select from FIAR 1200, FIAR 2400, FIAR 2410, MUSC 1400, or THEA 1000

TEACHING (Grades 1-5) ASSOCIATE OF SCIENCE (Pending Board of Regents approval)

1st Semester

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

2nd Semester

ENGL	1020	English Composition II	3
MATH	1610	Modern Math for Elementary Teachers	3
BIOL	1080	Principles of Biology II	3
HIST	2050	American History to 1865	3
			3
			15

3rd Semester

ENGL	2500	Major American Writers	3
MATH	1630	Geometry & Statistics for Teachers	3
PHSC	1000	Physical Science I	3
PHSC	1100	Physical Science I Lab	1
GEOG	1200	Physical Geography	3
TEAC	2010	Teaching & Learning in Diverse Settings I**	3
			16

4th Semester

ENGL	2020	British Literature	3
MATH	2000	Statistics	3
PHSC	1200	Physical Science II	3
PHSC	1300	Physical Science II Lab	1
POLI	1800	American Government	3
TEAC	2030	Teaching & Learning in Diverse Settings II**	3
			16

TOTAL CREDIT HOURS 60

**WELDING TECHNOLOGY
CERTIFICATE OF TECHNICAL STUDIES**

1st Semester

WELD 1050	Welding Safety*	2
or	Industrial Tech safety course*	2
WELD 1100	Oxy-Acetylene Cutting & Welding*	4
WELD 1130	Basic Arc Welding*	3
MATH 1500	Math for Technology	3
		12

2nd Semester

WELD 1140	Blue Print Reading*	2
WELD 1700	Advanced Arc Welding*	4
WELD	Lab* +	3
ENGL 1000	Applied Writing	3
		12

TOTAL CREDIT HOURS 24

**TACK WELDING
TECHNICAL COMPETENCY AREA**

1st Semester

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

TOTAL CREDIT HOURS 9

The Welding Technology Certificate of Technical Studies program prepares students in basic welding, fitting, layout, blue print reading, and provides a basic working knowledge of the industrial welding field.

Additional Requirements

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

+ Select from WELD 1060, WELD 1070, and WELD 1080

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

Additional Requirements

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

COURSE DESCRIPTION GUIDE

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

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

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

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

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

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

COURSE ARTICULATION

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

The Louisiana Board of Regents maintains an articulation matrix that will be of great help to students wishing to compare courses at various state colleges and universities. The web address for this interactive website is <http://www.regents.state.la.us/articulation.html>.

In the courses descriptions that follow, this symbol (**\$**) indicates courses found on one of the three matrices coordinated by the Board of Regents to facilitate transferability between state institutions. A student should contact the institution to which he or she intends to transfer to inquire about the potential transferability of a course to determine whether the course will count in his or her major.

COURSE DESCRIPTIONS

ACCOUNTING (BT)

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

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

ACCT 2010 3-0-3
Principles Of Accounting I §
 Introductory course designed to familiarize the student with fundamental financial accounting principles and practices. (F, Sp, Su)
Prerequisite: Eligibility for MATH 1180

ACCT 2020 3-0-3
Principles Of Accounting II §
 Continuation of ACCT 2010 with emphasis on the asset section of the balance sheet. (F, Sp)
Prerequisite: ACCT 2010

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

ACCOUNTING (BT)

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

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

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

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

ANIMAL SCIENCE (HNS)

(ANSC not intended to transfer)

ANSC 1020 3-0-3
Care of Fishes, Amphibians and Reptiles
 A detailed analysis of the nutritional and housing needs of the various fishes, amphibians, and reptiles commonly kept in captivity; includes an introduction to ichthyology and herpetology. (O)

ANSC 1050 3-0-3
Animal Medicine and Rehabilitation
 Fundamentals of animal medicine, including vaccination regimens, zoonotic disease, parasitology, basic triage, and wildlife rehabilitation. (O)

ANSC 1060 3-0-3
Captive Breeding of Animals
 The science of vertebrate animal reproduction, including coverage of artificial incubation, artificial insemination, and in vitro fertilization. (O)

BIOLOGY (HNS)

BIOL 1010 3-0-3
Introductory Anatomy and Physiology
 Structure and function of the human body, diagnostic procedures used to identify disorders and diseases of the body, and discussion of selected disorders and diseases.
 (F,Sp, Su)

BIOL 1020 0-3-1
Introductory Anatomy and Physiology Laboratory
 Lab includes microstructures, chemical and physical processes, and the systems of the body. Lab Fee (F,Sp, Su)
Corequisite: BIOL 1010

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

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

BIOL 1050 3-0-3
Marine Biology
 Survey of the biological, physical, and chemical components of the ocean ecosystem. (Sp)

BIOLOGY (HNS)

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

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

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

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

BIOLOGY (HNS)

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

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

BIOL 1200 3-0-3 §
General Biology II
 Introduction to organismal biology in the broadest sense. The theory of evolution and its historical development are considered and provide the framework for a survey of diversity encountered in the five kingdoms. The course includes an introduction to basic principles of genetics and their relation to the process of evolution. (F, Sp)
Prerequisite: Students must have completed all developmental reading requirements.

BIOLOGY (HNS)

BIOL 1210 0-3-1
General Biology II Laboratory §
 Study of representatives of the various groups of organisms discussed in BIOL 1200. Includes laboratory study of other topics including cell division and genetics. Lab Fee (F, Sp)
Corequisite: BIOL 1200

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

BIOL 2000 3-0-3
Microbiology §
 Study of general and pathogenic microbiology including immunity and epidemiology. (F, Sp)
Prerequisite: BIOL 1100 and BIOL 1110

BIOL 2010 0-3-1
Microbiology Laboratory §
 Covers staining techniques, culture methods, and identification of microorganisms with emphasis on general health concerns. Lab Fee (F, Sp)
Corequisite: BIOL 2000

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

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

BIOLOGY (HNS)

BIOL 2210 3-0-3
Environmental Science
 Environmental biology addressing ecosystems, population, major environmental pollutants, and human health effects. Same course as BIOL 2210. Credit will not be awarded for both courses. (O)

BIOL 2300 3-0-3
Human Anatomy and Physiology I
 A detailed study of the skeletal, muscular, nervous, and integumentary systems. (F, Sp, Su)
Prerequisite: BIOL 1100 and BIOL 1110

BIOL 2310 0-3-1
Human Anatomy and Physiology I Laboratory
 Detailed study of the skeletal, nervous, and integumentary systems. Dissection of a sheep's brain and a cow's eye are required. Lab Fee (F, Sp, Su)
Corequisite: BIOL 2300

BIOL 2400 3-0-3
Human Anatomy and Physiology II
 Covers cardiovascular, respiratory, digestive, endocrine, excretory, urinary, and reproductive systems. (F, Sp, Su)
Prerequisite: BIOL 2300 and BIOL 2310

BIOL 2410 0-3-1
Human Anatomy and Physiology II Laboratory
 Detailed dissection of a cat is correlated with human anatomy. Lab Fee (F, Sp, Su)
Corequisite: BIOL 2400

BIOTECHNOLOGY (HNS)

BTEC 1010 **2-2-3**

Introduction to Biotechnology

Introduction to techniques used in biotechnology including calculations, preparation of solutions and sterile media. Laboratory safety, interpretation of technical protocols, and handling of biohazards will be emphasized. Lab Fee (Sp)

Prerequisite: Students must have completed all developmental reading requirements and must be eligible for MATH 1180

BUSINESS (BT)

BUSN 1050 **3-0-3**

Business Mathematics

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

Prerequisite: Eligibility for DEVM 0940

BUSN 1100 **3-0-3**

Introduction to Business §

Introduces students to business functions and their effect on the economy. Serves to familiarize students with various specialized fields and business terminology. (F, Sp)

BUSN 1330 **3-0-3**

Personal Finance §

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

BUSN 1510 **3-0-3**

Small Business Management

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

BUSN 2000 **3-0-3**

Marketing

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

Prerequisite: BUSN 1100 and ECON 2000

BUSINESS (BT)**BUSN 2100 3-0-3****Management**

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

Prerequisite: BUSN 1100

BUSN 2190 3-0-3**Legal Environment of Business**

Covers the fundamental principals of law applicable to the basic legal issues facing business. Introduces the student to legal institutions and agencies, as well as to business-related topics such as ethics, torts, labor law, employment law, and environmental law. (Sp)

Corequisite: BUSN 1100

BUSN 2200 3-0-3**Business Law**

Covers the legal concepts related to contracts, negotiable instruments and secured transactions, and sales. Topics also include the forms of business organizations and agency law. (O)

Prerequisite: BUSN 2190

BUSN 2400 3-0-3**Business Communication §**

Theory and application of oral and written communication in business. Includes various media used in business communication. (F, Sp)

Prerequisite: ENGL 1010

CONSTRUCTION TECHNOLOGY (BT)

(CNST not intended to transfer)

CNST 1000 2-0-2**Introduction to Construction-Woodworking**

Introduces industry trends, career levels, and future trends in construction. (O)

CNST 1010 1-4-3**Basic Woodworking Tools**

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

CNST 1020 3-0-3**Blue Print Reading**

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

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

Students will perform various construction tasks assigned by the instructor as related to other carpentry courses in which the student has enrolled. The laboratory experiences may include both on- and off-campus locations. Off-campus sites will require permission of the instructor. No more than 12 hours of laboratory credit may be applied toward a certificate. Lab Fee (O)

Prerequisite: MATH 1150

Corequisite: ENGL 1000

CHEMISTRY (HNS)

CHEM 1100 3-0-3 §
General Chemistry I
 A course in the fundamentals of chemistry to include laws, theories, general principles, and problem solving techniques. (F, Sp, Su)
Prerequisite: Eligibility for enrollment in MATH 1180

CHEM 1110 0-3-1 §
General Chemistry I Laboratory
 Fundamental chemical operations to support General Chemistry I. Lab Fee (F, Sp, Su)
Corequisite: CHEM 1100

CHEM 1200 3-0-3 §
General Chemistry II
 Topics in organic and inorganic chemistry include oxidation reduction, acid-base chemistry, electrochemistry, ionic equilibrium, and properties of the groups of elements. (S)
Prerequisite: CHEM 1100

CHEM 1210 0-3-1 §
General Chemistry II Laboratory
 Experiments include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds. Lab Fee (S)
Corequisite: CHEM 1200

CHEM 1300 3-0-3 §
Introductory Organic Chemistry
 Inorganic, organic, and biochemistry including basic measurements, atomic theory, elements, compounds, carbohydrates, proteins, lipids, and general biochemistry. (O)
Prerequisite: CHEM 1100 or permission of instructor.

CHEM 1310 0-3-1
Introductory Organic Chemistry Laboratory
 Lab to accompany Introductory Organic Chemistry. Lab Fee (O)
Corequisite: CHEM 1300

CHEMISTRY (HNS)

CHEM 2070 3-0-3
Chemistry of Water, Air, and Soil
 Topics include basic chemical principles, unique aspects related to the environment, analytical methods of chemical analysis including basic chromatography, gas, and liquid chromatography. DOT and OSHA standard methods of analysis are also presented. OSHA Hazard Communications, Manufacturers Safety Data Sheet and Standard Methods of Chemical Storage and Handling will be discussed. Same course as ENVN 2070. Credit will not be awarded in both courses. (O)
Prerequisite: CHEM 1100 and CHEM 1110

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

A survey of computer applications for business and personal use. Topics include introduction to the microcomputer, Windows, word processing, spreadsheets, database management, and business presentation. This course may not transfer to four-year institutions. The course fills the requirement for students to be computer literate in certificate and associate degree terminal programs. Credit toward a degree or certificate will not be awarded for both this course and CINS 1100. Lab Fee (F, Sp, Su)

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

A survey of computer applications for business and personal use. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management, web page authoring, internet, and email. Students will work in a computer lab using PCs and a popular integrated program such as Microsoft Office. Credit toward a degree or certificate will not be awarded for both this course and CINS 1000. Lab Fee (F, Sp, Su)

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

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

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

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

COMPUTER INFORMATION SYSTEMS (BT)**CINS 1300 3-0-3****Spreadsheets**

Computer applications utilizing hands-on activities with PCs and a current spreadsheet program. Topics include formulas, functions, spreadsheet formatting, graphs, data projection, data analysis, creating Excel web pages, and file management. Lab Fee (F, Sp)

Prerequisite: CINS 1100 or permission of program manager

CINS 1400 3-0-3**Databases**

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

Prerequisite: CINS 1100 or permission of program manager

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

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

Corequisite: CINS 1100 or permission of the program manager

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

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

Prerequisite: CINS 1100 or permission of the program manager

COMPUTER INFORMATION SYSTEMS (BT)

CINS 1700 3-0-3
Computer Graphics
 Computer graphics utilizing hands-on activities with PCs and a current graphics program. Topics include graphic file formats, raster graphics, vector graphics, anti-aliasing, layers, special effects, graphics text, web components, and photo editing. Lab fee (F)

Prerequisite: CINS 1000, 1100 or permission of program manager

CINS 2200 3-0-3
Advanced Word Processing
 Topics include merging, advanced text editing and writing tools, online documents and forms, and Visual Basic applications. Lab Fee (F, Sp)

Prerequisite: CINS 1200 or permission of the program manager

CINS 2300 3-0-3
Advanced Spreadsheets
 Computer application utilizing hands-on activities with PCs and a current spreadsheet program. Topics include spreadsheet databases, macros, Visual Basic applications, formulas using multiple worksheets, and projections. Lab Fee (Sp)

Prerequisites: CINS 1300 or permission of program manager

CINS 2400 3-0-3
Database SQL
 Database applications and use of Structured Query Language. Lab fee (Sp)

Prerequisites: CINS 1400 or permission of program manager

COMPUTER SCIENCE (AH)

CMPS 1100 3-3-4
Programming
 Basic concepts of problem solving techniques and structured algorithm design using a procedure oriented high-level language. Lab Fee (F)

Corequisites: CINS 1100 and MATH 1180

CMPS 1300 3-0-3
Computer Science I
 Intended primarily for computer science majors, this is an introductory course with an emphasis on algorithm design and development. Topics include programming in a high-level language, modular software design, implementation, testing, and programming style and structure. (F)

Prerequisite: CINS 1100 or permission of program manager

Corequisites: CMPS 1310 and MATH 1300

CMPS 1310 0-3-1
Computer Science I Laboratory
 Applications, exercises, and explorations in software design and development methodologies. Lab Fee (F)

Corequisite: CMPS 1300

CMPS 1400 3-0-3
Computer Science II
 Continuation of Computer Science I with emphasis on construction and analysis of effective algorithms. Concepts are applied to modular development of large programs. (Sp)

Prerequisite: CMPS 1300 and CMPS 1310

Corequisite: CMPS 1410

COMPUTER SCIENCE (AH)**CMPS 1410** 0-3-1**Computer Science II Laboratory**

Applications, exercises, and explorations in software design and development methodologies involving large programs. Lab Fee (Sp)

Prerequisites: CMPS 1300 and CMPS 1310**Corequisite: CMPS 1400****CMPS 2250** 3-0-3**Web Page Authoring**

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

Lab Fee (Sp)

CMPS 2400 3-0-3**Data Structures**

Use and manipulation of structured data objects such as stacks, queues, trees, and lists.

Lab Fee (F, Sp)

Prerequisite: CMPS 1400 and CMPS 1410**Corequisite: MATH 2400****CMPS 2500** 3-0-3**Computer Organization/Assembly Language Programming**

Topics include assembly language programming, computer organization, structure of assemblers and loaders, and introduction to operating systems. Lab fee (Sp)

Corequisite: CMPS 2400 and MATH 2050**COMPUTER TECHNOLOGY (BT)**

(CTEC not intended to transfer)

CTEC 1100 3-1-3**Basic Electricity, Electronics & Semiconductors**

Designed to provide specialized classroom instruction in basic electricity, electronics, semiconductors, and power supplies. Lab Fee (F, Sp)

Prerequisite: Eligibility for MATH 1180**CTEC 1200** 3-1-3**Software Survey**

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

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

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

CTEC 1550 2-2-3**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 (F, Sp)

COMPUTER TECHNOLOGY (BT)
(CTEC not intended to transfer)

CTEC 1600 3-1-3
Computer Communications

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

Prerequisites: MATH 1180 and ENGL 1010

CTEC 1650 2-2-3
Routers and Routing Basics

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

Prerequisite: CTEC 1550

CTEC 1800 3-1-3
A+ Certification Preparation

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

CTEC 1850 3-1-3
Network Security

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

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

COMPUTER TECHNOLOGY (BT)
(CTEC not intended to transfer)

CTEC 2000 3-1-3
Software Development

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

CTEC 2200 3-3-4
Network Operating Systems I

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

Prerequisite CTEC 1550 or permission of program manager

CTEC 2400 3-3-4
Network Operating Systems II

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

Prerequisite: CTEC 1550 or permission of program manager

CTEC 2550 2-2-3
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 (O)

Prerequisites: CTEC 1650 and MATH 1180

CTEC 2650 2-2-3
Wide Area Network Technology

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

Prerequisite: CTEC 2550

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. (O)

Prerequisites: as required by departments and programs

COOP 1010/2010
Co-Operative Education in Business
Credit 1-9

COOP 1110/2110
Co-Operative Education in Arts and Humanities
Credit 1-9

COOP 1210/2210
Co-Operative Education in Science and Math
Credit 1-9

COOP 1310/2310
Co-Operative Education in Applied Science and Technology
Credit 1-9

COOP 1410/2410
Co-Operative Education in Community Services
Credit 1-9

COOP 1510/2510
Co-Operative Education in Social Sciences
Credit 1-9

CRIMINAL JUSTICE (AH)

CRJU 1030 **3-0-3**
Corrections Process
Survey of criminal corrections emphasizing historical development of penal and correctional philosophy, and practical application of theoretical concepts. (F)

CRJU 1050 **3-0-3**
The Criminal Justice System
Overview of American criminal justice system and functional relationship among its component parts: law enforcement, courts, and corrections. (F)

CRJU 1600 **3-0-3**
Criminal Law
Theory and application of criminal law within the criminal justice system. Societal, cultural, and political contexts within which criminal law operates are discussed. (Sp)

CRJU 1620 **3-0-3**
The Judicial Process
Organization and function of courts and operation of judicial process from arrest through sentencing. Roles of judge, prosecutor, defense counsel, jury, and court administrator are examined. (O)

CRJU 2040 **3-0-3**
Legal Rights of the Confined
The impact of recent court decisions on inmates' rights, correctional institutions, and correctional personnel is examined. (O)

140 Course Descriptions

CRIMINAL JUSTICE (AH)

CRJU 2090 3-0-3

Criminology

Process by which definitions of criminal behavior emerge and criminal justice systems operate. Theories of criminal behavior are included. Same as SOCI 2090. Credit will not be awarded for both courses. (Sp)

Prerequisite: SOCI 1100

CRJU 2220 3-0-3

Drug Abuse

This course is an overview of American drug problems. Characteristics of major drug groups are examined, and history and philosophy of drug control legislation are studied. Same as SOCI 2220. Credit will not be awarded for both courses. (F, Sp)

CRJU 2400 3-0-3

Juvenile Delinquency

Theories of delinquency, the nature of delinquent behavior, and the juvenile justice system are discussed. Same as SOCI 2400. Credit will not be awarded for both courses. (F)

CULINARY ARTS/ FOODSERVICE PRODUCTION (BT)

(CULA not intended to transfer)

CULA 1000 3-0-3

Culinary Art and Science

Provides students with a basic understanding of the hospitality industry and serves as a foundation for later specialized courses in the food service industry. (F, Sp)

CULA 1020 2-3-3

Basic Food Preparation

Introductory level cooking skills course covering methods, measurement, vocabulary terms, standard recipes, preparation and presentations of soups, salads, meats, poultry, fish, vegetables, starches, sandwiches, hors d'oeuvres, breakfast, international cuisine, and baked products. Lab Fee (F, Sp)

Corequisite: CULA 1050

CULA 1050 3-0-3

Sanitation

Safe food handling procedures and microbiological concerns. Certification examination taken upon completion of course. (F, Sp)

CULA 1500 2-3-3

Baking

Provides students with an overview in the area of baking. Students perform practical baking applications. Includes the physical and chemical nature of yeast products, quick breads, cakes and icings, cookies, and pies. Lab Fee (F, Sp)

CULA 1600 2-3-3

Advanced Baking

Provides students with an in-depth study of baking and performing advanced baking applications. Includes theory and hands-on experience in the more complex areas including artisan breads, specialty breads, brioche, Danish pastry, croissants, genoise, puff pastry, and gingerbread display pieces. Lab Fee (F, Sp)

**CULINARY ARTS/
FOODSERVICE PRODUCTION (BT)**
(CULA not intended to transfer)

CULA 1700 **3-0-3**

Foodservice Management I

Principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. U.S.D.A. grades for produce and meats are covered. (S)

CULA 1750 **2-3-3**

Meat, Poultry, and Seafood

Helps students develop the skills necessary to identify types of meat, poultry, and seafood; to evaluate grade, quality, and yield percentages; and to perform advanced preparations and presentations. Lab Fee (F)

Corequisite: DEVR 0780 if required by placement test score

Prerequisites: CULA 1000, 1020, and 1050

CULA 1800 **2-3-3**

Soups, Stocks, and Sauces

Foundations of basic stock and their relationship to classical soups and sauces. Preparation of soups, stocks, and sauces in a commercial kitchen. Lab Fee (F, Sp)

Corequisite: DEVR 0780 if required by placement test score

Prerequisites: CULA 1000, 1020, and 1050

CULA 1900 **2-3-3**

Garde Manger Management

This course includes preparations from the pantry station including hors d'oeuvres, pates, galantines, mousses, vegetable carvings, and tallow sculptures. Lab Fee (S)

Prerequisites: CULA 1000, 1020, and 1050

**CULINARY ARTS/
FOODSERVICE PRODUCTION (BT)**
(CULA not intended to transfer)

CULA 2020 **0-20-2**

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 Foodservice Production and Management Program. Provides the student with the opportunity to develop speed with manual skills, to increase professional experience, and to work in real-life situations. (F, Sp, Su)

Prerequisite: CULA 1750, CULA 1800, and FSPM 1500

CULA 2710 **3-0-3**

Foodservice Management II

Methods of controlling cost in the food service industry through the four steps of establishing standards, training, monitoring, and correcting. These are applied to purchasing, receiving, and accounting for food, beverages, and labor. (F)

Prerequisite: Students must have completed all developmental reading requirements.

**CULINARY ARTS/
FOODSERVICE PRODUCTION (BT)**
(CULA not intended to transfer)

CULA 2730 **3-0-3**

Foodservice Management III

This course establishes principles of effective supervision, including human relations, motivation, communication, correct training principles, interview of staff, and discipline. Major emphasis is on working with supervisors in the food service and hospitality industries. (F)

Prerequisite: Students must have completed all developmental reading requirements

CULA 2770 **2-3-3**

Desserts and Patisserie

Hands-on course in production of classic desserts. International and domestic desserts are included. Lab Fee (F)

Prerequisite: Students must have completed all developmental reading requirements

CULA 2800 **3-0-3**

Culinary Seminar

Students become acquainted with trends and issues in the food service industry through workshops, demonstrations, and guest speakers. Some topics will be the marriage of food and wine, legal issues of server's responsibility with alcoholic beverages, and food service computer applications. (Sp)

Prerequisite: Students must have completed all developmental reading requirements

CULA 2850 **0-25-3**

Culinary Practicum

A practical course in which kitchen and dining room area are used to prepare and serve high quality lunches. Students are involved in the planning, organizing, preparation, service, and sanitation of every function. Managerial concepts of food and labor cost, scheduling, purchasing, and menu planning are an integral part of this course. (F)

Prerequisite: Student must have completed 12 hours in CULA at the 2000 level

DEVELOPMENTAL ENGLISH (AH)

DESL 0640 **3-0-3**

English as a Second Language I

A basic English course for non-native speakers. Helps students develop speaking, listening, reading, and writing skills in English. Students do not have to know English to take this course. A skills improvement course that may not be used as credit for a certificate or degree. (O)

DESL 0680 **3-0-3**

English as a Second Language II

A continuation of DESL 0640. A skills improvement course that may not be used as credit for a certificate or degree. (O)

Prerequisite: DESL 0640 or placement test

DEVE 0840 **3-2-4**

Developmental English I

An introduction to writing English prose, concentrating on sentences and paragraphs. Course includes intensive practice in the fundamentals of grammar, capitalization, and punctuation. A two-hour per week lab component is required. This is a skills improvement course that may not be used as credit for a certificate or degree. Placement based on ACT English score or Nunez Placement Test. (F, Sp, Su)

DEVE 0880 **3-0-3**

Developmental English II

Introduction to writing English prose, concentrating on paragraphs and essays. Essential concepts of grammar, usage, writing mechanics, and critical reading are included. This is a skills improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency exam is required to pass this course. (F, Sp, Su)

Prerequisite: A grade of 'C' or higher in DEVE 0840 or placement test

DEVELOPMENTAL MATHEMATICS (AH)**DEVM 0900** 3-0-3**Basic Mathematics**

Review of basic mathematic skills. Includes fundamental numerical operation of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio and proportion; percent; systems of measurement; and an introduction to Algebra. The Excel learning lab will be available for reinforcing the basic skills. This course is a skills improvement course and may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in this course. (F, Sp, Su)

DEVM 0910 0-3-1**Basic Mathematics Laboratory**

Lab to accompany DEVM 0900. Assignment to this course is based on placement tests and advisor recommendation. (F, Sp, Su)

DEVM 0940 3-0-3**Introductory Algebra**

Sets, systems of numeration, linear equations and inequalities, ratio, proportions, variation, exponents, radicals, factoring, quadratics, systems of linear equations and inequalities. This is a skills improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in this course. (F, Sp, Su)

Prerequisite: A grade of 'C' or higher in DEVM 0900 or placement test

DEVELOPMENTAL READING (AH)**DEVR 0740** 3-2-4**Developmental Reading I**

Intensive practice in building foundation reading vocabulary and comprehension skills. Classroom component focuses on increasing vocabulary knowledge, comprehension and interpretation of various reading passages through the development of skills and strategies. Laboratory component focuses on individual prescription and requires two hours per week in the Excel Center. This is a skills improvement course that may not be used for credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in this course. (F, Sp, Su)

Prerequisite: Placement test or instructor's recommendation

DEVR 0780 3-0-3**Developmental Reading II**

A continuation of DEVR 0740 with emphasis placed on achieving success in reading college-level materials through the development of active reading strategies, vocabulary knowledge, and comprehension skills and strategies. This is a skills improvement course that may not be used for credit for a certificate or degree. Satisfactory performance on a proficiency examination is required for credit in the course. (F, Sp, Su)

Prerequisite: A grade of 'C' or higher in DEVR 0740 or placement test

144 Course Descriptions

DRAFTING & DESIGN TECHNOLOGY (BT) (DRDT not intended to transfer)

DRDT 1000 3-4-5
Basic Board Drafting
Basic drafting processes including the use of drafting instruments, lettering and sketching, geometric construction, orthographic projection, and basic dimensioning techniques. Lab Fee (F, Sp)

DRDT 1030 3-4-5
Basic CADD
Introduction to use of CAD focusing on basic drawing and editing commands, basic dimensioning practices, and printing techniques. Also includes basic computer literacy skills as they pertain to the drafting field. Lab Fee (F, Sp)

DRDT 1040 2-4-4
Intermediate Board Drafting
Further application of drafting processes including sections, auxiliary views, intersections and developments, pictorial drawings, fasteners, dimensioning and tolerancing practices, and working drawings. Lab Fee (F, Sp)
Prerequisite: DRDT 1000 or permission of program manager

DRDT 1050 2-4-4
Intermediate CADD
Further exploration of drawing and editing commands, and dimensioning practices that improve CAD efficiency. Lab Fee (F, Sp)
Prerequisite: DRDT 1030 and MATH 1180 or permission of program manager

DRDT 1060 2-2-3
Surveying
Theory and practice of the fundamentals of the use, care, and construction of surveying instruments and the study of surveying as related to engineering practices. Lab Fee (Sp)

DRDT 1070 2-2-3
Mapping and Topography
Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedures for the production of maps. Lab Fee (F)

DRAFTING & DESIGN TECHNOLOGY (BT) (DRDT not intended to transfer)

DRDT 2010 2-4-4
Structural Drafting
Computer production of drawings of structural systems which utilize steel, wood, and concrete. Lab Fee (O)
Prerequisite: DRDT 1040 and DRDT 2050 or permission of program manager

DRDT 2020 2-4-4
Piping Drafting
Computer production of refinery and chemical plant piping plans, sections, isometrics, and pipe shop drawings. Lab Fee (O)
Prerequisite: DRDT 1040 and DRDT 2050 or permission of program manager

DRDT 2030 2-4-4
Architectural Drafting
Computer production of a full set of construction plans for a typical residential structure. Lab Fee (F, Sp)
Prerequisite: DRDT 1040 and DRDT 2050 or permission of program manager

DRDT 2050 2-4-4
Advanced CADD
Focuses on productivity tools that will appreciably improve CAD efficiency as well as an introduction to macro and lisp programming and an exploration of 3D CAD techniques. Lab Fee (F, Sp)
Prerequisite: DRDT 1050 or permission of program manager

DRDT 2700 0-15-5
Drafting Internship
Student will work in a business or industrial setting under the supervision of an experienced draftsman. Student will be graded on performance and evaluation measures determined by the instructor with input from the worksite supervisor. (F, Sp)
Prerequisite: DRDT 2050 and DRDT 2010, 2020, or 2030 or permission of program manager

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

ECDV 1050 **3-0-3**
Introduction to the Care and Development of Young Children. Methods, materials, and activities for day care centers, nursery schools, and primary grades. (F, Sp)
Prerequisite: Students must have completed all developmental reading requirements

ECDV 1110 **2-3-3**
Observation and Participation
 Laboratory experiences with children to develop observational skill for planning children's activities. (F, Sp, Su)
Prerequisites: ECDV 1050 and any 2 additional ECDV or EDUC courses
Corequisite: PSYC 2200

ECDV 1120 **3-0-3**
Health and Safety in Early Childhood
 Instruction and certification in adult, infant, and child CPR, basic first aid, sanitation and safety precautions, child nutrition, and playground safety. (Su)

ECDV 1210 **3-0-3**
Movement in Early Childhood
 Movement and space needs of the young child, dealing especially with sensory motor development. (O)

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

ECDV 1500 **3-0-3**
Art for Elementary Teachers
 General principles of teaching art for pre-kindergarten through the middle grades. A study of the various media, creative projects, and project planning. (Sp)

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

ECDV 1650 **3-0-3**
Language Development in Early Childhood
 Stages of child's language development. Materials for learning are developed. (O)
Prerequisite: ECDV 1050

ECDV 1750 **3-0-3**
Science in Early Childhood
 Scientific concepts appropriate for pre-schoolers. Materials for teaching science are developed. (F)
Prerequisite: ECDV 1050

ECDV 1850 **3-0-3**
Math in Early Childhood
 Stages of a child's development in mathematical comprehension. Materials for learning are developed. (O)

ECDV 2000 **3-0-3**
Introduction to Education
 Comprehensive study of American education with emphasis on historical development, philosophical foundations, and sociological factors that influence education. Observation in local schools may be required. (F)

ECDV 2130 **3-0-3**
Infant and Toddler Curriculum Development
 Planning developmentally appropriate environments, integrating appropriate activities, materials, and evaluations into programs that serve children under three. (F)

ECDV 2200 **3-0-3**
Music in the Elementary School Curriculum
 General principles of teaching music in the kindergarten, elementary, and secondary schools. Study of various musical instruments, elements of rhythm, melody, harmony and form, and creative activities. (O)

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

ECDV 2300 3-0-3

Children's Literature

Selection, evaluation, and the use of books and materials for children; reading needs and reading interests for children; factors in using and interpreting library materials in relation to the school curriculum. Basic reference books for children are included. (F, Sp)

Corequisite: ECDV 1050

ECDV 2610 3-0-3

Parents in the Educational Process

How to involve parents in the learning process. Methods of group and individual parent/teacher counseling are discussed. (Su)

ECDV 2730 3-0-3

**Curriculum and Teaching Materials in Early
Childhood**

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

Prerequisite: ECDV 1050

ECDV 2800 3-0-3

Administration of Early Childhood Programs

This course is an overview of the responsibilities of Administration in an early childhood program. The course is an examination of professionalism, budget, personnel decisions and development of staff and parent handbooks and state and local regulations. (O)

Prerequisite: ECDV 1050

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

ECDV 2850 3-0-3

Guiding and Managing Child Behaviors

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

ECDV 2980 2-18-6

Practicum

Supervised work experience. (F, Sp, Su)

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

ECONOMICS (BT)

ECON 2000 3-0-3
Microeconomics §
 Principles of economics including the market structure of American capitalism, the economics of the firm, market demands, the cost of production, product pricing and employment of resources. (F, Sp, Su)

ECON 2020 3-0-3
Macroeconomics §
 Theory of aggregate income, employment and the price level, economic stabilization policies, and economic growth and development. (F, Sp)

ECON 2250 3-0-3
Money and Banking
 A survey of money, commercial banking, financial institutions, the Federal Reserve System, and the formulation and execution of monetary and economic stabilization policy. (Sp)
Prerequisites: ECON 2000 and 2020

ELECTRICAL CONSTRUCTION (BT)

(ELEC not intended to transfer)

ELEC 1210 3-0-3
Introduction to Electrical Construction
 Provides students with specialized instruction emphasizing safety and efficient work practices. (F)

ELEC 1230 3-0-3
Basic Electrical Theory
 Provides lecture and discussion to train students in the knowledge and practice of electrical theory in both DC and AC circuits. (F)

ELEC 1250 3-0-3
Proper Use of Tools and Equipment
 Provides lecture and discussion on safety and the proper methods for use of both power operated and hand tools that are most common to the electrical industry. Lab fee (F)

ELEC 1270 2-3-3
House Wiring Fundamentals
 Provides lecture, discussion, and hands-on in reading and interpreting blueline drawings for job layout, estimating the cost of the job, and ordering materials. (F)
 Lab Fee

ELECTRICAL CONSTRUCTION (BT)

(ELEC not intended to transfer)

ELEC 1290 3-0-3

Cable Raceways and Other Conduits

Provides lecture and discussion in the selection of conduit and other raceways as well as requirements for installation and compliance with the National Electrical Code. Lab fee (F)

ELEC 1400 3-0-3

House Wiring Methods

Provides specialized instruction, discussion, and hands-on training in the proper selection and installation of materials that conform to the National Electrical Code. Lab fee (Sp)

Prerequisites: MATH 1150, ELEC 1210, and ELEC 1290

ELEC 1420 3-0-3

Understanding Meters and Instruments

Trains students in the methods and procedures for reading meters and instruments most common in the electrical industry. Lab fee (Sp)

Prerequisites: MATH 1150, ELEC 1210, and ELEC 1290

ELECTRICAL CONSTRUCTION (BT)

(ELEC not intended to transfer)

ELEC 1440 3-0-3

Understanding the National Electrical Code

Provides specialized instruction and discussion for the use of the National Electrical Code for all wiring applications. (Sp)

Prerequisite: Students must have completed all developmental reading requirements

Corequisite: ENGL 1000

ELEC 1460 3-0-3

Electrician's License Examination Review

Provides specialized instruction and discussion including a thorough review of the National Electrical Code and related textbooks. Covers the areas that are included in the Journeyman's Class "A" License examination. (Sp)

Prerequisites: MATH 1500, ELEC 1210, and ELEC 1290

EMERGENCY MEDICAL TECHNOLOGY (HNS)**EMTP 1020 4-6-6****Emergency Medical Technician-Basic**

Pre-hospital non-invasive basic life saving techniques as defined by the Emergency Medical Technician-Basic National Standard Curriculum. Application of the Emergency Medical Technician skills: in the laboratory, the in-hospital clinical setting and/or field observation with an ambulance service. Lab Fee (F, Sp, Su)

Prerequisites: Students must have completed all developmental reading requirements. Students must also have a current American Heart Health-Care Provider Certification card or be enrolled in EMTP 1900.

EMTP 1200 4-0-4**Introduction to Advanced Emergency Care and Patient Assessment**

This course presents the pre-hospital and preparatory phase of paramedic emergency care. Cellular pathophysiology and patient assessment is introduced to develop the student's ability to apply these concepts in assessment and management of emergency patients through administration of medications, effective communication and documentation. (F, Sp)

Prerequisites: Currently Louisiana-licensed and National-registered as Emergency Medical Technician-Basic or Intermediate or permission of instructor, BIOL1010 and BIOL 1020 or their equivalents with a "C" or better and eligible for ENGL 1010 and MATH 1180. **Corequisite:** EMTP1210

EMERGENCY MEDICAL TECHNOLOGY (HNS)**EMTP 1210 0-12-3****Intro to Advanced Emergency Care and Patient Assessment Lab**

This course develops the skills of IV access, medication administration, general pharmacology, and drug classifications. The techniques of history taking, physical exam, patient assessment, and therapeutic communications will be developed. Lab Fee (F, Sp)

Prerequisites: Currently Louisiana-licensed and National registered as Emergency Medical Technician-Basic or Intermediate or permission of instructor, BIOL1010 and BIOL 1020 or their equivalents with a "C" or better and be eligible for ENGL 1010 and MATH 1180. **Corequisite:** EMTP1200

EMTP 1300 4-0-4**Advanced Airway Management and Emergency Cardiac Care**

This course presents the pathophysiology, assessment, and current treatment modalities for the pre-hospital cardiac/respiratory patient. Emphasis is placed on recognition and etiology of life-threatening cardio-pulmonary emergencies. (F, Sp)

Corequisites: EMTP 1200, EMTP 1210, EMTP 1310, and EMPT 1320

EMTP 1310 0-3-1**Advanced Airway Management and Emergency Cardiac Care Lab**

This course develops the skills necessary to treat life-threatening emergencies. Students are instructed in advanced airway management, ECG monitoring and interpretation, defibrillation, cardio-version and non-invasive external cardiac pacing. This course will include both lecture and laboratory. Lab Fee (F, Sp)

Corequisites: EMTP 1200, EMPT1210, EMTP 1300, and EMPT1320

EMERGENCY MEDICAL TECHNOLOGY (HNS)

**EMTP 1320 0-8-1
Advanced Airway Management and
Emergency Cardiac Care Practicum**

A clinical practicum at approved sites designed to provide the student with patient care experiences to patients of various ages under precepted conditions. Sites will include area hospitals, nursing homes and EMS providers of pre-hospital care. (F, Sp)

Corequisites: EMTP1200, EMPT 1210, EMTP 1300, and EMPT1310

**EMTP 1500 4-0-4
Medical and Trauma Emergencies**

This course presents the pathophysiology, assessment, and current treatment modalities for the pre-hospital medical and trauma patient. Medical situations relating to diabetes, cerebral vascular accident, anaphylaxis, poisoning, renal failure, abdominal, and hematologic emergencies will be covered. Lectures in trauma will include kinematics, burn management, and multi-systems trauma. (Sp, Su)

Corequisites: EMTP 1200, EMTP 1210, EMTP 1300, EMTP 1310, EMTP 1320, EMTP 1510, and EMPT 1520

**EMTP 1510 0-3-1
Medical and Trauma Emergencies Lab**

This course develops the student's skills of trauma and medical patient assessment. Topics will include bleeding and shock and spinal/musculoskeletal injury. Emphasis is placed on advanced skills in fluid resuscitation, bleeding control, and skills specific to various thoracic trauma. This course includes both lecture and laboratory. The laboratory segment presents the assessment, treatment, and pharmacological interventions. Lab Fee (Sp, Su)

Corequisites: EMTP1200, EMTP 1210, EMTP 1300, EMTP 1310, EMTP 1320, EMTP1500, and EMTP 1520

EMERGENCY MEDICAL TECHNOLOGY (HNS)

**EMTP 1520 0-8-1
Medical and Trauma Emergencies Practicum**

A clinical practicum at approved sites designed to provide the student with patient care experiences to patients of various ages under precepted conditions. Sites will include area hospitals, nursing homes and EMS providers of pre-hospital care. (Sp, Su)

Corequisites: EMTP1200, EMPT 1210, EMTP 1300, EMTP 1310, EMTP 1320, EMTP 1500, and EMTP 1510

**EMTP 1900 1-0-1
Cardiopulmonary Resuscitation**

Meets the American Heart Association standards for professional-level resuscitation techniques. Lab Fee (F, Sp)

**EMTP 2200 4-0-4
Obstetrical and Pediatric Emergencies**

This course presents the obstetrical, gynecological, and pediatric emergency patient in the pre-hospital setting. Evaluations of obstetrical/gynecological disorders are reviewed. The management of the expectant mother, complications of labor, and normal/abnormal delivery are discussed. Pediatric medical and traumatic emergencies are presented in addition to considerations concerning sexual assault, child abuse, and the geriatric patient. (F, Sp)

Prerequisites: EMTP 1500, EMTP 1510, and EMTP1520

Corequisites: EMTP 2210 and EMTP 2220

**EMTP 2210 0-6-2
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 (F, Sp)

Prerequisites: EMTP1500, EMTP1510, and EMTP1520

Corequisites: EMTP 2200 and EMTP 2220

ENGLISH (AH)

ENGL 1000 3-0-3
Applied Writing
 Emphasizes basic writing and communication skills for the certificate level and specialized vocational and technical areas. May not be used to fulfill the English general education requirement in degree or Certificate of Applied Science programs. (F, Sp)
Prerequisite: DEVE 0840, ACT English score, or Nunez Placement Test.

ENGL 1010 3-0-3
English Composition I §
 Emphasizes expository writing and effective reading. This is an introductory course in writing for those students who demonstrate the ability to write at the expected college level by placement tests or successful completion of DEVE 0880. Satisfactory performance on a proficiency exam is required to pass this course. (F, Sp, Su)
Prerequisite: Placement by ACT English score, Nunez Placement Test, or a grade of “C” or higher in DEVE 0880.

ENGL 1020 3-0-3
English Composition II §
 Emphasizes writing in the argumentative mode. A research paper in the argumentative mode is required. The course also introduces the major literary genres. (F, Sp, Su)
Prerequisite: English 1010 with a “C” or better.

ENGL 1150 3-0-3
Traditional Grammar
 Focuses on traditional grammar and usage. This course is intended to give students a strong foundation in the basics of Standard English grammar. It is designed to be a companion course to any designated DEVE or ENGL course. ENGL 1150 cannot be substituted for any required English course. (F, Sp)

ENGLISH (AH)

ENGL 2010 3-0-3
Survey of English Literature I §
 Survey of English literature from Beowulf through the eighteenth century. (F)
Prerequisite: ENGL 1020

ENGL 2020 3-0-3
Survey of English Literature II §
 Survey of English literature from the eighteenth century through the present. (Sp)
Prerequisite: ENGL 1020

ENGL 2100 3-0-3
Short Story and Novel §
 Introduction to the study of the short story and the novel. (F, Su)
Prerequisite: ENGL 1020

ENGL 2110 3-0-3
Poetry and Drama
 Introduction to the study of poetry and drama. (Sp)
Prerequisite: ENGL 1020

ENGL 2150 3-0-3
Introduction to Fiction Writing
 Introduction to the theory and technique of fiction writing. (Sp)
Prerequisite: ENGL 1020

ENGL 2500 3-0-3
Major American Writers §
 A study of the major American writers from the Colonial period to the present. (F)
Prerequisite: ENGL 1020

ENGL 2600 3-0-3
World Literature I
 This course explores the major trends and movements in the history of literature from its beginnings to the Renaissance. (F)
Prerequisite: ENGL 1020

ENGL 2610 3-0-3
World Literature II
 Renaissance through the 20th century. (Sp)
Prerequisite: ENGL 1020

ENVIRONMENTAL TECHNOLOGY (BT)

ENVN 1000 **3-0-3**
Introduction to Hazardous Materials
 Overview of hazardous materials. Discusses the health effects of these substances on the ecosystem and introduces the legislation intended to minimize risk to the population at large. (F, Sp)

ENVN 1010 **3-0-3**
Environmental Health and Safety
 The study of health and safety in the environment and in the workplace by focusing on topics of risk assessment, job safety analysis, safety audits for the workplace, appropriate laws that guide safety in the workplace, a study of mechanisms for a safe working environment, and a comprehensive Health and Safety Plan as a final project. (Sp)

ENVN 1030 **3-0-3**
Environmental Law
 An introduction to the major federal and Louisiana environmental agencies, programs, statutes, and case law, and their impact on both the public and private sector. Topics include the Clean Air Act, the Clean Water Act, the Comprehensive Environmental Response, Compensation and Liability Act, and the Resource Conservation and Recovery Act. (O)

ENVN 1050 **3-0-3**
Technical Communication Skills
 Technical writing skills, reading and interpreting local and federal regulations, data and library research skills, and computer data handling, and data presentation. (O)

ENVIRONMENTAL TECHNOLOGY (BT)

ENVN 2010 **3-0-3**
Principles of Industrial Hygiene
 A study of monitoring, recognition, evaluation, and control of workplace health hazards. Topics include current OSHA regulations, professional standards, permissible exposures, and workers' right-to-know. (O)
Prerequisite: ENVN 1010

ENVN 2020 **3-0-3**
Introduction to Toxicology
 An introduction to the basic principles and aspects of mammalian toxicology. Exposure, dose-response and distribution of toxicants, metabolism of toxic agents, factors that affect toxicity, and chemical carcinogenesis are discussed. (O)
Prerequisites: ENVN 1000 and ENVN 1010

ENVN 2050 **3-0-3**
Environmental Sampling
 Methodology of sampling, analyzing, and interpreting results of analysis of hazardous materials, including hands-on field experience. Lab fee (O)
Prerequisite: ENVN 1000 or 40 hours OSHA certification

ENVN 2060 **3-0-3**
Pollution Prevention and Waste Minimization
 Minimization and reduction of hazardous waste in industry and the public sector, and assessment techniques and implementation for successful reduction. (O)
Prerequisite: ENVN 1000 or 40 hours OSHA certification

ENVIRONMENTAL TECHNOLOGY (BT)**ENVN 2070 3-0-3****Chemistry of Water, Air, and Soil**

Basic concepts of chemistry of air, soil, and water. Topics include basic chemical principles and the unique aspects related to the environment. Analytical methods of chemical analysis including basic chromatography, gas and liquid chromatography. DOT and OSHA standard methods of analysis are also presented. OSHA Hazard Communications, Manufacturers Safety Data Sheet and Standard Methods of Chemical Storage and Handling will be discussed. This course is the same as CHEM 2070. Credit will not be awarded for both courses. (O)

Prerequisite: CHEM 1100 and CHEM 1110

ENVN 2110 0-6-1**Environmental Internship**

Students will work in business or industrial settings under the supervision of a Safety, Health, or Environmental Engineer and will be graded on both performance and a written report. (O)

ENVN 2210 3-0-3**Environmental Science**

Environmental biology addressing ecosystems, population, major environmental pollutants, and human health effects. Same course as BIOL 2210. Credit will not be awarded for both courses. (O)

FINANCE (BT)**FINA 2010 3-0-3****Finance**

Organization of business firms, financial planning, funds for operation, short and long term capital, long term debt, and business expansion. (F, Sp)

Prerequisite: ACCT 2010

FINE ARTS (AH)**FIAR 1000 2-3-3****Introduction to Drawing**

This course is a study of 2-dimensional art with an emphasis on composition and basic drawing concepts. Lab Fee (F, Sp)

FIAR 1010 2-3-3**Sculpture Fundamentals**

A study of 3-dimensional art. Studio assignments will explore visual elements in 3-dimensional forms and structures. Critiques of existing art, both traditional and contemporary, are an integral part of the studio work. Lab Fee (F)

FIAR 1150 2-3-3**Figure Drawing**

Emphasis on drawing from the human form to develop further understanding of composition and drawing concepts. Lab Fee (Sp)

Prerequisite: FIAR 1000

FIAR 1200 3-0-3**Art Appreciation**

§

An introduction to art in which the visual elements and principles are examined through a study of key signposts. (F, Sp, Su)

FIAR 1300 2-3-3**Basic Design**

Design as a basic problem-solving creative activity. Project work, individual criticism, class discussion, and outside research. Lab Fee (O)

FIAR 1600 2-3-3**Introduction to Painting**

Introduction to basic painting materials and techniques. Development of basic concepts of painting. Lab Fee (F, Sp)

FINE ARTS (AH)

FIAR 1700 2-3-3
Ceramics
 Introductory course in ceramic construction. Work in full studio process includes hand-building, glazing, and kiln firing. Lab Fee (F, Sp)

FIAR 2100 2-3-3
Intermediate Drawing
 Emphasis upon the enhancement of technical skills while developing representational and subjective drawing using various media and techniques. Lab Fee (Sp)
Prerequisite: FIAR 1000

FIAR 2400 3-0-3
Survey of Visual Arts to 1400 §
 Prehistoric, Ancient, Classical, and Medieval periods of art. (F)

FIAR 2410 3-0-3
Survey of Visual Arts from 1400 §
 Art of the Early Modern (Renaissance) through the Contemporary periods. (Sp)

FIAR 2500 2-3-3
Watercolor
 A study of watercolor techniques and processes with a focus on observation and representation. Lab Fee (F)

FRENCH (AH)

FREN 1010 3-0-3
Elementary French I §
 Basic skills of listening, speaking, reading, and writing emphasizing basic language acquisition as well as an appreciation for French culture. Audio-visual material supplements are included. (F, Sp)

FREN 1020 3-0-3
Elementary French II §
 A continuation of Elementary French I. (F, Sp)
Prerequisite: FREN 1010 or permission of the instructor

GEOGRAPHY (AH)

GEOG 1100 3-0-3
Geography of Louisiana
 Emphasis is placed on physical and cultural factors. A treatment of both regional and local factors will be covered. (O)

GEOG 1200 3-0-3
Physical Geography §
 World patterns of weather, climates, soils, vegetation, land-forms, and oceanic phenomena and their significance to the human habitat. (O)

GEOLOGY (AH)

GEOL 1010 3-0-3
Physical Geology §
 A study of minerals and rocks and their formation, the geological process of weathering, physical agents, land forms and their interpretation. (O)

GEOL 1030 0-2-1
Physical Geology Laboratory §
 An elementary study of rocks, minerals, and maps. Lab Fee (O)
Corequisite: GEOL 1010

HEALTH AND PHYSICAL EDUCATION (AH)

HPED 1100/1200 **0-2-1**
Physical Activity I/II
 Promotes physical fitness and body proficiency in physical activities through sports and rhythmic activities. (O)

HPED 1300 **0-2-1**
Athletic Conditioning
 Promotes physical fitness for athletes through a series of running, stretching, and agility exercises. May be repeated for credit. (O)

HPED 1400 **2-0-2**
First Aid
 Knowledge and skills for situations requiring emergency first aid. (O)

HPED 1500 **3-0-3**
Community Health
 Provides understanding of basic components of community health education and services. Components include emotional health, environmental health, disease, drugs, nutrition, sexuality, disease prevention, prolonging life, and promoting health. (O)

HEALTH SERVICES
OFFICE MANAGEMENT (BT)
 (HSOM not intended to transfer)

HSOM 1020 **3-0-3**
Medical Terminology I
 Basic medical terminology focusing on work analysis, spelling, and pronunciation with an explanation of medical term usage in health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular. (F, Sp, Su)

HSOM 1030 **3-0-3**
Medical Terminology II
 A continuation of HSOM 1020. The topics covered are the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy, pharmacology, and psychiatry. (F, Sp)
Corequisite: HSOM 1020 or permission of the program manager

HSOM 1110 **3-0-3**
Basic CPT Coding
 Basic procedural coding guidelines and techniques for physician services and procedures. An explanation of the HCPCS coding system will also be covered for durable medical equipment, drugs, and select procedures. (F, Sp)

HSOM 1330 **3-0-3**
Basic ICD9CM Coding
 Introduction to the International Classification of Disease diagnostic and procedural coding guidelines and techniques. Translating written medical terminology into numeric and alphanumeric codes for compilation of data and reimbursement. (F, Sp)

HSOM 2010 **3-0-3**
Legal Aspects of Medical Office
 This course discusses topics related to legal issues including responding to subpoenas, patient's rights, required record keeping, confidentiality, risk management, and collection of debts. (F, Sp)

**HEALTH SERVICES
OFFICE MANAGEMENT (BT)**
(HSOM not intended to transfer)

HSOM 2040 **3-0-3**

Computerized Patient Billing

This course teaches general concepts to cover most patient accounting software intended for health care providers. The students will learn how to input and manage data, file claims and generate reports. Lab Fee (Sp)

HSOM 2050 **3-0-3**

Medical Office Management

This course is designed to enhance the efficient and successful operation of a medical practice through basic management principles. Focus will be on the business aspects of a medical practice, which will include topics such as staff recruiting, development and management, office systems, revenue enhancement, regulatory compliance, quality and risk management, and cost containment. (F, Sp, Su)

HSOM 2090 **3-0-3**

Advanced Medical Coding

Comprehensive coding scenarios, addressing coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits, and revenue loss. This course is designed to enhance the technical skills and improve efficiency and accuracy by reinforcing coding guidelines. (Sp)

Prerequisite: HSOM 1110 and HSOM 1330

HSOM 2100 **3-0-3**

Reimbursement Strategies

This course explores the important aspects of the reimbursement process of third party payers, Medicare, and Medicaid from creating efficient patient information forms to claims monitoring and appeals. Emphasis is placed on compliance techniques, managed care competition, pre-certification, prior authorization, and utilization review. Designed to increase billing efficiency through appropriate documentation and effective accounts receivable management operations. (F, Sp)

**HEATING, VENTILATION,
AND AIR CONDITIONING (BT)**
(HVAC not intended to transfer)

HVAC 1000 **3-0-3**

Basic Refrigeration I

Fundamental course covering safety, basic refrigeration cycle, theory, thermodynamics, and types of refrigerants. (F)

HVAC 1010 **3-0-3**

Basic Refrigeration II

Students apply information learned from HVAC 1000 to understanding HVAC systems. (F)
Corequisite: HVAC 1000

HVAC 1020 **3-3-4**

Residential Installation Techniques

Methods and field practices to successfully operate, install, and maintain residential, light commercial and commercial heating, ventilation, and air conditioning equipment. Includes system start-up procedures. Lab Fee (F)

HVAC 1040 **3-0-3**

Air Conditioning Controls

Basic, primary, secondary and operating controls, students study fundamental controls used by manufacturers to operate HVAC equipment. (F)

HVAC 1060 **1-3-2**

Service Techniques I Laboratory

An opportunity to work on HVAC systems. Demonstrations in proper understanding of the principles needed to repair and service equipment. Includes use of copper tubing, gauges, refrigerant recovery systems, and evacuating and charging. Lab Fee (F)

HVAC 1070 **1-3-2**

Service Techniques II Laboratory

Continuation of HVAC 1060. Lab Fee (F)
Corequisite: HVAC 1060

158 Course Descriptions

HEATING, VENTILATION, AND AIR CONDITIONING (BT) (HVAC not intended to transfer)

HVAC 1080 2-0-2
Residential System Design
Reviews methods used to calculate heat loads and air duct sizes for residential application. Includes computer heat loads and duct design. (O)

HVAC 1100 5-16-9
Independent Study (Refrigeration Topics)
A course for students employed in the HVAC industry. Students apply job knowledge and skills on refrigeration topics. Work assignments include written reports, oral presentation, and specific research. (O)

Prerequisites: Permission of program manager

HVAC 1510 3-0-3
Basic Applied Electricity I
Covers electrical theory, safety, ohms law, alternating current, single phase and three phase power supplies, and motors. Introduces troubleshooting of HVAC systems. (Sp)

HVAC 1520 3-0-3
Basic Applied Electricity II
Students apply information learned from HVAC 1510. (Sp)
Corequisite: HVAC 1510

HVAC 1530 3-0-3
General Service Training
General application of refrigeration and electrical systems used in cooling towers, chillers, centrifugal, absorption units, clean-out procedures and field practices. (O)
Prerequisite: HVAC 100 and HVAC 106

HVAC 1570 1-3-2
Troubleshooting Techniques I
Covers field service techniques with both refrigeration tools and electrical meters. Student must identify and replace defective parts. Window units, refrigerators, ice machines, and other equipment are repaired. Lab Fee (Sp)
Prerequisites: HVAC 1040 and HVAC 1060

HEATING, VENTILATION, AND AIR CONDITIONING (BT) (HVAC not intended to transfer)

HVAC 1580 1-3-2
Troubleshooting Techniques II
Application of information learned in HVAC 1570. Lab Fee (Sp)
Corequisite: HVAC 1570

HVAC 1590 2-0-2
Electrical Schematics
Study of manufacturers' wiring designs. (Sp)
Corequisite: HVAC 1510

HVAC 1610 2-0-2
Heating Systems
Study of heating systems including: electric heat, gas furnaces, heat pumps, and solar basics. Emphasizes in depth application of wiring, safety, troubleshooting, assembly, and inspection. (Sp)
Prerequisite: HVAC 1040

HVAC 1700 0-16-2
Industry Co-Op Work Program
Work assignments to air-conditioning companies allows students to work with trained technicians. (Sp)
Prerequisites: GPA of 2.0 and permission of program manager

HVAC 1800 5-16-9
Independent Study (Electrical Topics)
A course for students employed in a HVAC industry. Students apply job knowledge and skills to the selected study topics. Work assignments include written reports, oral presentation, and specific research. (O)
Prerequisites: Permission of program manager

HVAC 1900 3-17-7
Industry Cooperative Work Program
Work assignments to air-conditioning companies allows students to work with trained technicians. (Su)
Prerequisites: GPA of 2.000 and permission of program manager

HISTORY (AH)

HIST 1010 3-0-3
History of Western Civilization I §
 Examination of the development of the western heritage from prehistoric times to the Renaissance. The western heritage is a political, literary and philosophical legacy identified with Europe, the United States, and the First World in general. (F, Sp)

HIST 1020 3-0-3
History of Western Civilization II §
 Survey of changes in the western heritage from the Renaissance to the twentieth century and exploration of the influence that this heritage has had on world history. (F)

HIST 1500 3-0-3
World History I
 Survey of the origins of Civilizations to the Age of Exploration with a focus on geography, culture, and economics. (F)

HIST 1510 3-0-3
World History II
 Study of world history beginning with the Age of Exploration with a focus on geography, culture, and economics. (Sp)

HIST 2050 3-0-3
American History to 1865 §
 Survey of American history from European colonization to the Civil War. (F, Sp)

HIST 2060 3-0-3
American History from 1865 §
 Examination of American history from Reconstruction to the late twentieth century. (F, Sp, Su)

HIST 2600 3-0-3
Louisiana History §
 Exploration of major political, economic, and cultural influences on the development of Louisiana. (F, Sp)

HUMAN DEVELOPMENT (AH)

(HUDV not intended to transfer)

HUDV 1000 1-0-1
Success in College
 A study skills course covering time management, note taking, preparing for and taking exams, listening, and using the library and other campus resources. (F, Sp)

HUDV 1070 3-0-3
Living-Learning-Working Skills
 Group discussions of study skills, communications, values, problem solving, decision making, and career goals. (F, Sp)

HUMAN SERVICES (AH)

HMSE 2110 1-6-3
Human Services Co-op Experience
 Involves working as a volunteer at an approved social, educational, or business organization for ninety hours during the semester. Students will complete a journal and other activities as assigned. (O)

INDUSTRIAL TECHNOLOGY (BT)**INDT 1010 3-0-3****Introduction to Process Technology**

Introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. (O)

Prerequisite: Eligibility for MATH 1180**INDT 1020 3-0-3****Fundamentals of Safety**

Comprehensive and integrated coverage of modern techniques in safety programming. Safety programs tailored to meet modern management practices and newly developed and tested concepts of safety organization and administration are included. (F, Sp)

INDT 1030 3-0-3**Industrial and Plant Safety**

Introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations. (O)

INDT 1610 3-0-3**Process Technology I (Equipment)**

Introduces the equipment used in the process industry. Studies process industry-related equipment concepts including purpose, components, and operation. Emphasizes the process technician's role in operating and troubleshooting equipment. Lab fee (O)

INDT 2070 3-0-3**Quality Control**

Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control. Lab fee (O)

Prerequisites: INDT 1610, MATH 1300, and ENGL 1010**INDUSTRIAL TECHNOLOGY (BT)****INDT 2420 3-0-3****Process Technology II (Unit Systems)**

Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. Introduces the concept of system and plant economics. Lab fee (O)

Prerequisites: INDT 1610**INDT 2430 3-2-4****Process Technology III (Operations)**

Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Lab fee (O)

Prerequisites: INDT 2420, INST 1310, and INST 1320**INDT 2440 3-0-3****Process Troubleshooting**

Applies a six-step troubleshooting method for solving and correcting operation problems. Focuses on malfunctions as opposed to process design or configuration improvements. Uses data from the instrumentation to determine the cause for the abnormal conditions in an organized and regimented way. Lab fee (O)

Prerequisites: INDT 2420

INDUSTRIAL TECHNOLOGY (BT)**INDT 2630 3-0-3****Fluid Mechanics**

Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Reviews basic calculations relative to flow and volume. Discusses other topics such as laminar/turbulent flow, viscosity, and Reynolds Number. Lab fee (O)

Prerequisites: INDT 1010, MATH 1180, and the lecture and lab of PHSC or PHYS

INDT 2910 0-6-2**Process Technology Internship**

Students work a minimum of 135 supervised hours in a local industrial setting. (O)

Corequisites: INDT 1030, INDT 1610, INDT 2420, INDT 2440, and permission of the program manager

INSTRUMENTATION (BT)**INST 1000 3-0-3****Introduction to Instrumentation**

Concepts of automatic control, occupational analysis of job descriptions, working conditions, employment opportunities, certification requirements, and safety considerations in class and in the field of industrial instrumentation. Process characteristics, control applications and an introduction to standard instrument symbology, terminology, P&IDs, and loop drawings will be presented. Topics will include pneumatic, electronic, digital, and mechanical devices and systems. (O)

INST 1010 3-2-4**Electrical Circuits I**

Lecture and lab experiences in direct current fundamentals involving series, parallel, and combination circuits; concepts of resistance, capacitance, and inductance. P-SPICE computer analysis is used. Lab Fee (O)

INSTRUMENTATION (BT)**INST 1020 3-2-4****Electrical Circuits II**

Alternating current principles including single and poly-phase circuits, non-sinusoidal waveforms, transformers, Fournier analysis, and use of P-SPICE computer software included. Lab Fee (O)

INST 1030 3-2-4**Circuit Analysis**

Investigation of DC circuits with emphasis on practical electric circuits. Lab Fee (O)

INST 1310 3-0-3**Process Instrumentation I**

A study of the instrument and instrument systems used in the petrochemical industry including terminology, process variables, symbology, control loops, and basic troubleshooting. Lab Fee (O)

Prerequisite: Eligibility for MATH 1180

INST 1320 3-0-3**Process Instrumentation II**

A continuation of INST 1040 using actual demonstration units. Introduces switches, relays, annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions. Lab Fee (O)

Prerequisites: INST 1310 and MATH 1180

INST 1550 3-2-4**Electronics I**

Electronic devices, analysis of power supplies, amplifiers, and other basic circuits. Lab Fee (O)

INST 1570 3-2-4**Transistors**

Semiconductor physics, the junction diode, applications of the diode, transistor common base, common emitter, and collector circuits. Lab Fee (O)

162 Course Descriptions

INSTRUMENTATION (BT)

INST 1600 1-2-2

Electrical Measurements

Instrumentation principles involved in measurements of electrical quantities, including calibration and standardization. Special emphasis on potentiometer devices. Lab Fee (O)

INST 1700 1-2-2

P-SPICE Computer Aided Circuit Analysis

Computer aided analysis of AC and DC circuits using P-SPICE software. Includes transient behavior, frequency response Bode plots, amplifier gain, phase shift, filter analysis, and Basic DOS concepts. Lab Fee (O)

INST 1900 3-0-3

Commercial and Industrial Blueprint Reading

Electrical blueprint reading, sketching, and problem solving dealing with commercial and industrial electrical installations. (O)

JOURNALISM (AH)

JOUR 1150 3-0-3

Introduction to Journalism

Techniques in newsgathering, structures, theories, public relations, advertising, and functions of mass media. (O)

Prerequisite: ENGL 1010

JOUR 1550 0-3-1

Journalism Laboratory

Producing the school newspaper or other publication under an instructor's supervision. May repeat course for credit. (O)

JOUR 2150 3-0-3

News Reporting

Methods and practice in writing news stories. Emphasizes news assignments and deadline conditions. Attention is given to interviewing, taking notes, organizing and evaluating data and copy preparation. (O)

Prerequisite: JOUR 1150

MACHINE TOOL TECHNOLOGY (BT)

(MACH not intended to transfer)

MACH 1050 3-0-3

Introduction and Safety

Demonstrate knowledge of course content and safety, college and shop rules. (F)

MACH 1080 1-4-3

Bench Work

Identify and use of layout tools, precision measuring tools, hand tools, metals, and grinding wheels, cut stock with hand and power hacksaws, sharpening drill bits. Lab Fee (F)

MACH 1120 1-4-3

Basic Lathe

Identification of types of lathes, their parts, and control period. Calculate and adjust speeds and feeds. Identify and shape, cutting tools, and work holding devices. Turn between centers, drill and ream holes, perform knurling, filing and polishing operations. Lab Fee (F)

MACH 1150 1-3-2

Basic Drill Press

Types of drill presses, parts and controls, calculate and adjust feeds and speeds, drill holes, bore holes with a radial drill press, countersink, counterbore, and spot face holes. Lab Fee (Sp)

MACH 1450 2-3-3

Forming and Shaping

Powdered metals and metalizing, hydraulic and arbor presses, and shapers. Lab Fee (Sp)

Prerequisites: MATH 1150, MACH 1050, MACH 1080, MACH 1120, & MACH 1150

MACH 1500 1-3-2

Precision Grinding

Grind machine parts and controls, perform wheel dressing and maintenance, uses of surface grinder, and perform precision grinding operations. Lab Fee (Sp)

MACHINE TOOL TECHNOLOGY (BT)

(MACH not intended to transfer)

MACH 1600 1-6-3
Milling Machine
 Identification of milling machine parts and controls, calculate and adjust speeds and feeds, cutting tools and work holding devices, cut keyways, perform gang milling and indexing operations. Lab Fee (Sp)

MACH 1700 1-4-3
Advanced Lathe
 Perform steady-rest and follow-rest set ups; bore, counterbore, and recess hole to size; turn tapers; and cut threads. Lab Fee (Sp)
Prerequisite: MATH 1150, MACH 1050 & 1120

MACH 1800 0-6-3
Independent Machining
 A capstone course designed to give students an opportunity to use theory and practical application by hands-on training utilizing practically all machinery in the lab to fabricate close tolerance precision parts. This course may be taken up to two times and substituted for lower numbered courses that are not prerequisites to it. Lab Fee (O)
Prerequisites: MATH 1150, MACH 1050, 1080, 1120, & 1150
Corequisite: ENGL 1000

MACH 1900 2-3-3
Computer Numerical Control
 Introduction to computer numerical control lathe and milling machine programming, the basic components of the system, basic set up and operations. Lab Fee (O)

MATHEMATICS (AH)

MATH 1150 3-0-3
Math for Technology
 Topics in algebra, geometry, and trigonometry with applications in technology. (F, Sp)
Prerequisite: DEVM 0900 or placement test.
May not be used to fulfill the mathematics general education requirement in degree or Certificate of Applied Science programs.

MATH 1180 3-0-3
Algebra for College Students
 Graphing lines, linear inequalities and systems, rational algebraic expressions, roots, radicals, fractional and negative exponents, quadratic equations, complex numbers and an introduction to linear, quadratic functions. Satisfactory performance on a proficiency examination is required for credit in this course. (F, Sp, Su)
Prerequisite: A grade of 'C' or higher in DEVM 0940 or placement test.

MATH 1200 3-0-3
Survey of Mathematical Concepts
 Non-technical survey of selected branches of mathematics including sets, logic, probability, and statistics with applications and methods in each. (F, Sp, Su)
Prerequisite: A grade of 'C' or higher in MATH 1180 or placement test.

MATH 1300 3-0-3
College Algebra §
 Sets, algebra of numbers as a logical system, operations of real numbers, inequalities, absolute values, coordinate systems, linear and quadratic functions, binomial theorem, mathematical induction, polynomial, inverse, exponential and logarithmic functions, complex numbers, conic sections, and partial fractions. (F, Sp, Su)
Prerequisite: A grade of 'C' or higher in MATH 1180 or placement test.

MATHEMATICS (AH)

MATH 1400 3-0-3 §
College Trigonometry
 Development and use of circular functions, trigonometric identities and equations, radian measure, graphic representation of trigonometric functions, inverse functions, polar coordinates, limits, and continuity. A course for students who plan to take calculus. (F, Sp)
Prerequisite: MATH 1300

MATH 1500 3-0-3
Finite Mathematics
 Systems of equations and inequalities, interest, probability, and statistics. (O)
Prerequisite: MATH 1300

MATH 1600 3-0-3
Modern Mathematics for Elementary Teachers
 Logic, sets, numeration systems, elementary number theory, rational numbers, real numbers, and finite numbers systems. (O)
May not be used to fulfill the mathematics general education requirement in degree programs.
Prerequisite: MATH 1180

MATH 1630 3-0-3
Geometry and Statistics for Elementary Teachers
 Informal Euclidean and coordinate geometry designed to provide students with understanding of the meaning and nature of mathematics. (O)
May not be used to fulfill the mathematics general education requirement in degree programs.
Prerequisite: MATH 1180

MATHEMATICS (AH)

MATH 2000 3-0-3 §
Statistics
 Discrete random variables and distributions, expectations, sampling theory, testing of hypotheses, regression and correlation, and analysis of variance. Emphasizes decision making and problem solving related to the business world. (Sp)
Prerequisite: MATH 1300

MATH 2050 3-0-3
Analytic Geometry and Calculus I
 Analytic geometry, limits, derivatives of algebraic functions, applications of the derivative, and integration. (F)
Prerequisite: MATH 1400

MATH 2100 3-0-3
Calculus II
 Definite integral, exponential, logarithmic and trigonometric functions, and methods of integration. (Sp)
Prerequisite: MATH 2050

MATH 2400 3-0-3
Introduction to Discrete Structures
 An introduction to the discrete structures that serve as a foundation for mathematics and computer science: mathematical logic; induction; algorithm analysis; set theory; and binary relations. (O)
Prerequisite: MATH 1400

MUSIC (AH)

- MUSC 1100** 3-0-3
Music Fundamentals I
 Fundamentals of music; and introduction to rhythm, melody, harmony and form, through note-reading, scales and chords, listening, sight-singing, and ear training. Lab Fee (O)
- MUSC 1400** 3-0-3 §
Music Appreciation I
 Music and musicians of the pre-Renaissance, Renaissance, Baroque, and classical eras. Listening will be an integral part of the course. (O)
- MUSC 1500** 3-0-3 §
Music Appreciation II
 Music and musicians of the Romantic and Contemporary periods. Listening will be an integral part of the course. (O)

NURSING (HNS)

- NURS 1000** 3-7-7
Nursing Assistant
 The Nursing Assistant Course prepares students for employment in long-term care facilities and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and function, infection control, and the job seeking process. Students participate in supervised clinical activities. Lab Fee (R)
Prerequisites: Eligibility for DEVR 0780
- NURS 1010** 6-0-6
Fundamentals of Nursing Theory
 Nursing theories fundamental to the development of skills basic to patient care. Concepts related to health, behavioral psychology, adjustment, medical terminology, and the application of the nursing process are presented and discussed.(R)
Prerequisite: CPR certification
Corequisite: NURS 1020
- NURS 1020** 0-8-2
Fundamentals of Nursing Laboratory
 Clinical experience to enhance the understanding of, and adeptness in basic nursing skills. Emphasizes health assessment, hygiene and comfort measures, medical and surgical asepsis. Lab Fee (R)
Corequisite: NURS 1010
- NURS 1030** 4-0-4
Medical-Surgical Nursing I Theory
 Concentrates on the health care needs and nursing care of hospitalized adult patients with cardiovascular, respiratory, endocrine, and integumentary deficits. Nutritional needs and diet therapy are considered. (R)
Prerequisites: NURS 1010 and NURS 1020
Corequisite: NURS 1040 and NURS 1500

NURSING (HNS)**NURS 1040 0-5-1****Medical-Surgical Nursing I Clinical**

Clinical experience in general medical-surgical units emphasizing the care of the hospitalized adult. Focus of the course is application of the nursing process in the care of patients with chronic illnesses primarily affecting the cardiovascular, respiratory, musculoskeletal, gastrointestinal, integumentary, sensory, and endocrine systems. Related concepts such as microbiology and nutrition are integrated in this course. (R)

Corequisite: NURS 1030**NURS 1050 5-0-5****Medical-Surgical Nursing II Theory**

Emphasizes the study and application of management principles, identification of the practical nurse's role as a member of the health care team, effective communication, and collaborative techniques. Opportunities are provided for the student to develop nursing judgment and critical thinking skills in the care of adult patients adapting to acute and chronic health problems. (R)

Prerequisites: NURS 1030 and NURS 1500**Corequisites: NURS 1060****NURS 1060 0-10-2****Medical-Surgical Nursing II Clinical**

Clinical experience emphasizing the study and application of management principles, identification of the practical nurse's role in the health team, and effective communication and collaborative techniques. Provides practice in principles of medication administration and intravenous therapy. (R)

Prerequisites: NURS 1030 and NURS 1500**Corequisite: NURS 1050****NURSING (HNS)****NURS 1070 5-0-5****Medical-Surgical Nursing III Theory**

Concentrates on the health care needs and nursing care of hospitalized adult patients with immunological, neurological, musculoskeletal, and sensory deficits. (R)

Prerequisite: NURS 1050**Corequisite: NURS 1080****NURS 1080 0-25-5****Medical-Surgical Nursing III Clinical**

Clinical experience to enhance the understanding of health care needs and nursing care of hospitalized adult patients. Emphasis given to using the nursing process in synthesizing concepts of health needs and nursing care. (R)

Corequisite: NURS 1070**NURS 1090 1-0-1****Mental Health Nursing Theory**

Emphasizes common psychiatric problems, therapies, nursing approaches and management, methods of treatment, and community resources. (R)

Prerequisite: NURS 1030**Corequisite: NURS 1150****NURS 1100 5-0-5****Maternal Child Nursing Theory**

Concentrates on the health care needs and nursing care of families during the child-bearing experience and of the hospitalized newborn, infant, child, and adolescent. (R)

Prerequisites: NURS 1030, NURS 1040, and NURS 1500**Corequisite: NURS 1110****NURS 1110 0-5-1****Maternal Child Nursing Clinical**

Clinical experience to enhance the understanding of healthcare needs and nursing care of families during the child bearing experience and of the hospitalized newborn, infant, child, and adolescent. (R)

Corequisite: NURS 1100

NURSING (HNS)**NURS 1120 3-0-3****Geriatric Nursing I**

Provides information on the care of the elderly. The theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions are discussed. Ethical and legal aspects of caring for the elderly are addressed. (R)

Corequisites: NURS 1010, NURS 1020, NURS 1030, NURS 1040, and NURS 1500

NURS 1130 1-0-1**Career Readiness**

Presents information relevant to writing resumes, completing job applications, and participating in job interviews. Highlights licensure endorsement procedures, continuing education, and review for the licensure examination. (R)

Corequisites: NURS 1070

NURS 1140 3-0-3**Geriatric Nursing II**

Focuses on the physiologic changes associated with each major body system. Includes normal anatomy of the body systems, age-related changes within that system, and the most common diseases of that system in the older adult. The nursing process format is used to present nursing care. Content will focus also on the role of the practical nurse in the management of unlicensed personnel. (R)

Prerequisites: NURS 1120

NURS 1150 0-5-1**Mental Health Nursing Clinical**

Clinical experience to enhance the student's conceptual knowledge and use of psychiatric theories. (R)

Corequisite: NURS 1090

NURS 1500 3-0-3**Pharmacology and Math for Nursing**

Basic pharmacology, terminology, classification of drugs, dosage calculations, and administration of medications. (R)

Corequisites: NURS 1010 and NURS 1020

OFFICE ADMINISTRATION (BT)

(OADM not intended to transfer)

OADM 1400 3-0-3**Professionalism (formerly Office Procedures)**

A study of professional responsibilities and duties in a modern office environment including work ethics, office procedures, and time, stress, and records management. (F, Sp)

Prerequisite: OFCR 1200 or permission of program manager

OADM 1500 3-0-3**Legal Office Services**

Emphasizes duties required of an office worker in a legal organization. (F, Sp)

Prerequisite: OFCR 1200 or permission of program manager

OADM 1600 3-0-3**Medical Office Procedures**

Emphasizes duties required of an office worker in a medical organization. (F, Sp)

Prerequisite: OFCR 1200 or permission of program manager

OADM 1700 3-0-3**Legal Terminology and Transcription**

Familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/transcriptionist. Lab Fee (F, Sp)

Prerequisite: OFCR 1200 or permission of program manager

OADM 1710 3-0-3**Advanced Legal Transcription**

Advanced skills in legal transcription. Covers transcription of legal documents, pronunciation of legal terms, and transcription tests. This course helps students gain speed and accuracy when transcribing medical documents on a computer. Lab Fee (F, Sp)

Prerequisite: OFCR 1200 or permission of program manager

OFFICE ADMINISTRATION (BT)

(OADM not intended to transfer)

OADM 1800 **3-0-3**
Medical Terminology and Transcription
 Familiarizes students with a broad base of medical terms through transcription of realistic cases. Includes pronunciation of medical terms, transcription tests, and transcribing of patient cases. Emphasizes speed and accuracy when transcribing medical documents from the computer. Lab Fee (F, Sp)
Prerequisite: OFCR 1200 or permission of program manager

OADM 1810 **3-0-3**
Advanced Medical Transcription
 Advance skills in medical transcription. Contains transcription of patient cases, exercises on pronunciation of medical terms, transcription tests, and helps students gain speed and accuracy when transcribing medical documents on a computer. Lab Fee (F, Sp)
Prerequisite: OADM 1800

OFFICE CAREERS (BT)

(OADM not intended to transfer)

OFCR 1010 **1-0-1**
Keyboarding
 A course designed to teach the basic use of computer keyboard. Lab Fee (F, Sp)

OFCR 1100 **3-0-3**
Office Machines
 Use of the electronic printing calculator and transcribing predicated business letters. (Sp)
Prerequisite: OFCR 1200 or permission of program manager

OFCR 1200 **3-0-3**
Beginning Typing
 The basic fundamentals of learning the home keys, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard; typing of business letters, memoranda, and tabulated reports. Lab Fee (F, Sp, Su)

OFFICE CAREERS (BT)

(OADM not intended to transfer)

OFCR 1300 **3-0-3**
Intermediate Typing
 Keyboard mastery with an emphasis on accuracy and speed; production of business letters, forms, correspondence, tabulations, and manuscripts. Lab Fee (F, Sp, Su)
Prerequisite: OFCR 1200 or permission of program manager

OFCR 1350 **3-0-3**
Speed Building Strategies
 The Cortez Peters' method of typing uses a series of diagnostic tests to identify the student's typing weaknesses, and specific drills to eliminate these weaknesses for a dramatic reduction in errors and a substantial increase in speed. May be repeated for credit. Lab Fee (F, Sp)
Prerequisite: OFCR 1200 or knowledge of the keyboard

OFCR 1500 **3-0-3**
Legal Typing
 Provides background in legal procedures and sharpens typing skills required in a legal office setting. Lab Fee (F, Sp)
Prerequisite: OFCR 1200 or permission of program manager

OFCR 1600 **3-0-3**
Medical Typing
 Provides background in medical office procedures and sharpens typing skills required in a medical office setting. Lab Fee (F, Sp)
Prerequisite: OFCR 1200 or permission of program manager

OFCR 2100 **3-0-3**
Advanced Typing
 Emphasis on speed and accuracy in the production of lengthy reports, correspondence, legal documents, development of techniques, knowledge, and skills necessary for production typing for the office. Lab Fee (F, Sp)
Prerequisites: OFCR 1300

PARALEGAL (AH)**PARL 1000 3-0-3**
Introduction to Law and the Paralegal Profession

Discussion of the practical realities of the legal field with special emphasis on the legal status of paralegals and the ethical constraints placed upon all individuals in the legal professions. Students will be introduced to specific paralegal skills, a variety of legal settings, and an overview of the U.S. legal system. (F, Sp)

Prerequisite: Students must have completed any developmental requirements in reading and English.

PARL 1050 3-0-3
Litigation

An overview of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure. The reading, interpretation and application of relevant state and federal rules governing civil litigation is emphasized. (Sp)

PARL 1100 3-0-3
Legal Research

Introduction to the skills essential to the effective identification, analysis and research of legal issues. Students will learn to formulate and execute research strategies which effectively utilize the various law library resources including standard reference volumes/reporter and WESTLAW computerized research techniques. (F)

PARL 1200 3-0-3
Business Associations

Introduction to various business entities and the laws that structure them. Included are sole proprietorships, partnerships, corporations, Subchapter "S" corporations, and unincorporated associations. Students will draft partnership agreements and articles of incorporation along with relevant IRS and S.E.C. documents. (Sp)

PARALEGAL (AH)**PARL 2000 3-0-3**
Case Analysis and Writing

Proper analysis of case law and effective legal writing are emphasized through research projects requiring students to draft legal memoranda and opinion letters which meet professional standards in format, style, and quality. (F)

Prerequisite: PARL 1000

PARL 2050 3-0-3
Evidence

Students are introduced to the federal and state rules of evidence and their applicability to civil and criminal litigation. Mock trials will be utilized to enhance students' understanding of courtroom processes and the role of evidence in litigation. (F)

Prerequisite: PARL 1000

PARL 2100 3-0-3
The Law of Torts and Products Liability

Students are introduced to the general law of tort liability. The Louisiana law of torts is examined through selected case law with a special emphasis on local and national products liability litigation. (Su)

Prerequisite: PARL 1000

PARL 2150 3-0-3
Insurance Law

An introduction to the various disciplines within the general law of Insurance: Life, Health, Marine, Property, and Casualty. Selected provisions of the Louisiana Insurance Code are examined in depth. (O)

Prerequisite: PARL 1000

PARL 2200 3-0-3
Contracts

An introduction to the general principals of contract law. The course will also examine the Louisiana law on contracts contained in the Conventional Obligations section of the Louisiana Civil Code. (O)

Prerequisite: PARL 1000

170 Course Descriptions

PARALEGAL (AH)

PARL 2250 3-0-3

Criminal Procedure

Focuses on the major issues in American criminal procedure. Recent U.S. Supreme Court decisions in the areas of detention, arrest, search and seizure, application of the Warrant Requirement and Self Incrimination are reviewed. Selected portions of the Louisiana Code of Criminal Procedure are also examined. (Su)

Prerequisite: PARL 1000

PARL 2300 3-0-3

Domestic Law and Litigation

Louisiana codal law and current case law on marriage, divorce, and community property regimes are examined along with the Revised Statutes governing child support, alimony, and other enforceable support obligations. (Sp)

Prerequisite: PARL 1000

PARL 2350 3-0-3

Special Topics in Paralegalism

Special topics of interest to students and graduates covering a wide variety of career and professional issues, will be scheduled as opportunity and need arise. With the approval of the Dean of Arts and Humanities, this course may be repeated for credit and applied to the degree if the repeated course is a different topic from the previous attempt(s). (F)

PARL 2500 1-6-3

Paralegal Practicum

This course presents an opportunity to work in one of the many different areas open to paralegals. Placement with area law firms, banks, insurance companies and government offices provides students with exposure to real life paralegal work experiences prior to embarking on a career as a paralegal or legal assistant. (F, Sp)

Prerequisite: Successful completion of 15 hours of paralegal courses

PHILOSOPHY (AH)

PHIL 1100 3-0-3

Introduction to Philosophy

Introduction to philosophical thought from the Greek philosophers to the 20th century. The course will expose students to thinkers, history, and culture through the ages and reinforce the process of critical thinking. (O)

PHIL 1130 3-0-3

Ethics

The fundamental problems of critical ethics including the analysis of the nature of good and evil, right and justice, moral freedom and responsibility developed in the context of relevant classical and contemporary philosophical thought. (O)

PHYSICAL SCIENCE (HNS)**PHSC 1000 3-0-3****Physical Science I**

An introduction to the basic principles and general concepts of the physical sciences. The emphasis is on the basic concepts of physics and chemistry. Practical applications are made to everyday life. (F)

Prerequisites: Completion of all DEVE and DEVM requirements

PHSC 1100 0-3-1**Physical Science I Lab**

The course is to enhance PHSC 1000 and will involve hands-on activities, internet activities, and a project. Lab fee (F)

Corequisite: PHSC 1000

PHSC 1200 3-0-3**Physical Science II**

An introduction to the basic principles and general concepts of the physical sciences. The emphasis is on the basic concepts of earth and space science. Practical applications are made to everyday life. (Sp)

Prerequisites: Completion of all DEVE and DEVM requirements

PHSC 1300 0-3-1**Physical Science II Lab**

The course is to enhance PHSC 1200 and will involve hands-on activities, internet activities, and a project. Lab fee (Sp)

Corequisite: PHSC 1200

PHYSICS (HNS)**PHYS 1010 3-0-3****Elementary Physics**

Introductory physics focuses on fundamental problem solving strategies, motion in one and two dimensions, mechanical and gravitational energies, the conservation of energy and momentum. Students without high school physics may use this course to prepare for PHYS 1100. (O)

Prerequisites: DEVM 0940 or MATH 1150

PHYS 1070 0-3-1**Elementary Physics Laboratory**

Laboratory to accompany PHYS 1010. Lab Fee (O)

Corequisite: PHYS 1010

PHYS 1100 3-0-3**General Physics I §**

Kinematics, mechanics, mechanical properties of materials, thermodynamics, and fluid mechanics. (O)

Prerequisite: High School physics or PHYS 1010

Corequisite: MATH 1400

PHYS 1110 0-3-1**General Physics I Laboratory §**

Laboratory to accompany PHYS 1100. Lab Fee (O)

Corequisite: PHYS 1100

PHYS 1200 3-0-3**General Physics II §**

Harmonic motion, waves, heat, electricity and magnetism, and light. (O)

Prerequisite: PHYS 1100

PHYS 1210 0-3-1**General Physics II Laboratory §**

Laboratory to accompany PHYS 1200. Lab Fee (O)

Corequisite: PHYS 1200

POLITICAL SCIENCE (AH)

POLI 1800 3-0-3
American Government §
 Surveys the structure of American government. (Sp)

POLI 2610 3-0-3
Constitutional Law
 Police powers of the state and their limitations. Particular attention is given to due process privileges and immunities of criminal defendants and prisoners afforded by the U.S. Constitution. (O)

PSYCHOLOGY (AH)

PSYC 1100 3-0-3
Introduction to Psychology §
 A basic introductory course in the understanding, prediction, and control of human behavior with special emphasis on personality development, motivation and learning. (F, Sp, Su)

PSYC 1130 3-0-3
Psychology of Personal Adjustment
 The psychology of daily living with emphasis on identification and coping with the stressors of life. Topics include personality, stress and anxiety, interpersonal relationships, and substance abuse. (F)

PSYCHOLOGY (AH)

PSYC 2000 3-0-3
Social Psychology
 A study of social and cultural factors as they impact attitudes, and interrelationships of individuals and groups. (O)
Prerequisite: PSYC 1100 or SOCI 1100

PSYC 2100 3-0-3
Human Growth and Development
 The psychology of human development cognizant to major phases of life. Topics include theories and practices of genetics and prenatal development. (O)
Prerequisite: PSYC 1100

PSYC 2200 3-0-3
Child Psychology
 A study of the mental, physical, and social-emotional growth and development of a child from birth to adolescence. (F, Sp)
Prerequisite: PSYC 1100

PSYC 2220 3-0-3
Adolescent Psychology
 Study of the physical, cognitive, social, and psychological development of the adolescent. (O)
Prerequisite: PSYC 1100

PSYC 2250 3-0-3
Educational Psychology
 Psychological aspects of teaching including learning processes and individual differences. (F, Sp)

SOCIOLOGY (AH)

SOCI 1100 3-0-3
Introduction to Sociology §
 A general survey of the fundamental concepts and basic principles underlying man's social relations. This course includes basic understandings from anthropology and social psychology. Service learning is an optional activity. (F, Sp)

SOCI 2090 3-0-3
Criminology
 Process by which definitions of criminal behavior emerge and criminal justice systems operate. Theories of criminal behavior are included. Same course as CRJU 2090. Credit will not be awarded for both courses. (Sp)
Perequisite: SOCI 1100

SOCI 2100 3-0-3
Social Problems §
 An analysis of the maladjustments found in contemporary society with emphasis on institutional and personal causes and consequences. Topics include crime, sexual deviance, drug abuse, inequality, and mental illness. (F, Sp, Su)

SOCI 2200 3-0-3
Marriage and the Family
 A study of family life with emphasis on the courtship process, marital adjustment, marital problems, and parenthood. (Sp)

SOCIOLOGY (AH)

SOCI 2220 3-0-3
Drug Abuse
 This course is an overview of American drug problems. Characteristics of major drug groups are examined, and history and philosophy of drug control legislation are studied. Same course as CRJU 2220. Credit will not be awarded for both courses. (F, Sp)

SOCI 2400 3-0-3
Juvenile Delinquency
 Theories of delinquency, the nature of delinquent behavior, and the juvenile justice system are discussed. Same course as CRJU 2400. Credit will not be awarded for both courses. (F)

SPANISH (AH)

SPAN 1010 3-0-3
Elementary Spanish I §
 Introduction to the Spanish language. The four basic skills of listening, speaking, reading, and writing are approached, as well as an appreciation of the Hispanic culture. (O)

SPAN 1020 3-0-3
Elementary Spanish II §
 Second semester of Elementary Spanish. (O)
Prerequisite: SPAN 1010 or permission of the instructor

SPAN 1030 3-0-3
Conversational Spanish
 Emphasis is placed on conversation with mastery of grammatical structures, concepts, and basic vocabulary used in business. This course does not meet the foreign language requirement in some degree programs. (O)

SPANISH (AH)

SPAN 2010 3-0-3
Intermediate Spanish I §
 Continuation of the development of language skills: speaking, listening, writing, and reading. The course includes a cultural emphasis. (O)
Prerequisite: SPAN 1020

SPAN 2020 3-0-3
Intermediate Spanish II §
 Second semester of Intermediate Spanish. (O)
Prerequisite: SPAN 2010

SPEECH COMMUNICATION (AH)

SPCH 1100 3-0-3
Fundamentals of Effective Speaking §
 An overview to speech communication including theory and practice in the preparation and presentation of original speeches. (F, Sp, Su)

SPCH 1310 3-0-3
Interpersonal Communication
 Dynamics of the types of communication skills essential to one-on-one relationships. Topics include self-concept, perception, emotions, language, nonverbal communication, listening, conflict management, and intercultural communication. (F, Sp, Su)

SPCH 1350 3-0-3
Oral Communication for Classroom Teachers
 Basic principles of oral communication for classroom teachers. Topics include listening, interpersonal communication, and helping children to communicate. (F, Sp)

SPCH 2000 3-0-3
Fundamentals of Voice and Diction
 Mechanics of voice quality, diction, pronunciation, and articulation. Same as THEA 2000. Credit will not be awarded for both courses. (O)

SPEECH COMMUNICATION (AH)

SPCH 2150 3-0-3
Public Speaking §
 A course designated to promote research, organization, and presentation of speeches and differing styles of oratory. Famous speeches will be considered in the course. (F, Sp, Su)

SPCH 2200 3-0-3
Argumentation and Debate §
 Development of critical thinking, research, and oral-advocacy skills. Informal and formal debating contexts will be included as well as in-class debates. (F, Sp)

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. Contact the Division Dean for more information. Special topics courses may include a lab fee. (O)

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

THEATER (AH)**THEA 2110 3-0-3****Advanced Acting**

A detailed study of the fundamentals of performance. This is a practical course that utilizes theater exercises, improvisations, rigorous physical training, and scripted material as a means of encouraging students to grow as professional performers. Special emphasis will be placed on critical thinking skills, written exercise, voice/body awareness, and the field of performance in our communities. (O)

Prerequisite: THEA 1300

VIDEO PRODUCTION (AH)**VIPR 1100 3-0-3****Video Production I**

An introductory course familiarizing students with basic video production techniques including pre-production activities, and camera operation and editing. (O)

VIPR 1110 0-3-1**Video Production I Laboratory**

Students will gain practical experience as video crew members in the set-up and operation of cameras, lighting equipment, and audio equipment. Lab Fee

Corequisite: VIPR 1100

VIPR 1200 3-0-3**Video Production II**

A continuation of VIPR 1100. Students are responsible for organizing and producing a video production. (O)

Prerequisite: VIPR 1100

VIPR 1210 0-3-1**Video Production II Laboratory**

A lab to accompany VIPR 1200. Lab Fee (O)

Prerequisite: VIPR 1110

VIPR 2150 3-3-4**Editing and Post Production**

Techniques in video editing and the operation of different types of editing equipment.

Lab Fee (O)

Prerequisite: VIPR 1200

WELDING (BT)

(WELD not intended to transfer)

WELD 1050 2-0-2**Welding Safety**

The student will be exposed to general safety instruction and situations dealing with the proper operation of welding equipment, gases, clothing, material handling, and safety requirements of the laboratory. (F, Sp)

WELD 1060 0-6-3**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 (O)

Prerequisites: WELD 1050 & WELD 1130

Corequisites: MATH 1150 or ENGL 1000

WELD 1070 0-6-3**Welding Lab II**

Recaps basic arc 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 (O)

Prerequisites: WELD 1050 & 1130

Corequisite: MATH 1150 or ENGL 1000

WELD 1080 0-6-3**Welding Lab III**

Recap of advanced arc welding and the fundamentals of pipe welding. Includes pipe welding in 1G, 2G, 5G, and 6G positions and preparation for pipe welding certification.

Lab fee (O)

Prerequisites: WELD 1050 & 1130

Corequisite: MATH 1150 or ENGL 1000

WELDING (BT)**(WELD not intended to transfer)****WELD 1100 1-6-4****Oxy-Acetylene Cutting & Welding**

The student will be exposed to and will participate in learning the proper techniques for cutting metal and the selection of equipment needed for handling various types of metals. Also covers basic Oxy-Acetylene Welding and the proper handling and setup of gas cylinders and regulators. Lab Fee (O)

Corequisite: WELD 1050**WELD 1130 0-6-3****Basic Arc Welding**

The student will participate in the application of the basic operations of Shielded Metal Arc Welding. Activities will be lab oriented and will include: machine setup, striking an arc, running a bead, and a variety of proper methods for handling a variety of typical welding positions and types of joints. Lab Fee (F, Sp)

Corequisite: WELD 1050**WELD 1140 2-0-2****Blue Print Reading**

The student will be exposed to the practices of sketching and blue print reading. Will also include the interpretation of welding symbols. (F, Sp)

Prerequisites: MATH 1150**Corequisite: ENGL 1000****WELD 1700 1-6-3****Advanced Arc Welding**

Includes V-Butt with backup and end. Preparation for certification is also provided. (O)

Lab Fee

Prerequisite: WELD 1130

FACULTY

BADER, Margaret, M.A., B.G.S., University of New Orleans, Instructor in Sociology.

BARBE, Deborah, J.D., Tulane University, M.B.A., B.S., University of New Orleans, Associate Professor of Business.

BENNETT, Michelle, A.D.N., Louisiana State University Medical Center, Instructor in Nursing, Coordinator of Nursing.

CHAPMAN, Ron, M.A., B.A., University of New Orleans, Assistant Professor of History, 2004 Lamarque Professor.

CHILDRESS, Conrad, M.Ed., University of New Orleans, B.S., University of Southwestern Louisiana, Associate Professor of Mathematics.

CRADDOCK, Angela, Instructor in Nursing.

DEFOE, Richard, M.L.I.S., B.I.D., Louisiana State University, Instructor in Library Science.

DOBSON, Sydney J., A.G.S., Nunez Community College, Professor of Construction Technology, Director of Facilities.

FRAZIER, Rose, M.A.O.M., University of Phoenix, B.S., Dillard University, Instructor in Health Services Office Management.

GOODWIN, Larry, A.S., Nicholls State University, Instructor in Industrial Operations.

HEYER, Klaus, M.S., University of Rhode Island, B.A., Rhode Island College, Instructor in Biology and Sociology.

HERNANDEZ, David, A.A.S. in Heating, Refrigeration, and Air Conditioning, Nunez Community College, Instructor in Heating, Refrigeration, and Air Conditioning, 2003 Tate and Lyle North America/Domino Endowed Professor.

HODGES, Donna, B.S., Xavier University, Diploma, Touro Infirmary School of Nursing, Instructor in Nursing.

HOFFMAN, Donald, M.S., University of Southern Mississippi, B.S., Southeastern Louisiana University, Assistant Professor of Computer Information Systems, 2002 Nicholas P. Trist Endowed Professor of Computer Information Systems, Interim Coordinator of Business and Technology.

IRBY, Lynn, B.S., University of New Orleans, Assistant Professor of Office Administration, 2005 Nicholas P. Trist Endowed Professor of Computer Information Systems.

JEDLAN, Lauren, M.A., University of New Orleans, B.A., Utica College of Syracuse University, Assistant Professor in English.

KAMETANI, Nora, M.A., University of Montana, B.A., University of Hawaii, Assistant Professor of Psychology.

KANE, Mary, M.Ed., B.A., University of New Orleans, Assistant Professor of Developmental Studies, Director of Counseling.

KOPPEL, Evelyn, M.A., B.A., Louisiana State University, Assistant Professor of English, Dean of Arts and Humanities.

LEBLANC, Sandra, B.S., Northeast Louisiana University, Emergency Medical Technician-Paramedic, Shelby Jackson Technical College, Program Coordinator of and Instructor in Emergency Medical Technology.

LORIA, Tonia, M.Ed., B.A., University of New Orleans, Assistant Professor of Early Childhood Education, 2005 Freeport/McMoran Professor of Arts and Sciences.

LOTT, Donalyn, M.A., B.S., Xavier University of Louisiana, Instructor in Reading.

MANNING, Curtis, Ph.D., M.Ed., University of New Orleans, M.A., University of Alabama at Birmingham, B.A., University of the South, Assistant Professor of History, Interim Executive Dean of Curriculum and Instruction.

MARVIL, Cassandra, A.D.N., Regents College of New York, Instructor in Nursing.

McPHERSON, III, William F., M.A., University of Georgia, B.A., University of Virginia, Associate Professor of Speech Communication, 2005 Lamarque Professor.

MOCK, Chester, A.A.S., Nunez Community College, Apprentice Instructor with New Orleans Electrical Joint Apprenticeship Program, Associate Professor of Electrical Construction.

MUILENBURG, Lisa, M.S.L.S., University of North Texas, B.S., Texas A & M, A.A. Del Mar College, Assistant Professor of Library Science, Interim Director of Library Services.

O'DELL, Jade, M.A., B.A., Loyola University, Instructor in English.

PAUL, Juliette, M.A.A.T., The School of the Arts Institute of Chicago, B.F.A., Louisiana State University, Assistant Professor of Fine Arts.

PERIGONI, Jeffrey, J.D., Loyola University, M.A., B.S., University of New Orleans, Assistant Professor of Mathematics.

RICE, Mark G., Ed.D., University of Oklahoma, M.A., Pepperdine University, B.S., Illinois State University, Assistant Professor of Business & Coordinator of Special Projects.

ROBINSON, Gwendolyn, M.A., Louisiana Tech University, B.A., Grambling State University, Assistant Professor of English.

RUTH, F. Dawn, M.A., New York University, B.A., University of Texas, Associate Professor of English/Journalism.

SCHMITT, Richard A., M.F.A., B.A., University of New Orleans, Associate Professor of English, Coordinator of Excel Center/Developmental Education.

SLIE, Nicholas, M.Phil., Trinity College Dublin, B.A., Louisiana State University, Instructor in Speech and Theater.

TAFFARO, Craig, M.S., University of Southern Mississippi, B.A., University of Southwestern Louisiana, Instructor in Psychology.

THOMAS, Cheryl, M.S., Loyola University, B.S., Louisiana State University at New Orleans, Assistant Professor of Mathematics.

VARISCO, Ruth Moise, M.Ed., University of New Orleans, B.S., Dominican College, C.C.E., C.E.P.C., American Culinary Federation, Associate Professor of Culinary Arts and Occupations, Duke Robin Family Professor of Culinary Arts.

WADDELL, Stephen, M.Ed., B.A., Livingston University, Instructor in Biology.

WARNER, Thomas, Ed.D, University of New Orleans, M.Ed., B.A., Tulane University, Assistant Professor of Education, Chancellor.

WINSOR, Elsa, Ph.D., Tulane University, M.S., Tulane University, B.S., University of Arizona, Associate Professor of Biology, 2003 Lamarque Professor, Dean of Health and Natural Sciences.

EXCELLENCE IN TEACHING AWARDS

Each year at graduation, an award is given to a full-time faculty member chosen by his or her peers for outstanding teaching. Significant participation in discipline-related organizations, curriculum development, implementation of innovative teaching strategies, and commitment to students both in and out of the classroom are the primary measures considered in determining the recipient of the award.

The Excellence in Teaching Award recipients at Nunez Community College 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

**FREEPORT/MCMORAN
ENDOWED PROFESSORSHIP
FOR ARTS AND SCIENCES**

The first professorship was awarded in 1999. The nominees are selected by a committee of their peers in the Arts and Sciences 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

LAMARQUE ENDOWED PROFESSORSHIP

Award Recipient	Date of Award
Elsa Winsor	May 16, 2003
Ron Chapman	May 14, 2004
William McPherson	May 20, 2005

**ARLENE SOPER MERAUX ENDOWED
PROFESSORSHIP
FOR BUSINESS AND TECHNOLOGY**

Award Recipient	Date of Award
George Villanueva	May 15, 1996
Michael Thiel	May 21, 2001

**DUKE ROBIN FAMILY
ENDOWED PROFESSORSHIP
FOR CULINARY ARTS**

Award Recipient	Date of Award
Ruth Varisco	May 20, 2005

**TATE & LYLE NORTH AMERICA DOMINO
ENDOWED PROFESSORSHIP**

Award Recipient	Date of Award
David Hernandez	May 16, 2003

**NICHOLAS P. TRIST
ENDOWED PROFESSORSHIP
FOR COMPUTER INFORMATION SYSTEMS**

Award Recipient	Date of Award
Don Hoffman	May 20, 2002
Lynn Irby	May 20, 2005

SUPPORT PERSONNEL

ACADEMIC AFFAIRS

Vacant Secretary, Library
Vacant Secretary, Health and Natural Sciences
Nora Mainville Secretary, Arts and Humanities
Jean Nunez Library Specialist
Debbie Thomas Secretary, Business & Technology

ADMINISTRATIVE SERVICES

Robert Donnelly Maintenance Foreman
Walter Dornan Police Officer
Maria Duplessis Custodian
Cristina Escamos Human Resources Assistant
Marvin Gore ????
Daniel Harris Maintenance Repairer
Vacant ????
Vacant ????
Mark Lance Maintenance
Marty Melerine Police Officer
Mary Robertson Police Officer
Vacant Police Officer
Gaynell Williams Custodian
Vacant Custodian

BUSINESS AFFAIRS

Nathalie Assevedo Accounting Specialist, Bursar's Office
Julie Riolo Accounting Assistant
George Seymour Payroll
Michelle Watson Accounting Specialist

STUDENT AFFAIRS

Irma Beltram Chief Clerk, Registrar's Office
Sharon Schaefer Admissions Records Technician
Kim Doty Clerk, Financial Aid
Theresa Legnon Admissions Clerk
Bonnie Stephany Admissions Records Analyst

MEMORIALS

**This catalog is dedicated to the memory of three members of the
Nunez Community College family**

Anthony “Tony” Laterrade, Jr., campus police officer, died on March 4, 2006. Officer Laterade had been employed with College since 1997. His friendly smile and warm greetings will be sadly missed by students and staff alike.

Peggy Coles, accounts payable specialist, died on November 18, 2005. Peggy worked at the College since 1998. Peggy was a former employee of Nunez Technical Institute and longtime resident of Chalmette.

Elizabeth Ross, custodian, died on August 29, 2005 as a result of Katrina. Liz had been employed by the College since 2000. The halls of our buildings seem emptier without Liz’s presence.

GLOSSARY

Ability to Benefit A term introduced by the 1980 Omnibus Budget Act which requires that students without high school diplomas or GEDs attending postsecondary institutions receiving Title IV financial aid take a standardized test to demonstrate their ability to benefit from a postsecondary educational experience. It also requires that students not receiving financial aid may not be held to entrance requirements any less stringent than those receiving Title IV aid.

Academic Advisor An instructor in an academic program or a counselor who advise students concerning academic programs and class schedules.

Academic Amnesty Offers an opportunity, for students who have a past history of less than satisfactory work, to start college over with a new GPA.

Academic Calendar The days of each semester set aside as class days, holidays, and days marking special events.

Academic Year The period of time generally extending from August to May, usually equated to two semesters (fall and spring).

Accreditation Institutional accreditation is a recognized approval given by one of the U.S. Department of Education's recognized regional accreditors (i.e. Southern Association of Colleges and Schools). Programmatic accreditation is recognized approval given by professional accrediting entities in a given field (i.e. National Association of Industrial Technology).

Adjunct Faculty The instructors serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis.

Alumni Persons who have graduated from a program within the college.

Applicant A student who has simply filed an application for entrance into the college or into a program but who has not yet registered.

Articulation Agreement made with other colleges and universities to facilitate the transfer of credits.

Auditing Attending a course without receiving credit.

Catalog Contains information on such matters as admissions, registration, student organizations, programs offered, academic requirements, and courses of study.

Census Date The 14th day of class in a fall or spring semester and the 7th day of class in a summer session are designated as the official census reporting date for Louisiana Institutions of Higher Education.

Closed Sections A section of a class for which it is no longer possible to register. This section has no more space.

Concurrent Enrollment When a college student is enrolled at two or more postsecondary institutions outside of a formal cross enrollment agreement.

Continuing Education The division of the college that offers courses that are not applicable toward a degree or certificate. Also called non-credit courses.

Corequisite A course that must be taken at the same time or prior to another course.

Credit The amount of work a student completes is referred to as credit hours. Each completed course is worth an established number of credits. To receive a degree or certificate, a specified number of credits is required. One credit hour typically represents a minimum of fifteen 50 minute periods of instruction. Credit hours must be identified as being semester hours, quarter hours, or clock hours.

Cross Enrollment When a college student is enrolled at two postsecondary institutions under a formal agreement that designates one institution as the home institution and the other as the host.

Credit by Examination Available to students who feel they have sufficient knowledge of a particular course. To determine eligibility, the student must consult the dean of the division in which the course is offered. Credit is awarded upon passing the examination.

Curriculum Course requirements and electives for a Degree or Certificate Program.

Degree or Certificate Program Any grouping of campus-approved courses which, when satisfactorily completed, will entitle a student to a degree or certificate.

Degree Designation is the rank and title of the degree awarded by an institution of higher education to a student who has successfully completed a Degree Program.

Degree Subject Area is the primary discipline which constitutes the focus of a Degree Program. When a student satisfactorily completes a Degree Program, he/she will be entitled to a degree in the appropriate subject area.

Degree Title is the complete label of a Degree Program, consisting of a Degree Designation (e.g. Associate of Science) and the Degree Subject Area (e.g. Biology).

Developmental Courses Course which are designed to increase student knowledge to a level at which the student can continue with success in an academic program. Developmental courses do not apply toward the completion of a degree or certificate but are required for students who place into them.

Division The separation of the College's academic program. Nunez currently has three academic divisions: Arts and Humanities, Business and Technology, and Health and Natural Sciences.

Division Dean Each academic division is headed by an administrator who is designated as a division dean. The division deans provide educational and administrative leadership for the divisions and are the liaisons between the faculty and the administration of the college.

Dual Enrollment When a secondary student is also enrolled at a postsecondary institution.

Early Registration Registration which occurs prior to regular registration.

Fine Arts Includes courses in fine art, applied art, music, and theater.

General Education Requirements The group of courses, including English composition, mathematics, social sciences, arts and humanities, natural sciences, computer literacy, and oral communication, required by the managing boards and accrediting agencies that must be completed in order to earn an associates degree or other approved credential.

Grade Point Numerical values assigned to letter grades. Example: an A has a value of 4. The total grade points for receiving an A is determined by multiplying the grade points (4) times the number of credit hours earned in that course.

Grade-Point Average (GPA) A system of measuring students' average grades.

Graduation Check-Out/Audit is the process by which an academic advisor, Division Dean, and Registrar determine if a student who has applied for graduation has met the requirements of the student's academic program as well as all other specified requirements.

188 Glossary

Humanities Includes courses from literature, foreign languages, history, philosophy, and speech communications.

Major That part of a degree program which consists of a specialized group of courses in a particular discipline or field and which usually is consistent with the Degree Subject Area. A major usually consists of 25% or more of total hours in a curriculum. Major courses must be completed with a grade of 'C' or higher to fulfill graduation requirements.

Matriculation Official enrollment of a student in a degree or certificate program.

Natural Sciences Courses in biology, chemistry, geology, and physics.

Non-Matriculating Student A student who is attending college but is not working toward completion of a degree or certificate. Such students are usually not eligible for most forms of financial aid.

Overall Good Standing The status of a student when he or she is in good academic standing, has no debts with the college, and has no discipline file in the Student Affairs Office.

Placement Testing An examination process that determines a student's entry-level into college courses.

Post-secondary Education Institution An institution which has as one of its main missions, the provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school.

Prerequisite A course which must be completed before enrolling in another course.

Probation A warning signal which indicates poor academic performance. A student is placed on probation if his/her average falls below a 2.00.

Program Manager A member of the faculty who serves as the lead person in a degree or certificate program.

Registration The process of officially enrolling in and paying for specific courses in a given semester or session.

Scantron A test sheet that is purchased from the bookstore and graded by computer.

Schedule of Classes A publication which includes the semester calendar, times the courses will meet, room numbers, instructors, fees, and other information for a particular enrollment period.

Service Learning An instructional strategy that combines community service with academic instruction.

Social Sciences Includes courses from anthropology, criminal justice, economics, geography, political science, psychology, and sociology.

Suspension A period of time in which a student is not permitted to attend college due to below satisfactory academic performance or for disciplinary reasons.

Syllabus A sequential outline of topics to be covered by the instructor during a course. It should include the instructor's grading policy, attendance regulations, course requirements, learning objectives, and instructor's office hours.

Transcript Official record of all academic work attempted by a student. It contains course numbers, titles of each course taken, the grades received, majors, degrees/certificates received, and may include academic standing and honors.

Transfer Credit Evaluation The process by which students who have taken courses at other colleges and universities attempt to apply that course work to their program of study at Nunez.

A

Academic Affairs, 78
 Academic amnesty, 24
 Academic appeals, 57
 Academic requirements for admission, 18
 Academic standing, 43
 Academic status, 43
 Accounting program, 90
 courses, 128
 ACT (American College Test), 19
 Activities, student, 68
 ADA, 18
 Administration, campus, 10
 System, 8
 Admission, 18
 categories, 20
 high school students, 20
 freshmen, 22
 transfer students, 22
 Advanced placement, 29
 Air Conditioning program, 112
 courses, 157
 Alumni, 75
 Appeals, student, 53
 Articulation, 26, 84, 126
 Arts & Humanities Division, 78
 Associate Degree Programs, 84
 Attendance requirements, 45
 Auditing Students, 26

B

Biology courses, 129
 Biotechnology, 91, 132
 Billing, 74
 Bookstore, 74
 Business Technology program, 92
 courses, 132
 Business Affairs, 74
 Business & Technology Division, 78

C

Calendars, academic, 5
 Campus Police, 74, 200
 Care/Development of Young Children program, 93
 courses, 145
 Career Services, 75
 Catalog
 change of, 45
 graduation, 40
 Certificate Programs, 86
 Certified Nurse Assistant (CNA) program, 123
 Change of major, 45
 Chemistry courses, 134
 Classification student, 47
 Compass Testing, 19

Computer Information Systems Program, 94
 courses, 135
 Computer Science Program, 96
 courses, 136
 Computer Technology Program, 97
 courses, 137
 Concurrent enrollment, 26
 Continuing Education, 81
 Construction Technology program, 99
 courses, 133
 Cooperative Education, 80, 139
 Counseling, 78
 Course descriptions, 126
 Course load, 47
 Credit by examination, 30
 Credit Hour, 47
 Crime Statistics, 71
 Criminal Justice courses, 139
 Cross-enrollment, 26
 Culinary Arts program, 100, 107
 courses, 140
 Curriculum guides, 88

D

Dean's List, 39
 Deferred fees, 35
 Degree Programs, 84
 Degree requirements, 87, 90
 Developmental courses, 87, 142
 Disabled Students, 18
 Discipline, student, 51
 Discontinued Major, 41
 Divisions, 78
 Drafting Program, 101
 courses, 144
 Dropping a Course, 46
 Drug Policy, 58
 assistance programs, 60
 health risks, 59
 Dual enrollment, 26
 Dual Majors, 41, 46

E

Early Childhood Education Program, 102
 courses, 145
 Economics courses, 147
 Electrical Construction Program, 103
 courses, 147
 Emergency Medical Technology Program, 104
 courses, 149
 English courses, 152
 Environmental technology courses, 153
 Examinations, 46, 192
 Executive Officers, 2
 EXCEL Center, 79
 Experiential Education, 80

190 Index

F

Faculty, 180
Family Educational Rights & Privacy Act, 50
Fees, 33
Field trips, 47
Final examination schedule, 192
Finance courses, 154
Financial aid, 60
 appeals, 64
 standards, 62
Fine Arts courses, 154
Fine Arts requirements, 87
First-time Freshmen, 20, 22
Foodservice Production Mgmt Program, 107
 courses, 140
French courses, 155
Freshmen, students, 20
 admission, 18
Full-time students, 47

G

General education requirements, 87
General information, 17, 200
General Science Program, 108
General Studies Programs, 109,
Geography courses, 155
Geology courses, 155
Glossary of Academic Terms, 186
Good academic standing, 43
 good standing, overall, 52
Grading system, 38
Graduation requirements, 40
 fees, 33
 honors, 42
Grievance Procedure, 54

H

Health & Natural Sciences Division, 78
Health & Phys Educ courses, 156
Health Services Office Mgmt Program, 111
 courses, 156
Heating, Ventilation, & Air Cond Program, 112
 courses, 157
High school students, 20, 28
History courses, 159
Honors, graduation, 42
 semester, 39
Human Development courses, 159
Human Resources, 74
Humanities requirements, 87
Human Services courses, 159

I

"I" Incomplete grade, 39
Immunization, 19
Important Phone Numbers, 200
Industrial Technology Program, 114
 courses, 160
Institutional Effectiveness & Research, 78
Institutional mission, 14
Instrumentation courses, 161
International students, 28
Internships, 80
Intramural sports, 68

J

Job Placement, 75
Journalism courses, 162

L

Learning Resources, 79
Liberal Arts Program, 115
Library, 79
Life Experiences Assessment (LEAP), 31

M

Machine Tool Technology Program, 116
 courses, 162
Major, change of, 45
 defined, 47
 dual, 41, 46
Maps,
 campus location, 196
 campus map, 197
Matriculation, 25
Mathematics courses, 163
Maximum course load, 46
Medical Coding Program, 118
Medical Emergencies, 70
Mentoring, 68
Military credits, 32
Motor Vehicle Registration, 33
Music courses, 165

N

National Guard Waiver, 27
Natural Science requirements, 87
Non-Credit courses, 81
Non Degree-seeking students, 25
Non Louisiana Resident Fees, 34
Non-Traditional Credit, 29, 32
Nunez Community College
 foundation, 75
 history, 12
Nursing Program, 122
 courses, 165

O

Office Administration courses, 167
 Office Careers Program, 119
 courses, 168
 Official enrollment day, 47
 Organizations, student, 68
 Orientation, student, 22
 Overall Good Standing, 52

P

Paralegal Program, 120
 courses, 169
 Paramedic Program, 105
 courses, 149
 Part-time students, 47
 Pass-fail grades, 38
 Pell Grant, 60
 Personnel, 10, 180, 184
 Philosophy courses, 170
 Phone Listings, 200
 Physical Education courses, 156
 Physical Science courses, 171
 Physics courses, 171
 Placement testing, 19
 Political Science courses, 172
 Practical Nursing Program, 122
 courses, 165
 Probation, 43
 Process technology courses, 160
 Programs of Instruction, 85, 90
 Psychology courses, 172

Q

Quality points, 38

R

Reading requirement, 87
 Readmission, 22
 Refund of fees, 36
 Registrar's office, 50
 Registration procedures, 22
 Repeated courses, 39
 Residence classification, 34
 Resignation from college, 46
 Rights and Responsibilities, 51

S

Satisfactory Academic Progress, 62
 Scholarships and awards, 60
 Scholastic, standing, 43
 dropped from rolls, 45
 probation and suspension, 43
 Science, Associate Degree, 108
 Scholarships, 60, 67
 Second Degree requirements, 41, 46
 Security, campus, 74, 200

Selective Service, 19
 Senior Citizens, 27
 Service Learning, 81
 Social science requirements, 87
 Sociology courses, 173
 Spanish courses, 173
 Special Entry Students, 27
 Special Topics courses, 174
 Speech Communication courses, 174
 Student Affairs, 50
 Student Billing, 33, 74
 Student Handbook, 49
 Student Health Services, 70
 Student Classification, 47
 Student Discipline, 52, 69
 Student Government Association, 68
 Student Organizations, 68
 Student Rights and Responsibilities, 51
 Student Self-Assessed fees, 34
 Summer Only Students, 21
 Support Personnel, 184
 Surveys, 78
 Suspension, 43

T

Teaching Program, 124
 courses, 175
 Tech Prep, 28
 Technical Competency Area, 86
 Technology fee, 34, 68
 Telephone Listings, 200
 Theater courses, 175
 Title IV Financial Aid, 60
 Transcript of record, 35, 50
 Transfer credit evaluation, 23
 Transfer programs, 84
 Transfer students, 22
 academic status determination, 44
 admission, 21
 enrollment requirements, 22
 Transient students, 21
 Tuition, 33
 Tuition deferment, 35

V

Veterans Affairs, 28
 Video Production courses, 176

W

Weapons policy, 70
 Welding Program, 125
 courses, 176
 WIA, 61, 67
 Withdrawal grades, 46
 Withdrawal from school, 46

Y

'Y' grades, 39

FINAL EXAM SCHEDULE

FALL 2006

Class Meeting Times

		Thursday 12/7	Friday 12/8	Saturday 12/9	Monday 12/10	Tuesday 12/12	Wednesday 12/13	Exam Days
Exam Times	8:00a.m. 10:00a.m.	XXXX XXXX	MWF & MW Classes beginning at 8am	XXXX XXXX	MWF & MW Classes beginning at 9 & 9:30am	XXXX XXXX	XXXX XXXX	
	10:00a.m. 12:00p.m.	TT Classes beginning at 8 & 8:30am	MWF & MW Classes beginning at 10am	Sat 9a-11:45a	MWF & MW Classes beginning at 11am	TT 9:30a.-10:45a	XXXX XXXX	
	12:00p.m. 2:00p.m.	TT Classes beginning at 11:00am	MWF & MW Classes beginning at 12pm	Sat 12p-2:45p	MWF & MW Classes beginning at 1 & 1:30pm	TT Classes beginning at 12:30 & 1:30pm	XXXX XXXX	
	2:00p.m. 4:00p.m.	English Exit Exam	MWF 3-4:15p	XXXX XXXX	MWF 2p-2:50p	TT 3p-4:15p	XXXX XXXX	
	4:00p.m. 6:00p.m.	TT Classes beginning at 4:00pm	XXXX XXXX	XXXX XXXX	MW 4-5:15p	XXXX XXXX	XXXX XXXX	
	6:00p.m. 8:00p.m.	TT Classes beginning at 5:30 & 6pm	English Exit Exam	XXXX XXXX	MW Classes beginning at 5:30pm	TT Classes beginning at 6:30 & 7pm	MW 7p-8:15p	
	8:00p.m. 10:00p.m.	TT Classes beginning at 8:30 & 8:40pm	XXXX XXXX	XXXX XXXX	MW 8:30p-9:45p	XXXX XXXX		

Grades are due in Division Offices by
4:30p.m. on Friday, December 15th.

FINAL EXAM SCHEDULE

SPRING 2007

Exam Day/Times	Monday 5/14	Tuesday 5/15	Wednesday 5/16	Thursday 5/17	Friday 5/18	Saturday 5/19
8:00a.m. 10:00a.m.	MWF & MW Classes beginning at 8am	TT Classes beginning at 8 & 8:30am	MWF & MW Classes beginning at 9 & 9:30am	XXXX XXXX	XXXX XXXX	XXXX XXXX
10:00a.m. 12:00p.m.	MWF & MW Classes beginning at 10am	TT Classes beginning at 11:00am	MWF & MW Classes beginning at 11am	TT 9:30a.-10:45a	XXXX XXXX	Sat 9a-11:45a
12:00p.m. 2:00p.m.	MWF & MW Classes beginning at 12pm	English Exit Exam	MWF & MW Classes beginning at 1 & 1:30pm	TT Classes beginning at 12:30 & 1:30pm	XXXX XXXX	Sat 12p-2:45p
2:00p.m. 4:00p.m.	MWF 2p-2:50p	XXXX XXXX	MWF 3-4:15p	TT 3p-4:15p	XXXX XXXX	XXXX XXXX
4:00p.m. 6:00p.m.	XXXX XXXX	TT Classes beginning at 4:00pm	MW 4-5:15p	XXXX XXXX	XXXX XXXX	XXXX XXXX
6:00p.m. 8:00p.m.	MW Classes beginning at 5:30pm	TT Classes beginning at 5:30 & 6pm	MW 7p-8:15p	TT Classes beginning at 6:30 & 7pm	All Friday Evening Classes	XXXX XXXX
8:00p.m. 10:00p.m.	XXXX XXXX	TT Classes beginning at 8:30 & 8:40pm	MW 8:30p-9:45p	XXXX XXXX	XXXX XXXX	XXXX XXXX

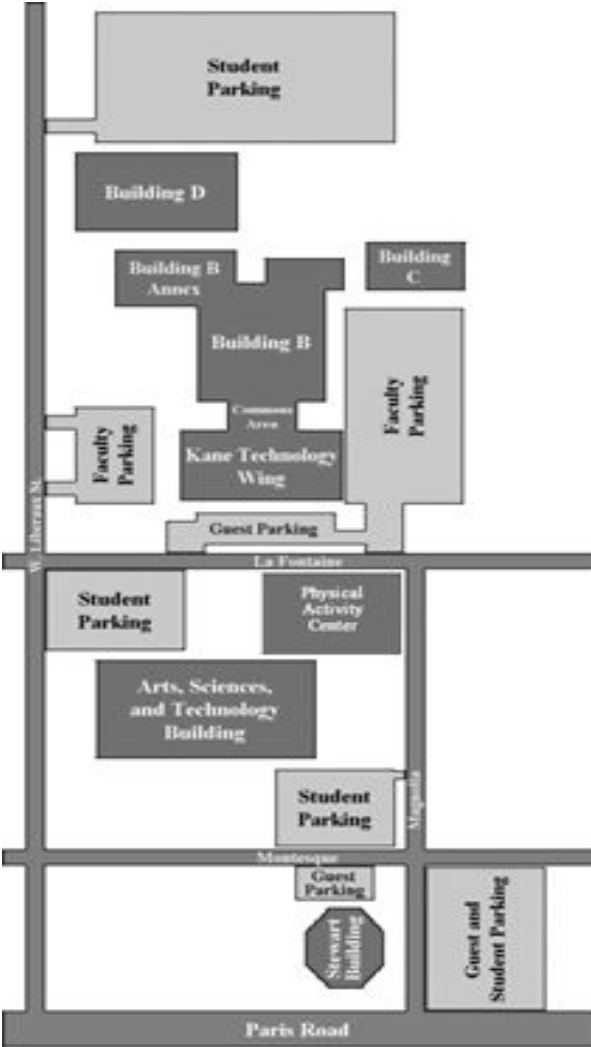
Grades are due in Division Offices before
12:00 p.m. on Monday, May 21st.

FINAL EXAM SCHEDULE SUMMER 2007

Exam Day/Times	Wednesday 7/25	Thursday 7/26
8:00a.m. 10:00a.m.	MW Classes beginning at 8:00am	TT Classes beginning at 8:00am
10:00a.m. 12:00p.m.	MW Classes beginning at 10:30am	TT Classes beginning at 10:30am
12:00p.m. 2:00p.m.	Atypical MW Classes	Atypical TT Classes
2:00p.m. 4:00p.m.	MW Classes beginning at 2:00pm	TT Classes beginning at 2:00pm
4:00p.m. 6:00p.m.	XXXX XXXX	English Exit Exam
6:00p.m. 8:00p.m.	MW Classes beginning at 5:00pm	TT Classes beginning at 5:00pm
8:00p.m. 10:00p.m.	MW Classes beginning at 7:30pm	TT Classes beginning at 7:30pm

Grades are due in Division Offices before 4:30 p.m.
on Monday, July 30th

CAMPUS MAP



IMPORTANT TELEPHONE NUMBERS

Admissions Office	278-7467
ADA/504 Issues	278-7491
Arts and Humanities Division	278-7485
Bookstore	278-7486
Bursar/Cashier	278-7300
Business and Technology Division	278-7486
Campus Police	278-7499
Career Services	278-7491
Chancellor's Office	278-7468
Counseling	278-7487
Facilities Management.....	278-7499
Financial Aid	278-7479
Health & Natural Sciences Division	278-7492
Human Resources	278-7488
Library	278-7498
Continuing Education/Non-Credit Division	278-7491
Public Relations	278-7491
Receptionist.....	278-7497
Registrar's Office	278-7467
Student Affairs	278-7487
Student Employment.....	278-7467