# CATALOG

## NUNEZ COMMUNITY COLLEGE

# 2023-2024

DOORS OPEN AT NUNEZ COMMUNITY COLLEGE

WWW.NUNEZ.EDU • (504) 278-6467
3710 PARIS ROAD, CHALMETTE, LA 70043

# TABLE OF CONTENTS

# HOME

## Elaine P. Nunez Community College
## A Comprehensive Community College

Chalmette, Louisiana
A Member of the Louisiana Community & Technical College System

## Nunez Community College Catalog 2023-2024
## Volume 32

### Equal Opportunity Statement

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

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

### Nunez Community College Executive Officers

Tina Tinney, Ed.D, Chancellor
Cherie Kay LaRocca, Ph.D., Vice Chancellor for Education, Training, and Student Success
Katherine Lemoine, M.Ed., Associate Vice Chancellor for Institutional Advancement
Tai Nguyen, MBA, Vice Chancellor of Finance and Operations
Lenny Unbehagen, M.Ed., M.A., Assistant Vice Chancellor of Education, Training, and Student Success

## Location

3710 Paris Road
Chalmette, Louisiana 70043
Phone (504) 278-6467
Fax (504) 278-6480

## Membership, Accreditation, and Approval Status

### Institutional Accreditation

Nunez Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, technical diplomas, and certificates. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nunez Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

### Program Specific Accreditations

In addition to NCC's accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, technical diplomas, and certificates, the college offers many programs that have specialized accreditations from state, regional, and/or national professional associations and boards. A list of those specialized accreditations is provided below:

- The **Associate of Applied Science in Process Technology** program is accredited by the **Association of Technology Management, and Applied Engineering (ATMAE)**, as well as by the **North American Process Technology Alliance (NAPTA).**
- The **Practical Nursing** program is accredited by **Louisiana State Board Practical Nursing Examiners (LSBPNE)**.
- The **Paramedic** program is accredited by the **Commission on Accreditation of Allied Health Education Programs** (http://www.caahep.org) upon the recommendation of the **Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).**

## Louisiana Community & Technical College System Board of Supervisors

**Dr. Monty Sullivan**
**System President**
265 South Foster Drive
Baton Rouge, LA 70806
(225) 922-2800

Willie Mount, Lake Charles, LA, **Chair of the Board**
Alterman "Chip" Jackson, Lafayette, LA, **First Vice Chair**
Rhoman J. Hardy, Geismar, LA, **Second Vice Chair**
Paul Price, Jr., Winnsboro, LA, **Immediate Past Chair**
Ellis Bourque, Lacombe, LA
Tari T. Bradford, Shreveport, LA
Cynthia Butler-McIntyre, Jefferson, LA
Rhoman Hardy, Baton Rouge, LA
Timothy W. Hardy, Baton Rouge, LA
Patrick T. Johnson, Natchitoches, LA
Jennifer Lee, Hammond, LA
Erika McConduit, New Orleans, LA
Michael "Mickey" Murphy, Bogalusa, LA
Stanton Salathe, Harvey, LA
Stephen Smith, Houma, LA
Stephen Toups, Baton Rouge, LA
David Payne, Louisiana Delta Community College, **Student Member**
Jamie Zeringue, Fletcher Technical Community College, **Student Member**

## Board of Regents for Higher Education

**Dr. Kim Hunter Reed**
**Commissioner of Higher Education**
Post Office Box 3677
Baton Rouge, LA 70821-3677
(225) 342-4253

Collis B. Temple, III, Baton Rouge, LA **Chair**
Gary Solomon, Jr., New Orleans, LA **Vice Chair**
Robert W. Levy, Dubach, LA, **Secretary**
David J. Aubrey, Baton Rouge, LA
Blake R. David, Lafayette, LA,
Randy L. Ewing, Ruston, LA
Stephanie A. Finley, Lafayette, LA
Phillip R. May, Jefferson, LA
Christian C. Creed, Monroe, LA
Darren G. Mire, New Orleans, LA

Wilbert Pryor, Shreveport, LA
T. Jay Seale, III, Hammond, LA
Terrie P. Sterling, Zachary, LA
Felix R. Weill, Baton Rouge, LA
Judy A. Williams Brown, Athens, LA
Catarena Lobrè, Delgado Community College, **Student Member**

# Academic Calendar

**Refund dates and Show/No Show reporting dates for additional Parts of Term for HACR, NURS, and PTEC (FastTrack) courses can be found on the Student Consumer Information webpage.**

## Fall 2023

| Date | Event |
|---|---|
| August 1 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Full Term and Mini-Session A |
| August 15 | First Day of Class for Full Term and Mini-Session A |
| August 16 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Mini-Session A |
| August 17 | Final Payment Deadline for Full Term and Mini-Session A; in-person payment due by 3:45pm; online payments accepted until 11:59pm |
| August 17 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Full Term |
| August 17 | 100% Tuition & Fees Adjustment Period for Mini-Session A |
| August 17 | Show/No Show reporting deadline for Mini-Session A, 12:00pm; students dropped for non-payment/non-attendance at 4:00pm |
| August 18-21 | 50% Tuition-Only Adjustment Period for Mini-Session A |
| August 21 | 100% Tuition & Fees Adjustment Period for Full Term (Refund dates for Nursing, HACR, and PTEC FastTrack special sessions can be found on the Student Consumer Information webpage) |
| August 21 | Show/No Show reporting deadline for Full Term, 12:00pm; students dropped for non-payment/non-attendance at 4:00pm (Show/No Show reporting deadlines for Nursing and HACR four-week terms can be found on the Student Consumer Information webpage.) |
| August 21 | Reinstatement deadline, 12:00pm for Mini-Session A |
| August 22 | Census Day for Mini-Session A |
| August 22-25 | 50% Tuition-Only Adjustment Period for Full Term |
| August 26-29 | 25% Tuition-Only Adjustment Period for Full Term |
| August 29 | Reinstatement deadline for Full Term, 12:00pm |
| August 30 | Census Day for Full Term |
| September 4 | Labor Day Holiday-No Classes, College Closed |
| September 22 | Last Day to Withdraw from a Mini-Session A course or the College with a "W" |
| September 26 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Mini-Session B |
| September 28 | LCTCS Conference--No Classes |
| October 2 | Last Day of Class for Mini-Session A |
| October 2-6 | Midterms Exams for Full Term |
| October 3-5 | Final Exams for Mini-Session A |
| October 6 | Final Grades and IBC reporting due by 12:00pm for Mini-Session A |
| October 9-10 | Fall Break |
| October 11 | First Day of Class for Mini-Session B |
| October 12 | Midterm Grades due for Full Term |
| October 12 | Deadline to fulfill Incomplete Grade Contracts from the previous semester |
| October 12 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Mini-Session B |
| October 13 | Final Payment Deadline for Mini-Session B; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Mini-Session B |
| October 13 | 100% Tuition & Fees Adjustment Period for Mini-Session B |
| October 13 | Show/No Show reporting deadline for Mini-Session B, 12:00pm; students dropped for non-payment/non-attendance at 4:00pm |
| October 14-17 | 50% Tuition-Only Adjustment Period for Mini-Session B |
| October 16 | Priority Spring and Winter Intersession Registration for VA students |
| October 17 | Reinstatement deadline, 12:00pm for Mini-Session B |
| October 18 | Spring and Winter Intersession Registration Opens |
| October 18 | Census Day for Mini-Session B |
| November 3 | Last Day to Withdraw from a Full-Term course or the College with a "W" |
| November 16 | Priority Deadline to Apply for Graduation |
| November 17 | Last Day to Withdraw from a Mini-Session B course or the College with a "W" |
| November 22 | Thanksgiving Holiday—No Classes; College Open |
| November 23-24 | Thanksgiving Holiday—College Closed |
| November 30 | Last Day of Class for Full Term and Mini-Session B |
| December 1-7 | Final Exams for Full Term |
| December 4-6 | Final Exams for Mini-Session B |
| December 11 | Final Grades and IBC reporting due by 12:00pm for Full Term and Mini-Session B |
| December 22-29 | Winter Break—Campus Closed |

## Winter Intersession 2023

| Date | Event |
|---|---|
| November 29 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| December 13 | First day of class |
| December 15 | Final Payment Deadline for Winter Intersession; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| December 13 | Late Registration/Last Day to Add, Drop or Adjust Schedule |
| December 14 | 100% Tuition & Census Fees Adjustment Period |
| December 14 | Show/No Show reporting deadline 12:00pm; students dropped for non-payment/non-attendance at 4:00pm |
| December 18 | Reinstatement deadline, 12:00pm |
| December 19 | Census Day |
| December 22-29 | Winter Break- Campus Closed |
| December 29 | Last Day to Withdraw from a Winter Intersession course or the College with a "W" |
| January 1 | New Year's—Campus Closed |
| January 8 | Last Day of Class |

| | |
|---|---|
| January 9 | Final Exams |
| January 10 | Final Grades and IBC reporting due by 12:00pm |

## Spring 2024

| Date | Event |
|---|---|
| January 2 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Full Term and Mini-Session A |
| January 15 | Martin Luther King, Jr. Holiday-No Classes; College Closed |
| January 16 | First day of class for Full Term and Mini-Session A |
| January 17 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Mini-Session A |
| January 18 | Final Payment Deadline for Full Term and Mini-Session A; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| January 18 | 100% Tuition & Fees Adjustment Period for Mini-Session A |
| January 18 | Show/No Show reporting deadline for Mini-Session A, 12:00pm; students dropped for non-payment/non-attendance at 4:00pm |
| January 19-22 | 50% Tuition-Only Adjustment Period for Mini-Session A |
| January 22 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Full Term |
| January 22 | 100% Tuition & Fees Adjustment Period for Full Term |
| January 22 | Show/No Show reporting deadline for Full Term, 12:00pm; students dropped for non-payment/non-attendance at 4:00pm |
| January 22 | Reinstatement deadline, 12:00pm for Mini-Session A |
| January 23 | Census Day for Mini-Session A |
| January 23-26 | 50% Tuition-Only Adjustment Period for Full Term |
| January 27-30 | 25% Tuition-Only Adjustment Period for Full Term |
| January 30 | Reinstatement deadline for Full Term, 12:00pm |
| January 31 | Census Day for Full Term |
| February 12-14 | Mardi Gras Holiday—No Classes |
| February 13 | Mardi Gras Holiday—Campus Closed |
| February 24 | Last Day to Withdraw from a Mini-Session A course or the College with a "W" |
| March 5 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Mini-Session B |
| March 7 | Last Day of Class for Mini-Session A |
| March 11-13 | Final Exams for Mini-Session A |
| March 11-14 | Midterms Exams for Full Term |
| March 15 | Midterm Grades are due |
| March 15 | Deadline to fulfill Incomplete Grade Contracts from the previous semester |
| March 15 | Final Grades and IBC reporting due by 12:00pm for Mini-Session A |
| March 18 | Priority Fall and Summer Registration for VA students |
| March 19 | First day of class for Mini-Session B |
| March 20 | Fall and Summer Registration Opens |
| March 20 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Mini-Session B |
| March 21 | Final Payment Deadline for Mini-Session B; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| March 21 | 100% Tuition & Fees Adjustment Period for Mini-Session B |
| March 21 | Show/No Show reporting deadline 12:00pm; students dropped for non-payment/non-attendance at 4:00pm for Mini-Session B |
| March 22-25 | 50% Tuition-Only Adjustment Period for Mini-Session B |
| March 25 | Reinstatement deadline, 12:00pm for Mini-Session B |
| March 25 | Priority Deadline to Apply for Graduation |
| March 26 | Census Day for Mini-Session B |
| March 29 | Easter/Spring Holiday—College Closed |
| March 29-April 2 | Easter/Spring Holiday—No Classes |
| April 5 | Last Day to Withdraw from a Full-Term course or the College with a "W" |
| April 26 | Last Day to Withdraw from a Mini-Session B course or the College with a "W" |
| May 3 | Last Day of Class for Full Term |
| May 7 | Last Day of Class for Mini-Session B |
| May 6-10 | Final Exams for Full Term |
| May 8-10 | Final Exams for Mini-Session B |
| May 13 | Final Grades and IBC reporting due by 12:00pm for Full Term and Mini-Session B |
| May TBD | Commencement |

## Summer 2024

| Date | Event |
|---|---|
| May 20 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Full Term and Mini-Session A |
| June 3 | First day of class for Full term and Mini-Session A |
| June 3 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Mini-Session A |
| June 4 | Final Payment Deadline for Summer Mini-Session A; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| June 4 | 100% Tuition & Fees Adjustment Period for Mini-Session A |
| June 4 | Show/No Show reporting deadline 12:00pm; students dropped for non-payment/non-attendance at 4:00pm for Mini-Session A |
| June 4 | Late Registration/Last Day to Add, Drop or Adjust Schedule for Full Term |
| June 5 | Final Payment Deadline for Full Term; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| June 5 | 100% Tuition & Fees Adjustment Period for Full Term |
| June 5 | Show/No Show reporting deadline for Full Term, 12:00pm; students dropped for non-payment/non-attendance at 4:00pm |
| June 5 | Reinstatement deadline, 12:00pm for Mini-Session A |
| June 6 | Census Day for Mini-Session A |
| June 8 | 50% Tuition-Only Adjustment Period for Full Term |
| June 9 | Reinstatement deadline for Full Term, 12:00pm |

| | |
|---|---|
| June 10 | Census Day for Full Term |
| June 12 | Last Day to Withdraw from a Full-Term course or the College with a "W" |
| June 14 | Last Day to Withdraw from a Mini-Session A course or the College with a "W" |
| June 17 | Early registration payment deadline; in-person payment due by 3:45pm, Online payments accepted until 11:59pm for Mini-Session B |
| June 26 | Last Day of Class for Mini-Session A |
| June 27 | Final Exams for Mini-Session A |
| June 28 | Final Grades and IBC reporting due by 12:00pm for Mini-Session A |
| July 1 | First day of class for Mini-Session B |
| July 1 | Late Registration/Last Day to Add, Drop, or Adjust Schedule for Mini-Session B |
| July 2 | Final Payment Deadline for Summer Mini-Session B; in-person payment due by 3:45pm, Online payments accepted until 11:59pm |
| July 2 | 100% Tuition & Fees Adjustment Period for Mini-Session B |
| July 2 | Show/No Show reporting deadline 12:00pm; students dropped for non-payment/non-attendance at 4:00pm for Mini-Session B |
| July 3 | Reinstatement deadline, 12:00pm for Mini-Session B |
| July 4 | Holiday—No classes, College closed |
| July 4 | Census Day for Mini-Session B |
| July 19 | Last Day to Withdraw from a Mini-Session B course or the College with a "W" |
| July 27 | Last Day of Class for Full Term |
| July 31 | Last Day of Class for Mini-Session B |
| July 29-August 1 | Final Exams for Full Term |
| August 1 | Final Exams for Mini-Session B |
| August 2 | Final Grades and IBC reporting due by 12:00pm for Full Term and Mini-Session B |

# History and Academic Growth

## History

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

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

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

In the spring of 1993, Elaine P. Nunez Community College was accredited by the then named Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, certificates, and diplomas. This accreditation was reaffirmed for ten years in 1997, in 2009, and in 2017.

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

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

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

Beginning in 2006, the College experienced unprecedented growth, exceeding its pre-Katrina enrollment in 2010. The College continues to grow and expand programs in career and technical education, transfer degrees, non-credit and workforce programs, and strives to serve the entire community, including a significant number of dually enrolled high school students from surrounding parishes.

Dr. Tina Tinney, a native of St. Bernard Parish and a former instructor at Nunez, was installed as Nunez chancellor on January 4, 2018, succeeding Chancellor Emeritus Dr. Tommy Warner. Her return as chancellor brought a focus on student-centered instruction, community partnerships and workforce development. Nunez Community College has expanded programming offerings to support community partnerships and workforce, which include but are not limited to Paralegal Studies, Coastal Studies and GIS Technology, and Wastewater Plant Operator. In 2018 Nunez Community College began offering Aerospace Manufacturing Technology, the only program dedicated to Aerospace Manufacturing Technicians in the state of Louisiana.

## Academic Growth

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

Nunez continues to provide dynamic program offerings, from credit courses to complete certifications, technical diplomas and associate degrees, as well as workforce credentials, value-added certifications, noncredit courses, and dual enrollment. Working constantly with businesses and industries, Nunez provides quality workforce training and with four- and two-year colleges to provide consistent and accurate articulation of course credit. To enhance transfer opportunities for students who wish to continue their education, the College has developed articulation agreements with four-year institutions throughout the region.

In addition to the growth in programs and articulation, Nunez has pursued community support in the form of its *Investing in Educational Excellence Capital* Campaign. Nunez received funds for eight Endowed Professorships from various businesses and individuals in the community and raised over one million dollars in the Capital Campaign. The College continues to pursue development opportunities, both through the Nunez Community College Foundation and through outside funding agencies. The Foundation usually sponsors events to raise funds for the College's programs and services. In addition to Foundation funding, Nunez currently averages over 20% of budget from grants and contracts.

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

# Mission, Goals, and Commitment

## Mission

Nunez Community College is a student-centered institution that delivers relevant and innovative curriculum integrating the arts, sciences, and

humanities leading to academic credentials and workforce opportunities. Nunez serves a vital role in the community by engaging with partners to support student success and personal growth.

## Goals

Nunez Community College Educational Goals include providing:

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

## Commitment to Institutional Research and Effectiveness

The Office of Institutional Research and Effectiveness (OIR-E) is committed to supporting the achievement of the College's goals and mission by fostering a culture of planning and continuous improvement across the College that highlights student achievement, student support, community engagement, workforce development and educational values. The OIR-E seeks to coordinate and collaborate with all units of the College in the processes of planning and organizing by developing automated systems that help to streamline the collection and warehousing of both quantitative and qualitative data; which ensures accurate, unbiased and timely data analysis for reporting purposes, decision-making, and maintaining institutional compliance.

The College's Institutional Effectiveness (IE) Planning Model includes the five (5) main tenets of IE planning (Plan, Resource, Implement, Assess, Improve) and the four (4) strategic areas (College Mission/ Vision/Strategic Plan, Development, Assessment, Use of Results) on a continuum surrounding the overall institutional objective to show continuous improvement through relevant infrastructure modifications. This framework was designed to inform all aspects of the planning and decision making processes across the College.

# Educational Policies 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 providing the following services:

- **Open-door admissions, policies, and procedures** that encourage the diversity of interests, aptitudes, talents, and needs of the community;
- **Occupational programs and courses** lasting several weeks to two years in the areas of arts, sciences, business, and technology, which may lead to job entry, career advancement, or pursuit of a higher degree;
- **General education and articulated courses** that prepare students in the liberal arts and that provide for a smooth transition into a senior institution;
- **Developmental courses** that prepare students for college-level studies;
- **Comprehensive student services** including academic advising, financial aid, job placement, and student activities to meet the needs of the College community.

# Admissions and Registration

## Admission to the College

Nunez Community College publishes admission policies that are consistent with its mission that are available to students online on the Nunez website and in the catalog. These policies are consistent with the governing bodies policies, Louisiana Community & Technical College System (LCTCS) Policy 2.000 General Admissions Policy Statement and the Louisiana Board of Regents Supplement to the Minimum Standards for Admission to Louisiana Public Postsecondary Institutions.

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

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

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

Requests for general admissions information should be directed to:

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

Admission applications should be completed online at https://www.nunez.edu. Anyone wishing to apply in person may do so at the Admissions Office. Applications should be made as early as possible in the semester preceding the period of anticipated enrollment.

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

# Admission Requirements

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

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

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

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

# Home-Schooled Students

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

a. Proof that the student is sixteen (16) years of age or older;
b. An official, current transcript for any coursework completed;
c. Documentation verifying the home-school's registration or approval status by the State of Louisiana—Board of Elementary and Secondary Education or equivalent governing body in the student's home state.

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

# Immunization

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

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

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

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

Forms to be completed by the student's physician or other health care provider, as well as a waiver, are available in the Student Affairs Office and online. Additionally, students may complete a waiver as part of their application for admission. Some specific programs have additional immunization requirements.

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

The Nunez Community College Health Center, located on campus, is able to provide some students with proof of immunization records as well as immunizations. Call 504-278-6318 for more information.

# Selective Service Registration

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

The following categories of students are exempt from this requirement:

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

# Proof of Residence

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

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

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

## Americans With Disabilities Act (ADA)/ Section 504

Nunez Community College complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments. Students with special needs should contact the ADA Coordinator at (504) 278-6278 at least four (4) weeks before planning to enroll so that authorized accommodations can be arranged in a timely manner.

Students requesting or receiving accommodations should be aware that it is their responsibility to inform the ADA Coordinator regarding any change in the status of their disability, their enrollment, or their accommodations. It is also the responsibility of the student to notify the ADA Coordinator for continued accommodations prior to the beginning of each semester.

## Orientation

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

Additionally, an online orientation module is available year-round to all students on the Canvas learning platform. For questions regarding orientation, contact Student Affairs at (504) 278-6467 or email admissions@nunez.edu.

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

Act 321 of 2017 requires that, effective Fall 2018, each public postsecondary management board, in conjunction with the Commissioner of Higher education and the president of each public university shall adopt a policy requiring unplanned pregnancy prevention education to unmarried students and be included in freshman orientation activities.

In accordance with Louisiana Revised Statutes 17:1801.1, 14:40.8, 14.502, and the Board of Regents Uniform Policy on Hazing Prevention, Nunez prohibits hazing and takes all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students, and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education, and training. The link to the full policy is disseminated to new students upon registration and is found here.

Any student interested in completing the hazing prevention training should contact the Canvas Administrator so that the course can be added for FREE to their Canvas portal.

New students are to review these policies and other federal and state consumer information at this link: https://www.nunez.edu/student-consumer-information/index.

# Admission Classifications

## First-Time Entering Freshmen

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

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

## Transfer Students

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

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

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

a. Acceptance of courses taken more than 8 years before a student transfers to Nunez Community College is determined by the Program Chair in which the student's program of study resides;
b. Acceptance of courses that are not equivalent to courses taught at Nunez Community College is determined by the student's Program Chair;
c. Grades for transferred courses will be interpreted according to the Nunez grading scale and will be recorded as follows:

- Plus (+) or minus (-) symbols will be disregarded.
- Grades of Satisfactory, Pass, and Credit will be treated alike and will count only in hours earned.
- Failing grades, including W, will count as hours attempted.
- Grades in developmental courses are treated the same as grades in other courses.
- Grades of NC (no credit) will not be recorded.
- Incomplete ("I") grades will be treated as "I" grades issued by Nunez and will be converted to "F" if not converted to a passing grade by the Nunez deadline.

d. Transcripts will be evaluated for degree-seeking students during their first semester at Nunez by Admissions Office personnel.
e. A transfer grade of "D" may not meet the course pre-requisites for courses in a sequence. Refer to the "Course Descriptions" and "Program Descriptions" sections of the *Catalog* to verify minimum grade requirements for specific courses.
f. 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.)
g. The Louisiana Board of Regents Student Transfer Guide and Articulation Matrices (http://regents.la.gov/master-course-articulation/) as well as individual transfer guides from institutions with which Nunez has entered into transfer agreements will be used to determine course equivalencies.

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

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

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

## Transfer GPA

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

A transfer student with less than a 2.00 adjusted cumulative/overall GPA will have an academic status of *"not in good standing"*. If in the first semester, the student fails to achieve a semester grade point average of 2.00 or higher, the student will be academically suspended for one semester.

Transfer students who were on academic suspension at their previous institution may be admitted to Nunez. However, students who intend to transfer back to the previous institution should get express written consent from the suspending institution granting the student permission to enroll at Nunez while on suspension.

## Matriculating Students

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

## Non-Matriculating Students

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

## Workforce Development Students

Students may wish to take courses that include workforce training, leisure, and non-credit courses. For more information, contact the Workforce Development Office at 504-278-6439 or email Workforce@nunez.edu.

## Students Currently Enrolled in High School (Dual Enrollment)

Dual enrollment gives high school students the option to earn high school and college credits at the same time. High schools can enter into a dual enrollment agreement with Nunez Community College to expand educational opportunities for their students. The college accepts any high school student who meets the program requirements set forth by the Board of Regents and the institution. For more information, please visit https://www.nunez.edu/admissions/high-school-dual-enrollment or contact the Coordinator of Instruction at 504-278-6286.

## International Students

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

## Visiting (Summer-Only) Students

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

## Re-Admitted Students

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

## Academic Renewal

Nunez Community College provides students an opportunity to restart their academic record after a break in enrollment and a demonstration of academic maturation upon re-enrollment. Academic renewal provides a

student with the opportunity to restart his/her college study in academic good standing by eliminating previously-attempted courses from the student's current GPA. An application for renewal does not ensure approval; rather, each application will be evaluated on its merits and approved only when the student convincingly demonstrates potential for success.

The following guidelines apply:

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

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

# Tuition and Fees

All tuition and fees must be paid at the time of registration except when a student qualifies for the deferred-payment plan or when a financial aid award has already been approved. Payment may be made either in person or online by logging into your LoLA account, clicking the *Student Account* tab, *Payment Processing* tab, and then the *Payment Options* tab. According to the refund policy, an obligation to pay tuition and fees in full is incurred at the time the student enrolls in a course(s). If a student decides not to attend the college, it is the student's responsibility to drop all courses before the payment deadline or end of 100% refund period. The student will be financially responsible for any courses that remain on their schedule after the payment deadline and 100% refund period.

A small convenience fee may be assessed to students who elect to pay by credit card. A $30 deferment fee may be assessed to those students whose full payments or payment arrangements are not completed within the registration period. A $10 late registration fee may be assessed to students that register or get reinstated after the registration or purge period.

Students may be administratively dropped for nonpayment of tuition and fees. For specific tuition and fee amounts, including cost of attendance, please consult the website https://www.nunez.edu/paying-for-college/index, call the Bursar's Office at 504-278-6403, or email the Bursar's Office at bursar@nunez.edu.

## Tuition Appeal Policy

Students may appeal up to 60 days from the date of the final notice for the semester. Non-refundable fees cannot be adjusted upon approval of any appeals. The student must submit in writing a letter with any supporting documentation stating why the questioned tuition amount is incorrect and should be forgiven. The letter should be addressed to the Nunez Community College Tuition Appeals Committee and forwarded to the Nunez Community College Bursar's Office. Decisions of the Tuition Appeals Committee will stand unless the student can provide additional supporting documentation that warrants further review.

The Tuition and Fee Appeal Committee cannot approve any appeal for debt that has been placed with the State of Louisiana Attorney General's Office.

## Non-Payment Collection Clause

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

## Tuition and Fees Deferment

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

## Audited Course Fees and Tuition

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

Laboratory and Other Course Fees

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

## Late-Registration

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

Library Fines and Replacement

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

## Parking, Safety, and Security Fee

The Parking, Safety and Security fee is assessed to all Nunez Community College credit students at $40 each fall and spring semester, and at $20 each summer session. There is not a requirement for a student decal (Decals may be required for Nunez-UNO LINK Students). The fee includes the administration, operation, construction, repair, maintenance, security, and operation of traffic, parking and parking facilities, and other operational expenses.

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

## Non-Residents

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

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

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

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

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

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

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

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

## Student Self-Assessed Fee

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

## Student Activity Fee

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

## Technology

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

## Transcript Policy and Fees

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

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

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

# Returned Checks

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

# Louisiana National Guard Waiver

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

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

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

# Senior Citizens

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

# Refund Policy

Refund or adjustments of tuition and fees for the fall and spring semesters upon reductions in credit hours or official withdrawal from the College is made according to the schedule listed in the Academic Calendar. Unless communicated otherwise, alternative sessions shall follow the posted refund or adjustment period posted in the Academic Calendar. Board approved mandatory fees, exclusive of the Excess Credit Hour Fee, are nonrefundable after the college's 100% period. However, the amount refunded shall not exceed the amount paid by the student. The college reserves the right to deduct all monies owed by the student before refunding. Unless otherwise provided by federal guidelines regarding federal financial aid, the tuition refund schedule shall provide for no refund after the official 14th class day for the fall/spring semester or equivalent for the summer semester, alternative sessions, or for open enrollment purposes.

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 Bursar's Office. A letter stating the reasons the student feels he or she is entitled to a refund should be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Tuition Appeals Committee. The student will be notified in writing of the decision of the Committee. Decisions of the Tuition Appeals Committee will stand unless the student can provide additional supporting documentation that warrants further review.

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

The official Return of Title IV Funds Policy can be found here.

## Official and Unofficial Withdrawal

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

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

# Registration Procedures

## Placement Tests

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

American College Test (ACT) or Accuplacer Test scores from within the past three years are requested from entering degree- or certificate-seeking freshmen students. The purpose of these tests is to ensure that students are properly placed in English, mathematics, reading, and general education courses. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate corequisite courses in English and/or mathematics. The Accuplacer will be used only to place students in introductory courses. The College provides testing for students who do not have recent test scores. Prospective students should utilize the Placement and Placement Testing webpage for more information and to register for the placement test if needed.

Students are allowed to take the Accuplacer three times during a regular semester. After the Accuplacer is taken the first time, students must wait 7 days before re-taking the test. After the second time taking the Accuplacer, students must wait 14 days before re-taking the test. After the third attempt, students must wait until classes of the regular semester are over before starting the testing cycle again. Each testing cycle begins when final grades are submitted at the end of a regular semester. It is recommended that students participate in test preparation or instruction prior to any re-test. In case of extenuating circumstances, a student may request an exception to the above re-test procedures.

Students will not be refused admission because of low test scores. Test scores are used for advising and placement purposes only. However, should the Vice Chancellor for Education, Training, and Student Success determine that an applicant has not demonstrated the ability to benefit from enrolling in college-level courses, the applicant will be referred to continuing education programs or restricted to enrolling in selected appropriate 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.

### English Placement

| Course Placement | Accuplacer Next Generation Writing | ACT English subscore |
|---|---|---|
| ENGL 1010 taken concurrently with ENGL1008 [1] | No Score | No Score |
| ENGL 1010 taken concurrently with ENGL 1008 [1] | 249 and below | 17 and below |
| ENGL 1010 | 250 and higher | 18 and higher |
| ENGL 1020 [2] | NA | 29 and higher |

[1]Students without ACT English subscores or Accuplacer Next Generation Writing scores will be automatically placed into ENGL 1008 and 1010 unless they submit scores that may determine a different placement.
[2]Student receives credit (grade of P) for ENGL 1010.

### Math Placement

| Course Placement | Accuplacer Next Generation Quantitative Reasoning, Algebra & Statistics (QRAS) | Accuplacer Next Generation Advanced Algebra and Functions (AAF) | ACT ACT Math subscore |
|---|---|---|---|
| MATH 1200 taken concurrently with MATH 1198 or MATH 1203 taken concurrently with MATH 1201 or MATH 1300 taken concurrently with MATH 1298 [3,4] | No Score | NA | No Score |
| MATH 1200 taken concurrently with MATH 1198 or MATH 1203 taken concurrently with MATH 1201 or MATH 1300 taken concurrently with MATH 1298 [4] | 0-274 | 200-252 | 18 and below |
| MATH 1150 [4] | NA | NA | 12-16 |
| MATH 1200, MATH 1203, or MATH 1300 [4] | NA | 253-275 | 19-26 |
| MATH 1400 | NA | 276-300 | 27 and above |

[3]Students without ACT Math subscores or Accuplacer Next Generation scores will be automatically placed into Math corequisite courses unless they submit scores that may determine a different placement.
[4]Math placement will be determined by the student's chosen major.

# Students in Online Classes

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

a. Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files; using email and the internet);
b. Have access to a computer with high speed (DSL/Cable) internet connection other than on campus;
c. Have an active email address;
d. Have access to any software or cloud-based programs required by the course prior to the beginning of the course;
e. Complete online orientation and/ or student canvas training available at https://www.nunez.edu before registration or a beginning class activity;

# Auditing Students

Students who do not want to earn college credit may enroll for no credit under audit status during the registration period or, with the approval of the Vice Chancellor for Education, Training, and Student Success or designee, later in the semester. A regularly-enrolled student may audit courses. Others who wish to audit must obtain official admission to the College.

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

# Concurrent Enrollment

A student who is enrolled at Nunez Community College is required to notify the Registrar whenever he or she enrolls at another college or university during the registration period of the semester or session in which the student is enrolled at both Nunez and another institution. Upon completion of each term of concurrent enrollment, the student is required to have an official transcript from the other institution sent to Nunez for the determination of academic standing. This policy does not apply to students who are officially cross-enrolled under one of the agreements described in the next section.

# Cross-Enrollment Agreements

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

# Mobilization/Activation of Reservists and National Guard

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

If activation/mobilization occurs:

a. 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.
b. During the period between the 15th day of the semester and the last day to withdraw, the student will receive a "W" grade for all classes. Tuition and refundable fees will be refunded at 100%.
c. After the last day to withdraw with a "W" grade, the student may:
    i. Choose to take a "W" in all classes, and receive a full refund, or
    ii. Request an incomplete ("I") grade for some or all courses, and receive a refund of only the prorated amount of tuition and fees for the courses in which a "W" has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the work, or
    iii. 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
    iv. Request, with the concurrence of the instructors of the affected courses, to take an early final examination.

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

# Student Affairs

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

## Admissions Office

The Vice Chancellor for Education, Training and Student Success and the Director of Admissions oversee the management of the Admissions Office personnel, policies, and procedures. The main functions of this office are recruiting, processing of applications for admission, collecting and evaluating student credentials, coordinating dual enrollment, and managing the internal scholarship process.

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

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

## Registration and Student Records

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

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

## Transcripts

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

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

## Student Contact Information

Students who need to make changes to their mailing address, name, or phone number after registration, should do so online in LoLA. Students are held responsible for all communications sent by College offices to the most recent (email & home) address provided. Once the semester begins, students will be required to use their Nunez-provided student email for any communication with faculty and staff of the Institution. Faculty and Staff will reserve the right to not communicate with a student through a student's personal email during the semester. Students should review the Nunez "Student Access Procedure" for directions on how to access their email accounts.

## Family Education Rights and Privacy Act (FERPA)

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

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93-380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Nunez Community College have access to their official records. Nunez assumes that all students are independent unless the parents document dependency. Parents may document dependency by showing that the student is listed as a dependent on the parent's latest Federal Income Tax Return. The Act further provides that certain information designated as "directory information" may be released by the College about the student unless the student has indicated on their application or 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 indicate such on his or her LoLA account or notify the Dean of Strategic Enrollment Management and Student Success or the Registrar in writing within 10 days after the final day of registration.

## Intellectual Property and Shared Royalties

Faculty, staff, and students involved in research activities related to their employment or enrollment at Nunez are governed by the LCTCS policy, which can be found at LCTCS Policy 1.042: Intellectual Property and Shared Royalties

Campus Free Speech Expression

Nunez Community College deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all of its campuses, subject only to reasonable time, place, and manner restrictions. Nunez Community College shall allow and protect non-commercial expressive activities by students, administrators, faculty members, staff members, and invited guests in accordance with all applicable laws and this policy.

## Student Rights and Responsibilities

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

a. Consideration for admission and for scholarships without regard to race, color, gender, national origin, religious or political beliefs, military status, or disability;
b. 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;
c. Issuance of publications following appropriate procedures;
d. Democratic student governance;
e. Use of campus facilities with appropriate approval;
f. Choice of speakers and topics subject to approval;
g. Petition for changes through proper channels; and
h. Due Process in any disciplinary matters.

## Student Responsibilities

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

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

a. Intentional obstruction or disruption of teaching, research, administration, disciplinary action, or an authorized college event;
b. Unauthorized occupation of, or unauthorized entry into, any College facility;
c. Physical abuse, or threat thereof, against any person on campus or at any College-authorized event, or any other conduct that threatens or endangers the health and safety of any such persons;
d. Theft or damage to property of the College or a person on the campus;
e. Intentional interference with the right of access to College facilities or with any lawful right of any person on campus;
f. Setting a fire on campus;
g. Unauthorized use or possession on campus of firearms, ammunition, or other dangerous weapons, substances, or materials;
h. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College;
i. Forgery, alteration, or misuse of College documents, records, or identification;
j. 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;
k. Failure to comply with the directives of college officials, campus police, or other college, local or state officials when requested to do so;
l. Conduct that adversely affects the student's suitability as a member of the academic community (e.g., drunkenness, use of profanity, disorderly conduct, harassment in any form);
m. Smoking and other uses of tobacco or e-cigarettes in classrooms, laboratories, shops, and other designated places prohibited by law or campus policy;
n. Gambling on college property;
o. Sexual offenses including rape, acquaintance rape, and other non-forcible sexual offenses;
p. Littering, graffiti, or other defacement of campus property;
q. Bringing a pet of any kind inside campus building, unless approved in advance by the Dean of Strategic Enrollment and Student Success;
r. Any breach or violation of any state, federal, or local laws on campus;
s. Aiding or inciting others to commit any act set forth above.

# Student Disciplinary Procedure

In cases of student misconduct, the following procedure applies:

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

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

iii. **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.

iv. **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.

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

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

## Weapons on Campus

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

## Drug-Free Campus Policy

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

In addition, the Nunez Campus is a Tobacco-Free environment since legislation was passed in August 2014. Refer to the Smoking & Tobacco Free Policy and Alcohol and Drug Prevention Program at http://www.nunez.edu.

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

## College Sanctions

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

## Legal Sanctions

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

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

## Programs Available for Substance Abuse Counseling, Treatment, or Rehabilitation

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

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

**St. Tammany Parish**
**Florida Parish Human Service Authority (FPHSA)**
2331 Carey St.
Slidell, LA 70456
985-646-6406

**NorthLake Addictive Disorder Clinic**
900 Wilkinson Street
Mandeville, LA 70448
985-624-4450
**(Only Adults at least 21 years old)**

## Louisiana Community and Technical College System Policy Regarding Harassment

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

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

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

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
b. Submission or rejection of such conduct by an individual is used as the basis for employment affecting such individual; or

c. Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

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

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

a. Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures;
b. Unwelcome or unwanted conversations;
c. Unwelcome or unwanted touching;
d. Continued or repeated verbal abuse of a sexual nature;
e. Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance;
f. Offensive comments regarding sexual or private matters;
g. Display of sexually suggestive pictures or objects;
h. Offensive jokes;
i. Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, gender, sexual orientation, age, religion, national origin, or disability; and
j. Any other offensive or abusive physical, visual, or verbal conduct.

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTCS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, or of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS. For additional information, please refer to the Campus Sexual Violence Prevention Program at http://www.nunez.edu and the Power-Based Violence, Title IX, & Sexual Misconduct Policy & Procedure 2.003.

# Student Grievance Procedure

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

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

# Procedure for Filing a Complaint

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Employees who believe they are the subjects of harassment, or who have knowledge of harassing behavior, must report such conduct to their direct supervisor, and to the institution's Human Resource Department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the Chancellor's Office and in the office of the system president for the LCTCS system office staff. **Any student who believes they are the subject of harassment or who have knowledge of harassing behavior must report such conduct to the Director of Diversity and Inclusion, Title IX/ADA Coordinator, located in the Administration Building on Paris Road, or by calling 504-278-6435.**

Employees or students also may submit a complaint to the institution's Chancellor. Students or employees will not be 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:

**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.

The Title IX Grievance Procedures can be found here.

# SACSCOC Complaint Procedure

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

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

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

adequate procedures for addressing complaints by students, employees, and others.

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

## Academic Standings and Eligibility in Courses and Programs

Students who are denied admission into a course or program may appeal to the Vice Chancellor for Education, Training and Student Success or designee. Normally, the decisions of the Vice Chancellor for Education, Training and Student Success are final and are subject only to review by the Chancellor.

# Articulation Agreements

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

**Aspen University**
Business Administration: Accounting
Business Management
Early Childhood Education
General Studies

**Delgado Community College**
Radiologic Technology
Respiratory Technology
Veterinary Technology

**Dillard**
AALT - Humanities
AALT - Social Sciences
AS - Business
ASLT - Natural Sciences

**Herzing University**
Business Administration: Accounting
Business Management
Industrial Technology

**Loyola University New Orleans**
Paralegal

**Nicholls State University**
Business Administration
Culinary Arts
Petroleum Services

**Northshore Technical Community College**
Drafting & Design Technology
Maritime Technology

**Northwestern State University**
Allied Health
Medical Office Management

**Southeastern LA University**
Accounting
Business Administration
Economics
Entrepreneurship
Finance
General Management
Human Resources
International Management
Marketing
Marketing: Advertising
Marketing: E-commerce
Supply Chain Management

**Southern University of New Orleans**
Business Administration

**University of Holy Cross**
Accounting
Business Administration
Culinary Arts

**University of New Orleans**
Accounting
Business Administration
Finance
Hotel, Restaurant, & Tourism Administration
Management
Marketing
Teaching - Secondary
Teaching - Secondary Biology
Teaching - Secondary Chemistry
Teaching - Secondary English
Teaching - Secondary Environmental Science
Teaching - Secondary Math
Teaching - Secondary Social Studies

**University of Phoenix**

**University of Southern Mississippi**
Applied Technology

**Upper Iowa University**
General Education and variety of programs

**Notes:**

All Louisiana Transfer degrees are guaranteed to transfer to any public college or university in the State of Louisiana.
The AST in Teaching Grades 1-5 is considered a transfer degree and is accepted at any public college or university in the State of Louisiana with a corresponding education program.
For other system-wide articulation agreements visit http://www.lctcs.edu.

For more information and details regarding articulation agreements, contact a Student Success Coach.

# Financial Aid

## School Code: 015130

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

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

Applications for the next aid year are available October 1st of the year prior. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College. Students must reapply for financial aid each aid year.

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

# Federal Financial Aid

### Eligibility Requirements

To be eligible for federal financial aid, a student must be enrolled in an eligible program of study. These include associate degrees, technical diplomas and certificates. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 or fewer hours or who are non degree seeking are not eligible for federal financial aid programs. Transient, unclassified, provisional, post baccalaureate, and post-graduate students are also not eligible for federal or state financial aid. All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each aid year. The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester. Students must be enrolled in at least 6 hours to be eligible for student loans.

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

### Additional Eligibility Requirements

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

- Be a United States citizen, a resident of a Trust Territory, or has permanent resident status approved by the U.S. Citizenship and Immigration Services;
- Possess a high school diploma or equivalent;
- Be admitted to an eligible program;
- Be in compliance with U.S. Selective Service registration requirements, if male and between the ages of 18 and 25 years old (see http://www.sss.gov);
- Not owe a refund on a previous federal Title IV grant and is not in default on federal student loans;
- Not have been convicted of sale/ possession of illegal drugs while receiving federal aid;
- Have maintained satisfactory academic progress (SAP) and is in good academic standing;
- Have a valid Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid Office;
- Will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education;
- Is not in default on a federal student loan and has made arrangements to repay it;
- Does not owe money on a federal student grant and has made arrangements to repay it;
- Will notify his/her school if he/she defaults on a federal student loan; and
- Will not receive a Federal Pell Grant from more than one school for the same period of time.

### How to Apply for Federal Financial Aid

The Free Application for Federal Student Aid (FAFSA) – commonly referred to as the FAFSA – is the document used to apply for federal student aid. The U.S. Department of Education uses the FAFSA to determine a student's eligibility for aid. The FAFSA is available at https://studentaid.gov/ Applicants can complete their application online (processed in 7-14 days).

Nunez Community College School code, 015130, must be included on the FAFSA.

Students are notified of their eligibility online in LoLA. Students must complete the loan award offer notification process by either accepting or rejecting the funds offered. Unaccepted offers are subject to cancellation. The financial aid process depends on the accuracy of the student's completed financial aid forms. Prompt return of requested documents expedites the process. Students should contact the Financial Aid Office if they have any questions.

### Verification

Verification is a process to confirm the information the student/parent provided on the FAFSA.

Verification selection can be random or because a student's FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects 30% of students for the verification process.

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

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

Additionally, certain types of untaxed income and other items must be verified. For 2023-2024, verification tracking groups will place the student in one of the three verification tracking groups along with the required information:

| Tracking Group | Required Information |
|---|---|
| Standard Verification Group (V1) | Tax Filers |
| | • Adjusted Gross Income |
| | • U.S. Income Tax Paid |
| | • Untaxed Portions of Individual Retirement Account (IRA) Distributions |
| | • Untaxed Portions of Pensions |
| | • IRA Deductions and Payments |
| | • Tax Exempt Interest Income |
| | • Education Tax Credits |
| | Non-Tax Filers |
| | • Income Earned from Work |
| | Tax Filers and Non-Tax Filers |
| | • Number of Household Members |
| | • Number in College |
| Custom Verification Group (V4) | • High School Completion Status |
| | • Identity/Statement of Educational Purpose |
| Aggregate Verification Group(V5) | Tax Filers |
| | • Adjusted Gross Income |
| | • U.S. Income Tax Paid |
| | • Untaxed Portions of IRA Distributions |
| | • Untaxed Portions of Pensions |
| | • IRA Deductions and Payments |
| | • Tax Exempt Interest Income |
| | • Education Tax Credits |
| | Non-Tax Filers |
| | • Income earned from work |
| | Tax Filers and Non-Tax Filers |
| | • Number of Household Members |
| | • Number in College |
| | • High School Completion Status |
| | • Identity/Statement of Educational Purpose |

The verification process can take up to two weeks. Therefore, timely submission of required documents is required. Applications are considered complete only after all necessary parties (student, spouses, parents, etc.) have provided the required documentation containing complete and correct financial data.

## Financial Aid Award Notification

All award notifications will be emailed to students or can be obtained through LoLA.

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

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

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

## Aid Adjustments

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

- Enrollment status is verified on the last day of the drop/add period for each semester/term. If a student drops or adds classes by this date, the Pell Grant/TOPS/GO Grant and student loans awards will be adjusted accordingly.
- Faculty reports non-attendance for classes. A student's financial aid, including student loans, will be adjusted if the student does not attend any one of their classes (assuming the credit hours adjustment actually changes a student's aid eligibility).
- Receiving Pell Grant or Loans at two different colleges during the same academic year, which exceeds the total maximum limit for that year.
- Any aid may be adjusted, if a student totally withdraws before the federal deadline to withdraw and the student may have to repay the

aid they did not earn. See more detailed information under "Title IV Policies."

- Direct Student loans and/or other student financial aid awards may be adjusted to prevent over award situations due to the receipt of either a fee discount, tuition aid, outside scholarship, change in residency classification, or similar assistance.
- Direct Student Loans will also be adjusted or cancelled based on a check of half-time status at the beginning of the loan period.

## Disbursement of Federal Financial Aid Funds

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

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

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

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

## Bookstore

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

- Be currently enrolled for at least 3 credit hours
- Be making satisfactory academic progress
- Have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges

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

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

# Attendance Policies

## Failure to Begin Attendance

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

## Last Date of Attendance Determination

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

## Post Withdrawal Disbursements

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal. Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the College will disburse the funds within 90 days of the date of determination of the student's withdrawal date. Nunez Community College maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 7 days of the date that the notification was sent.

## Return of Title IV Funds

Financial Aid recipients who resign/withdraw, officially or unofficially, before completing more than 60% of the semester will be required to pay back all or part of the aid received. Students who stop attending class will be considered unofficial withdrawals. A student meeting these conditions is billed for the amount of Title IV funds owed, and a hold is placed on his/her account until payment is made. Specific information and examples regarding the Return of Title IV Funds Policy are available in the Financial Aid Office.

The official Return of Title IV Funds Policy can be found here.

## Satisfactory Academic Progress (SAP)

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

Satisfactory Academic Progress (SAP) is defined as:

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

## When is SAP Reviewed?

Students will be evaluated at the end of each payment period (semester). At the conclusion of each payment period, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum time frame. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successful in completing his or her educational program at the required pace, is no longer eligible to receive Title IV assistance. An appeal may be filed and

if approved, the student will receive financial aid but will be placed on financial aid probation.

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

## How is SAP Reviewed?

SAP is measured in three ways:

a. Qualitative/GPA,
b. Quantitative/Pace, and
c. Maximum Time Frame

## Qualitative Measure (GPA)

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

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

## Quantitative Measure (Pace of Progression)

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

## Maximum Time Frame

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

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

## How Other Factors Pertain to SAP

"I" (incomplete) Grades - Any course in which an "I" grade is given counts in hours attempted and will be considered an "F" until a letter grade is assigned in its place.

## Developmental Education/Remedial Courses

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

## Withdrawals

Official Withdrawal (completely withdraw from all courses) - A student who totally withdraws (receives all Ws) is considered to have officially withdrawn from the College. Unofficial Withdrawal - Students receiving Title IV aid and stop attending all classes and receive all F grades will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

## Repeated Courses

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

## Change of Major

A student may change from one degree to another during attendance at the College. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved. All attempted hours from a prior major are included in the total attempted hours.

## Pass/Non-Pass Grades

Pass/Non-Pass grades will not impact the cumulative GPA component of a student's SAP status. However, they will be included in the calculation of the maximum time frame and the completion rate components.

## What Happens once SAP is Reviewed?

At the time of SAP review, students will be categorized as follows:

a. **New** - student is attending college for the first time, this includes students who received credit (1) before earning a high school diploma (or equivalent), (2) for completing tests or assessments, or (3) for life experience or military service;
b. **Trans**- student is enrolling in the college for the first time and has previously attended another postsecondary institution;
c. **Good** - student meets all three standards and is eligible to receive federal financial aid;
d. **Warn** - student failed to meet at least one of the standards at the end of the previous payment period and the student was in "good" or "new" standing during that previous payment period;
e. **Aplan** – student failed to meet SAP, was granted an appeal, is placed on an Academic Plan; or
f. **Bad** - student is not meeting SAP

## Notification

At the end of each payment period (where applicable), Satisfactory Academic Progress is reviewed. Students are notified via self-service, LoLA and via email with their updated status.

## Re-Establishing Financial Aid Eligibility

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

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

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

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

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

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

## Appeal (with an Academic Plan)

An Academic Plan is specifically designed for a student who does not meet at least one of the standards at the end of the previous payment period and for whom a Financial Aid Appeal has been granted. The requirements within the Academic Plan must be met to regain eligibility. Students will need to meet the standards of the Academic Plan each payment period until meeting the SAP standards. Not enrolling in college for a period of time then re-enrolling will not bring the student into compliance with the SAP policy, and may require readjustment of the student's academic plan.

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

## Other Types of Appeals

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

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

## How to Submit an Appeal?

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

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

All appeals must include an appeals statement, and additional documentation supporting the appeal may be requested from the appeals committee. The student must be able to meet Nunez Community College SAP requirements by the end of the semester in which the student is appealing.

The Financial Aid Appeal Form is available on our webpage.

## Academic Renewal

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

## Enrollment Certification

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

# Types of Financial Aid

## Pell Grants

The Federal Pell Grant is a Federal grant which does not need to be repaid. The Pell Grant helps qualified students with financial need to meet their educational expenses. This grant is available only to undergraduate students who have not completed a bachelor's degree, or used more than 6 full-time equivalent years of the Pell Grant. In addition, a student must be enrolled full-time, (12 credit hours each semester), to receive the maximum award. Part-time awards are available to eligible students attending less than full time, as well.

## Go Grant

Louisiana resident students who are eligible for and receive the federal Pell Grant may also be eligible for a GO Grant. The award is based on the student's FAFSA, the availability of funds, and the student's unmet need(s) as calculated by the Department of Education.

## Federal Supplemental Educational Opportunity Grants (FSEOG)

The FSEOG is a federal grant program for undergraduate students with exceptional financial need. FSEOG funds are limited, and Pell Grant recipients are accorded priority; it is awarded from available funds.

## Federal Stafford Loans (Subsidized and Unsubsidized)

The Federal Direct Loan programs offer federally guaranteed educational loans for students whose cost of attendance cannot be met by other financial aid programs. Unsubsidized loans are available to eligible students regardless of income level. Students must maintain at least half-time enrollment (six credit hours) to receive federal loans. Repayment on the principle of the loans is deferred while the student remains in school on at least a half-time basis. The Subsidized Federal

Loan does not accrue interest during deferment periods. The loan limits of the program are:

| Year | Dependent | Independent |
|---|---|---|
| First year (0 to 29 credits) | $5,500 | $9,500 |
| | No more than $3,500 of this amount may be in subsidized loans. | No more than $3,500 of this amount may be in subsidized loans. |
| Second year (30 or more credits) | $6,500 | $10,500 |
| | No more than $4,500 of this amount may be in subsidized loans. | No more than $4,500 of this amount may be in subsidized loans. |
| Lifetime Limits | $31,000 | $57,500 |

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

## Net Price Calculator

This calculator is intended to provide estimated net price information (defined as estimated cost of attendance - including tuition and required fees, books and supplies, room and board (meals), and other related expenses - minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year. (Please Note: The Net Price Calculator only provides an estimate of college expenses, this may not be the complete and final cost.  Net Price Calculator provided by an outside source and is a work in progress.  Some ADA issues may exist.)  Click the link to use this webtool: https://www.nunez.edu/financial-aid/files/net-price-calculator/index.html

## Loan Application Procedure

Log in to the Federal Student Aid Student Loans site at http://www.studentaid.gov with the Federal Student Aid ID and password. Students will need to complete the following:

a. **Master Promissory Note (MPN)**
   Nunez Community College requires first-time borrowers to complete the MPN at http://www.studentaid.gov. Students must sign in using their FAFSA ID and password to complete the Master Promissory Note.
b. **Loan Entrance Counseling** - First-time borrowers at Nunez Community College must complete the Direct Loan Entrance Interview online at http://www.studentaid.gov. First-time borrowers will receive the first disbursement no sooner than 30 calendar days after the first day of class for the semester in which they are enrolled and must have completed the Direct Loan Entrance Interview.

## Financial Literacy for Borrowers

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

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

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

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

## Exit Counseling

Each loan recipient is required by federal regulations to participate in an exit interview at the time the student ceases to attend Nunez Community College at least half-time. Online Exit counseling should be completed at http://www.studentaid.gov before the student withdraws, graduates, drops to less than halftime, or completes his/her last semester at Nunez.

## Federal Work-Study Programs (FWS)

Students who have financial need and who wish to earn part of their educational expenses through salaried or hourly employment may qualify for the Federal Work-Study program. Salaries will be based on the availability of funds, FWS funds are limited. Federal Work Study is a financial aid award, as are Pell Grants and Loans. Students are eligible for FWS if the total amount of the financial aid awards that they accept plus work-study wages do not exceed their need.

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

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

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

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

Students interested in work-study should obtain an application for student employment from the Financial Aid Office. The Financial Aid Office will determine eligibility for Title IV Federal Work Study (FWS). If it is determined that students are eligible, the FWS application will be submitted to the Human Resources. Campus personnel in need of work-study students will interview and may check references when considering an applicant for a student worker position. Upon selection, an appointment approval form must be completed by the student's Supervisor, the Financial Aid Office, and Human Resources. Supervisors

will be contacted when the student is approved to begin work. Students are not to begin working until receiving such approval.

Each department shall be responsible for supervising its own student workers. This shall include ensuring that the student worker works the appropriate number of hours (usually no more than 20-25 hours per week) ensuring that timesheets are submitted when due, and students are enrolled in at least 6 credit hours.

## TOPS (Tuition Opportunity Program for Students)

TOPS is available to graduates of Louisiana High Schools who meet the academic requirements set by the Louisiana Office of Student Financial Assistance (LOSFA). Students qualifying for the TOPS-Tech award must be enrolled in a technical program or LOSFA approved academic program. Additional information is available at http://www.osfa.la.gov, or by phoning (225) 219-1012 or toll-free by dialing 1-800-259-5626.

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

The Nunez Community College Financial Aid Office assists veterans, active duty military personnel, students who are in the United States Armed Services reserves, and eligible spouses and dependents with the process of identifying and receiving tuition benefits. Veterans of the armed forces have ten (10) years following the date of their active duty discharge to apply for educational benefits. Federal guidelines with regard to educational benefits are also obtainable through an education advisor at the appropriate military station branch or the Veterans Administration Regional Office.

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

All official transcripts from previously attended schools of higher education must be received by the School Certifying Official before charges can be filed with the VA. Once deemed eligible by the VA to receive educational benefits, students must meet with the VA representative at the College once each semester so that their enrollment can be certified via VA. To receive continued certification for benefits, recipients must remain in good standing. If student's cumulative Grade Point Average (GPA) places them on academic probation, the student will be allowed to receive VA benefits for one additional semester. If, after one semester, 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 they are once again in good standing.

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

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

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

## VA Payment Addendum PL 115-407

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require the student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Our institution has made Veteran students aware of said policy since effective date of 1 August 2019.

## Internal Scholarships

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

Several generous outside agencies provide scholarship funds for students. They determine the eligibility requirements for their own scholarships and students must submit a NUNEZ Scholarship application prior to the deadline in order to apply. The deadline and application are found online on our website under scholarships. As part of the application, students are required to submit demographic, contact, academic, and financial information. Some scholarships require written responses or file uploads. This one application is used to identify the student's eligibility for all of the offered scholarships and includes all of the information required to determine eligibility.

For additional information on specific scholarship awards, please visit https://www.nunez.edu/scholarships/index or contact the Advancement Office or the Office of Financial Aid.

## General Eligibility Requirements

a. High School Diploma or GED
b. Completed online scholarship application
c. Submitted all Admissions documents to Nunez Community College
d. Currently admitted to Nunez Community College
e. Must be in good academic standing
f. Must complete a FAFSA and indicate Nunez Community College as a recipient

## External Scholarships

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

Several generous outside agencies provide scholarship funds for students. They determine the eligibility requirements for their own scholarships and students must submit a NUNEZ Scholarship application prior to the deadline in order to apply. The deadline and application are found online on our website under scholarships. As part of the application, students are required to submit demographic, contact, academic, and financial information. Some scholarships require written responses or file uploads. This one application is used to identify the student's eligibility for all of the offered scholarships and includes all of the required information to determine that eligibility.

**External Scholarships** are awarded by third party individuals or companies. Students apply directly to those awarding the scholarship. Please read all of the eligibility requirements for each scholarship before applying.

Questions about scholarships can be sent to klemoine@nunez.edu (admissions@nunez.edu).

## Louisiana Community & Technical Colleges System-wide Scholarships

See a Financial Aid counselor to apply.

- Louisiana Future Farmers of America Association Members
- SkillsUSA Louisiana, Inc.-Secondary Members
- Jobs for America's Graduates-Louisiana (JAG-LA) Program Graduates

# Financial Aid Contacts

**TOPS Grants**
*Financial Aid Office*
*504-278-6205*

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

**Financial Aid Office**
***financialaid@nunez.edu***
*504-278-6205*

**Treasure Burtchaell**
**Financial Aid Director**
***tburtchaell@nunez.edu***
*504-278-6465*

**Kim Doty**
**Financial Aid Counselor**
***kdoty@nunez.edu***
*504-278-6479*

**Jennifer Meyer**
**Financial Aid Counselor**
***jmeyer@nunez.edu***
*504-278-6478*

**LAMP Scholarship**
*Klaus Heyer*
*504-278-6388*

**Tri-Parish Works**
**Workforce Innovation Opportunity Act (WIOA)**
*504-278-6214*

**Louisiana Office of Student Financial Assistance (TOPS and GO Grants)**
http://www.osfa.la.gov
*1-800-259-5626*

**Louisiana Rehabilitation Services**
*1-800-737-2957*

**Veterans Benefits**
http://www.gibill.va.gov
*1-888-442-4551*
or

**DeMarcus Robinson**
**Veterans Affairs Representative**
***drobinson@nunez.edu***
*504-278-6467*

***1-800-4-FEDAID (1-800-433-3243)***
*TTY users may call:*
***1-800-730-8913***

Information is also available on Student Aid on the Web at http://www.studentaid.gov.

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

# Business Services

## Business Affairs

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

## Business Services

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

## Bursar

The Bursar's Office is responsible for the billing of students and/or third parties, the collection of payments toward student accounts, and assisting with problems with tuition and fee bills.

# Student Services and Activities

## Office of Disability Services and Counseling

Nunez Community College's Office of Disability Services and Counseling provides and coordinates tools, reasonable accommodations, and support services to allow students with disabilities to participate fully in the academic environment. The Office also provides short-term crisis management for students as it relates to their academic, personal, and social growth and development.

Nunez complies with the regulations of the Americans with Disabilities Act and Section 504 of the Rehabilitation Amendments. The ADA Coordinator/Counselor is responsible for meeting individually with students identified as having a documented disability or impairment to review submitted documentation and arrange the appropriate accommodations, as required under the ADA and Section 504, and can be reached at 504-278-6278.

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

## Voter Registration

In compliance with the National Voter Registration Act of 1993, the Office of Disability Services and Counseling provides assistance with completing and submitting Louisiana Voter Registration Applications and Voter Declaration Forms to any student filing for Disability Services. This service is supplied to students with disabilities on an ongoing basis. For more information contact the Office of Disability Services at 504-278-6278.

## Bookstore

The college has contracted with Follett Higher Education to provide bookstore services to students, faculty, and staff. The bookstore, located in the Kane Technology Building, can also be found at https://www.nunez.edu/bookstore/index. The Associate Vice Chancellor of Institutional Advancement monitors bookstore activities to ensure that the bookstore is meeting the needs of students and faculty.

## Medical Emergencies

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

## Student Health Services

The Nunez Community College Health Center is located in the Kane Technology Center, Room A145. Employees and students may utilize health services and are encouraged to contact a Health Center representative at 504-278-6318 if services are needed.

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

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

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

In cases of questionable mental health or instability leading to possible accident, injury, or violence, the instructor or other College employee should call campus police (504-278-6335) and then the administrator on duty should be contacted.

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

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

**St. Bernard Parish Hospital**
504-826-9500

8000 W. Judge Perez Dr.
Chalmette, LA 70043

# Overall Good Standing

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

# Student Government Association

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

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

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

# Student Life

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

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

The following is a list of approved organizations:

- **Culinary Club** is comprised of students with an interest in the Culinary Arts. The Culinary Club hosts fundraising food sales through the year and organizes and presents the annual King Cake Competition.
- **Gamma Beta Phi National Honor and Service Society (GBP)** is a national non-profit, honor and service organization for students in higher education. Students must be committed to excellence in education, good character, and service. To qualify for membership, students must have completed 12 or more credit hours of college-level work and have earned a cumulative grade point average of 3.20 or better.
- **Phi Theta Kappa Honor Society (PTK)** is an international, co-educational honorary society for students attending two-year colleges. To be eligible for membership, students must be currently enrolled in at least 3 hours of degree course work, have a 3.50 or higher grade point average on 12 or more hours earned from Nunez, be of good moral character, and show evidence of leadership abilities. Membership in Phi Theta Kappa is by invitation only.
- **Warriors Prayer Club** is a Christian organization that meets weekly for prayer and fellowship.
- **The Baseball Team** is an intercollegiate baseball team that competes in NJCAA Division 23. Interested prospects should attend a try-out as announced on http://www.nunez.edu. For more information, email baseball@nunez.edu.

# Hazing

The Board of Supervisors of the Louisiana and Community Technical College System (LCTCS) and Elaine P. Nunez Community College are committed to providing a safe academic and social environment for all students. In accordance with Louisiana Revised Statute 17:1801, hazing in any form is prohibited at Nunez.

The following hazing policy applies to all employees and students:

- **Definition of Hazing:** Any action taken or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual. Hazing may include but is not limited to the following activities when these activities are life threatening or are intended to hurt or physically or mentally humiliate the individual:
  - Physical abuse such as kidnapping, paddling, slapping, branding, burning;
  - Physical exercise, such as scavenger hunts, road trips, or any activity resulting in excessive fatigue, physical or psychological shock;
  - Wearing apparel, costumes, or makeup which is uncomfortable to the individual or, if worn publicly, is conspicuous; is demeaning to the individual, the observer, ethnic groups, differently-abled individuals, the LGBTQ spectrum, or religious/spiritual observers; or is not normally in good taste;
  - Engaging in public stunts, 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;
  - 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;
  - Any activities that interfere with the student's scholastic responsibilities; and the use of obscenities and vulgarities in dress, language, or action.
- **Duty to Report:** No student organization or individual shall employ a program of student initiation/pledge education or social events that includes hazing. It is the duty of all student organization members and any faculty or staff member to report immediately any violation of this policy to the Dean of Strategic Enrollment and Student Success for student violations and the Director of Human

Resources for employee violations. Any violation of this policy shall be investigated and appropriate disciplinary action taken.

- **Expectations for Violations:** Any violation of this policy, including knowledge of and failure to report, may result in expulsion in the case of students and termination in the case of employees, and suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the College's codified student and/or employee judicial process.
- **Education, Awareness, and Prevention:** In addition to valuable resources available at http://hazingprevention.org/, Nunez provides education, awareness, and prevention activities for hazing that include but are not limited to the following:
  - Awareness seminars with organization advisors and student organization members;
  - Inclusion in new faculty/staff orientation;
  - Inclusion in new student orientation;
  - Policy posting on Canvas & college website for students and employees;
  - Awareness seminars with athletic coaching staff and student-athletes.
  - In accordance with Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature, mandatory requirements were established state-wide to maintain safety for all students who participate in student life organizations. Effective Fall 2019, all student organization members and advisors are required to complete a one-hour Hazing Prevention Training available online. For more information, contact the Vice Chancellor for Education, Training, and Student Success at 504-278-6467.

## Lost and Found

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

# Administrative Services

## Facilities Maintenance and Safety

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

## Smoking and Tobacco-Free Campus

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

## Campus Police

To ensure the safety of students and employees, the College employs commissioned police officers with full power of arrest. Officers are responsible for maintaining a safe campus through preventative measures such as educational activities, the enforcement of parking policies, and student ID card policy. To contact campus police, call 504-494-0797.

Potential criminal activity, sex offenses, and other emergencies on campus should be reported directly by any student or employee to a campus police officer in person or by calling 504-494-0797 or by dialing 911 for outside emergency assistance. Student victims of crime on campus are encouraged to contact the Vice Chancellor for Education, Training and Student Success as soon as possible in person or by calling 504-278-6285 or 504-278-6467.

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

## Campus Security Policy and Crime Statistics

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

The campus crime statistics for Nunez and most other U.S. colleges during the three preceding years can be found at http://ope.ed.gov/security/. Crime reports are collected from campus police, College employees with significant responsibility for student and campus activities, and local law enforcement officers who respond to reports of potential crimes on campus and on public property immediately adjacent to campus. These reports are maintained in by the Title IX office.

Crime statistics and the College's Semi-Annual Security Report, which contains both Clery Act data as well as Board of Regents Uniform Policy on Power-Based Violence, can be found on the College's Student Consumer Information webpage.

# Information Technology

This department is responsible for the maintenance of the campus computer network, instructional computer laboratories, and overall coordination of the College's computer resources. The Information Technology Department's personnel review computer equipment and software requests and maintain licenses for software programs supported by the College. The Information Technology Department is also responsible for providing network access to both faculty and staff; this department also provides email access to students as well as assistance with access to various academic software suites. Students, faculty, and staff are encouraged to contact IT at 504-278-6279 or help@nunez.edu to report any technical issues across campus or if they just have a question.

# Workforce Development & Continuing Education

Nunez's Workforce Development and Continuing Education Department strives to keep our community competitive and our economy strong by providing the most advanced, flexible, and applicable education and training for business and industry in Louisiana. Nunez has partnered with educational institutions, businesses, Chambers of Commerce, and other agencies to create initiatives that address local workforce needs.

Our mission is to provide individuals and businesses with the most advanced, customized and relevant education and training for economic growth. In addition, we provide affordable non-credit courses that address the professional, recreational, and cultural needs of the community.

Continuing Education offers non-credit courses (not applicable to a degree or certificate program) that are designed to expand career opportunities and maybe taught differently from traditional college courses. Additional offerings include courses and seminars that relate to recreation and lifestyle. These courses are concerned with the improved use of leisure time and personal development for both teenagers and adults. Nunez is an open enrollment institution. For more information, call 504-278-6420.

## Industry Training for Certification

Workforce Development at Nunez works closely with independent industry groups to offer training that leads to industry-based credentials recognized in the field. With the billions of dollars of industrial expansions in Southeast Louisiana, many commercial and industrial crafts are in high demand and Nunez is offering training to help meet that demand. These programs are designed to quickly train and provide the skills necessary for these high-demand, high-wage jobs.

### NCCER (National Center for Construction Education and Research)

NCCER was developed with the support of more than 125 construction CEOs and various association and academic leaders who united to revolutionize training for the construction industry. Sharing the common goal of developing a safe and productive workforce, these companies created a standardized training and credentialing program for the industry.

NCCER uses standardized construction and maintenance curriculum and assessments with portable credentials. These credentials are tracked through NCCER's Registry System that allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. NCCER's Registry System also assists craft professionals by maintaining their records in a secure database.

"non-curriculum available for certain skills trades"

Heavy Equipment Operator Training Program-7 weeks
Basic Safety- National Center for Construction Education & Research (NCCER)

- Heavy Equipment Level 1 - National Center for Construction Education & Research (NCCER)
- OSHA 10 - OSHA
- First Aid, CPR, AED -American Heart
- Trenching and Excavation - National Utilities Contractors Association (NUCA)
- Confined Space Training - National Utilities Contractors Association (NUCA)
- Classroom - Scissor Lift, Boom Lift, Forklift, and Telescopic Forklift Certification
- Practical Forklift Training, Extended Reach/ Rough Terrain Forklift
- Practical Scissor Lift, Aerial Manlift, < 80ft & > 80ft
- Practical Front End/ Payloader/ Classroom and Practical Excavator

Powered Industrial Truck (PIT)
This equipment training (also known as Powered Industrial Truck Training) will include classroom training, as well as hands-on practical skills training on the following equipment:

Scissor Lift
Boom Lift
Forklift
Telescopic Forklift

One day - 8 hours. The majority of the course will be actually evaluating students maneuvering each piece of equipment, as well as training students on how to be a spotter. Upon completion, students will receive certification to operate each piece, as well as a certification as a spotter.

Forklift Training
1 day - 3 hours training
Participants will complete the coursework and training to be certified to operate a forklift. J.D. Keller Certification

### WATER TREATMENT OPERATION

Operators of both Water and Wastewater facilities are required to meet requirements set forth by the Environmental Protection Agency, the Committee of Certification, and as required by State law. These members of the municipal and state workforce enjoy good benefits, a clear promotional path, and above-average job security. As an aging workforce reaches retirement, operators are in demand in all parishes in Southeast Louisiana including St. Bernard, Orleans, Jefferson, Plaquemines, and St. Tammany. In addition, many industrial plants have their own facilities requiring state licensed operators.

Our classes are instructor led, 32 hours courses led by gifted faculty and approved by the Louisiana Department of Health. We can offer private LDH examinations on our campus. We offer evening classes over three weeks to allow time to achieve greater proficiency in the material prior to examination. Our gifted faculty are Class IV licensed operators that work locally and bring decades of experience.

- Wastewater Treatment (Class I – IV)
- Wastewater Collection (Class I – IV)
- Water Treatment (Class I – IV)
- Water Collection (Class I – IV)
- Water Production (Class I – IV)

### Commercial Driving License

Truck, Bus and Other Commercial Vehicle Operator Instructional Program prepares individuals to apply technical knowledge and skills to drive trucks and other commercial vehicles. This course prepares students to obtain a class A commercial driver's license in Louisiana through theoretical and hands on exercises. Training includes classroom meetings, parking lot practicum, and road exercises totally over 160 contact hours.

### MACHINING

The National Institute for Metalworking Skills (NIMS) was formed by the leading metalworking trade associations to develop and maintain a globally competitive American workforce. NIMS develops skills standards for the industry, certifies individual skills against the standards and accredits training programs that meet NIMS quality requirements. NIMS operates under rigorous and highly disciplined processes as the only developer of American National Standards for the nation's metalworking industry accredited by the American National Standards Institute (ANSI). NIMS Skill Standards NIMS has developed skills standards in 24 operational areas covering the breadth of metalworking operations including metal forming (Stamping, Press Brake, Roll Forming, Laser Cutting) and machining (Machining, Tool and Die Making, Mold Making, Screw Machining, Machine Building and Machine Maintenance, Service and Repair). The Standards range from entry (Level I) to a master level (Level III). The NIMS credentialing program requires that the candidate meet both performance and theory requirements. The NIMS accreditation requirements include an on-site audit and evaluation by a NIMS industry team that reviews and conducts on-site inspections of all aspects of the training programs, including administrative support, curriculum, plant, equipment and tooling, student and trainee progress, industry involvement, instructor qualifications.

Machinist-Measurement, Material and Safety
Job Planning, Benchwork and Layout
Basic Lathe Machine
CNC Machining and Advance Lathe

### Auto CAD/SolidWorks

AutoCAD
Computer-aided software program that enables drafters, architects, engineers, artists, interior designers, real estate developers and many others to create two dimensional models of solid surfaces and meshes.

Introduction
Intermediate
Advanced
SolidWorks.

Used to develop mechatronics systems from beginning to end. At the initial stage, the software is used for planning, visual ideation, modeling, feasibility assessment, prototyping, and project management. The software is then used for design and building of mechanical, electrical, and software elements.

## Safety Training

### Construction Site Safety Technician (CSST)

This comprehensive standardized safety training deals with site-specific hazards. These credentials are designed for Safety and Industry Professionals looking to jumpstart their safety career, find employment, or bolster their resume with nationally accredited certifications. This course is accredited by the National Center for Construction Education & Research (NCCER), The CSST (Construction Site Safety Technician) is appropriate for an experienced journey-level craft professional seeking a path into the safety profession. The trainee must complete the entire Field Safety and Safety Technology curriculum for this credential. Trainees have the opportunity to earn OSHA-30

### Hazardous Materials Course-Awareness

Involves 8 hours of classroom instruction, case studies, and interactive scenarios emphasizing awareness of potentially hazardous materials that are handled, transported or loaded and unloaded in a maritime setting through mechanisms such as labels and markings, the Emergency Response Guidebook or information stations. In addition, this course stresses the concept of "observe and report" in the case of an incident, with an emphasis on keeping the trainees and others a safe distance from the hazardous material.

### Hazardous Materials Course-Operations

Designed to educate trainees in the defensive aspects of handling hazardous materials spills and incidents through 16 hours if classroom instruction and hands-on activities, with 8 hours of Awareness-level training as a prerequisite. Defensive efforts include activities to prevent the spread of leaked or spilled materials through actions such as damming and diverting, as well as the proper use of personal protective equipment (PPE), including the donning (putting on) and doffing (taking off) of PPE.

### OSHA

OSHA helps reduce future incidents by identifying potential hazards, reviewing safety procedures with employees to make sure they are well-known, and recordkeeping information about events.

OSHA-10

OSHA-30

## Allied Health

Online Allied Health classes are self-paced and can be started at any time. Tuition includes access to the training system for up to twelve months but most programs can be completed in 6 months or less. Training leads to national certifications specific to the field of study such as Certified Clinical Medical Assistant (CCMA) or Certified Pharmacy Technician (CPT). Certification test vouchers are included along with full academic support including advising, academic counseling, career services, and placement.

- Dental Assistant
- Healthcare IT
- Hemodialysis Technician
- Medical Administrative Assistant
- Medical Assistant w/ Externship
- Medical Transcription Editor
- Pharmacy Technician w/ Externship
- Phlebotomy
- Physical Therapy Aide
- Physical Therapy Office Professional
- Additional programs available

# Adult Education

Nunez WorkReadyU is a FREE program available to students of all educational backgrounds and skill levels. This program offers students the opportunity to improve basic literacy, math skills, and English language acquisition, to achieve varying academic goals including High School Equivalency Diplomas (HiSET), college readiness, Nunez Community College co-enrollment, and career pathways. With morning, night, online, and hybrid classes, Nunez WorkReadyU can provide flexible schedules opportunities for all non-traditional students.

For more information, please contact adulteducation@nunez.edu or call 504-278-6321.

# S.T.E.A.M. and The Skillshop

## S.T.E.A.M.

The mission of the Science, Technology, Engineering, Art, and Math (STEAM) department at Nunez Community College is the proliferation of STEAM and its related skills. STEAM is essential to ensuring that American workers are competitive in both local and national arenas. As community educators, it is our mission to prepare a highly skilled and internationally competitive workforce. Large scale change starts locally, and the STEAM Department at Nunez Community College is poised to deliver many opportunities to deepen the STEAM experience of Southeastern Louisiana. The STEAM program at Nunez includes:

### K-12 Enrichment programs and Summer Camps

These programs expose students to various skills such as 3D printing, coding, robotics, engineering, and digital media. Each workshop is designed to not only build specific skills but to help students to develop 21st century skills such as critical thinking, problem solving, communication and collaboration.

### Adult Skill focused workshops and Personal Enrichment Opportunities

Workshops and One Day Builds will be offered that focus on specific skills. Training and workshops include FAA Drone Certification, Laser Cutter, CNC Router, 3D printing, construction and woodworking, Machinist, Forklift Certification, Heavy Equipment Operator training.

## The Skillshop

The Skillshop, housed in our Kane Center, is a communal place of action and a hub for technical literacy. On campus and open to the public, the Skillshop provides assistance and training in a wide array of advanced manufacturing technologies central to product-oriented businesses including woodworking equipment, 3D Modeling Software, Adobe Creative Suite, CNC Routers, Power Tools, Hand Tools, Laser Cutters, PLA 3D Printers, Resin 3D Printers and Drafting Software. The Skillshop is a catalyst for local business development, STEAM skill proliferation, and community enrichment. Whether you want to start a business, learn a new skill, improve your marketability and income, or you simply want to create, we invite you to join us in the Nunez Community College Skillshop where it is full STEAM ahead. Both corporate and individual memberships are available.

# Student Success Center

## Student Success Coaches

Coaches work with incoming students to choose or change majors, select courses, and register courses. The primary goals of the coaches are to help support students academically by helping them create an academic plan and connecting them to different resources on campus. Each coach will also work with areas such as Recruitment, Admissions, Veterans Affairs, Student Government Association, Student Activities, Tutoring, Career Development, and Testing Services.

Students should visit the Student Success Center, use the Degreeworks tool on LoLa, and check in with a faculty advisor regularly to ensure that they complete their program in a timely manner. Advisors are faculty and staff who have knowledge of the College's programs, courses, and policies. Academic advisors review test scores, previously-attempted college credit, and students' educational goals to approve specific courses each semester. Visit the LoLA portal to access your Advisor's name & contact information.

## Student Success Center

The Nunez Student Success Center offers academic advising, tutoring, testing services, and academic success programs. Students will be able to access computers with basic office software and printing for course-related work. Computers and printers will be available during regular business hours. Additionally, student success programs will be available throughout the semester.

# Academic Affairs

## Learning Resources

### Campus Library

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

The librarians conduct library instruction 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. A librarian is available to help patrons with research needs during all open hours.

The Library houses a collection of over 41,000 volumes in an easily accessible open-shelf arrangement and over 3,000 e-books that can be accessed on and off campus. The Library receives around 20 current periodicals and newspapers in addition to providing access to thousands of journals in electronic format.

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

The Library is a member of LOUIS (Louisiana Library Network) and as such has access to full-text databases through internet-enabled computers. These electronic resources are also accessible off-campus from the Library web page at https://www.nunez.edu/library/index. 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.

### Experiential Education Programs

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

These programs provide the opportunity to:

a. Develop outside the classroom program-related knowledge and skills that are used in the work setting;
b. Explore, confirm, or modify career choices;
c. Develop professional experience and contacts;
d. In some cases, earn money while learning;
e. Receive academic credit toward a degree for work experience while attending school.

### College Cooperative Education Programs

College cooperative education is an educational plan in which paid or unpaid 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 Program Chair before enrolling for cooperative credit.

### Internship

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

### Practicum and Clinical Experiences

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

# Institutional Advancement

## Alumni Association

The mission of the Nunez Community College Alumni Association is to engage former students and graduates through promotion of educational, professional and civic opportunities. Membership is open to Nunez graduates and former Nunez students. Former students of St. Bernard Parish Community College and Nunez Technical Institute are also encouraged to join. Contact the Associate Vice Chancellor of Institutional Advancement at 504-278-6491 or alumni@nunez.edu for additional information.

## Public Affairs and Marketing

Public Affairs and Marketing serves Nunez Community College as the primary communications link to students, faculty staff, alumni, and the community at large. Digital media (Nunez.edu, social media, email, text messaging) provide a direct line between the college and its stakeholders. In-house publications and traditional media are also utilized to raise awareness of the many programs and services available to the college population and the community. The Director of Communications can be reached at 504-278-6421.

## Nunez Community College Foundation

The Nunez Community College Foundation provides support for students, programs and college facilities. The Foundation provides an open channel through which friends and organizations may contribute toward the present and future growth and development of Nunez Community College. The Foundation is non-profit 501c3 managed by a Board of Directors. Anyone interested in supporting the College through donations of any type should contact the Contact the Associate Vice Chancellor of Institutional Advancement at 504-278-6491 or klemoine@nunez.edu.

# Academic Policies

## Credit Hours and Grading System

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

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

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

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

| Letter Grade | Description | Quality Points per Credit Hour |
|---|---|---|
| A | Outstanding | 4 |
| B | Above Average | 3 |
| C | Average | 2 |
| D | Passing Below Avg. | 1 |
| F | Failing | 0 |
| W | Withdrawn | Not Computed |
| I | Incomplete | Not Computed |
| P | Pass | Not Computed |
| NP | Not Passed | Not Computed |
| AUD | Audit | Not Computed |
| -E | Excluded | Not Computed |
| -E | Amnesty Renewal | Not Computed |

Nunez Community College accepts only transfer credits that have been awarded a grade of "C" or better, including grades of "P" or "Pass". The grade of "P" will be awarded for non-traditional credit, non-credit, credit by exam, by-passed courses, and some lab or clinical courses accompanying a lecture course.

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

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

## Incomplete Grades

An "I" grade is a temporary grade that may be assigned by the instructor only in circumstances where a finite amount of work has been missed. An "I" grade may result from failure to take a final exam or failure to complete the required assignments. When issuing an "I" grade, the instructor must communicate to the student the reasons for the I grade and the work that must be completed for the grade to be converted to a letter grade and the date that all work must be completed and turned in to the instructor.

In most cases, the work must be completed no later than **mid-term of the next semester** following the semester in which the "I" grade was received unless an earlier date is agreed upon. If the "I" grade is not removed, it will convert to an "F" and will be calculated as such in the grade point average.

## Repeat/Delete Policy

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

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

## Dean's List

At the end of each semester, the College publishes a Dean's List recognizing those students who have completed at least 12 hours with a semester GPA of at least 3.50. The Dean of Strategic Enrollment and Student Success will submit the list to the Director of Communications. Changes or corrections that occur after the list is published will not be submitted for publication.

## Graduation Requirements

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

a. Apply for graduation by the deadline noted in the *Catalog*. Applications are available online via LoLA. The college may initiate an application on behalf of the student.
b. Complete the requirements of their program as described in the *Catalog* in effect at the time they enrolled. As an alternative, students may follow the requirements in the *Catalog* in effect during their final semester as long as they have been continuously enrolled. If a student changes their major, or if they do not enroll at Nunez Community College for a fall or spring semester, they must follow the program requirements described in the *Catalog* that is in effect at the time of the change of major or the return to College.
c. Earn at least a "C" in each required major course, as identified in the *Catalog* program description, and any other courses identified in the program description. (The last grade earned is the official grade for a repeated course.) **The adjusted program grade point average must also be at least 2.00.**
d. Complete at least 25% of required courses applied toward the degree or certificate in residence at Nunez. This percentage may not include any credit from non-traditional sources, with the exception of credit earned through credit by examination. Courses applied toward the 25% residency requirement may include the 50% of required major courses reference in #7 below.
e. Earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based, non-traditional sources.
f. Earn no more than one-third of the credits needed in required major courses from non-traditional sources (not including credit by examination). Major courses are identified in the *Catalog* program description.
g. Earn no less than 50% of the required major courses in residence at Nunez. Major courses are identified in the *Catalog* program description.
h. Complete **at least** the number of credits stipulated in the degree program. In cases where courses or programs have been revised, however, an appropriate course substitution may be approved by the Program Chair responsible for that program, the Dean of Instruction, Dean of Nursing and Allied Health, or designee.
i. Complete the required amount of 2000-level courses applicable toward an associate degree as described in the program description.
j. Receive, in writing, approval from the Dean of Instruction, Dean of Nursing and Allied Health, or designee for any deviation from the required curriculum. Students may not apply toward graduation credit a lower-level course in a sequence after earning credit in the higher-level course.
k. Fulfill all obligations to the College, including financial obligations, prior to established dates. Student loan recipients must complete an exit interview online at http://www.studentaid.gov which will be sent to the institution.
l. The College strongly encourages participation in commencement. Students participating in the ceremony must adhere to Nunez graduation dress code. Information about specific graduation costs & procedures are sent to all applicants in the spring.
m. The College reserves the right to confer a certificate, diploma, or degree on any student who has fulfilled the program requirements.

Students must receive written approval from the Vice-Chancellor for Education, Training and Student Success or designee for any deviation from these requirements.

# Requirements for a Second Degree or Certificate

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

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

# Students in Discontinued Majors

Any student remaining eligible for a discontinued program who has completed 50% or more of the required courses in that program will be allowed to complete the program at Nunez. The student must complete the requirements within two years after the semester in which the program was discontinued. A student may be allowed to transfer into Nunez remaining required courses to complete the degree if Nunez can offer the courses. Exceptions to this policy may be granted by the Dean of Instruction, Dean of Nursing and Allied Health, or designee.

# Transfer and Re-Entry Students

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

# Graduation Honors

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

- **4.0 Graduates** are graduates in a degree/diploma program who have earned an "A" in every course attempted. These graduates will be identified as a perfect 4.00 graduate. The unadjusted cumulative/ overall grade point average is used to determine this honor.
- **Chancellor's Honor Graduates (teal cord)** are students who have earned an Associate's degree and/or technical program with an adjusted program grade point average of at least 3.80 on the college-level work attempted **for the degree or diploma program.**
- **Honor Graduates (silver cord)** are students who have earned an Associate's degree and/or technical diploma with an adjusted program grade point average of a 3.50-3.79 on the college-level work attempted **for the degree or diploma program.**

# Degree Designations & GPA

- **Associate Degree Recipients** – An applied/academic degree program, with a general education core component. The Associate degree can prepare students to enter the workforce or for transfer to a 4-year university. A.A. degrees are usually offered by community colleges and two-year transfer institutions.
- **Technical Diploma Recipients** - An applied, technical program (45-60 hours), often formed by combining multiple Certificates and/or

Certificates of Technical Competency. Technical Diploma programs are strictly limited to technical and community colleges.

- **Certificate Recipients** – An applied, academic, or technical program (16-34 hours), for which the certificate marks completion of a trade or, in some instances, partial mastery in a subject area.
- **Adjusted Cumulative Grade Point Average (GPA)** – This GPA is adjusted to exclude those quality hours and grades that have been removed from the calculation of a student's grade point average through a repeat/delete policy and/or Academic renewal.
- **Cumulative Grade Point Average** – This unadjusted grade point average is calculated using all grades earned from all institutions. This is the grade point average used to recognize "4.00 Graduates" at commencement.

# Academic Status

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

- **Academic Good Standing** – Students whose grade point average is at least 2.00 are in academic good standing.
- **Academic Probation** – A student is placed on academic probation whenever his or her adjusted cumulative grade point average (GPA) falls below a 2.00. Once on academic probation, a student remains on probation (as long as each semester's GPA is at least 2.00) until an adjusted cumulative GPA of 2.00 or higher is achieved. Students on probation are encouraged to meet with their academic advisor to discuss support services that are available to help students achieve academic success.
- **Academic Suspension** – Students who are on academic probation and who fail to achieve a semester GPA of at least 2.00 will be suspended for one semester. If a student is put on academic suspension at the conclusion of a spring semester, the student is suspended for the following fall semester. If a student is put on academic suspension at the conclusion of a fall semester, the student is suspended for the following spring semester.

# Enrollment During a Suspension Period

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

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

# Academic Appeals

This policy governs the conditions under which a student may initiate an Academic Appeal and provides a procedure for conducting the appeal process.

This policy applies to academic grievances not addressed in Nunez's Student Complaint Policy, Title IX and Sexual Misconduct Policy, Sexual Harassment Policy, and other College policies that govern student grievances. Through the procedure outlined in this policy, students may petition for a final grade change, initiate a retroactive withdrawal request, or request removal from a first-time academic suspension.

**Academic appeals are not used for financial aid appeals or refund requests.**

An Academic Appeal may be initiated by a student who believes that their academic performance is not accurately reflected in the final grade they have received for a course or by a student who believes that their academic record or academic status should be corrected, updated, or changed due to extenuating circumstances not previously considered by the College.

The policy provides students with due process for submitting academic appeals. Failure to follow the policy procedures by faculty and staff of Nunez Community College would deny students their due process rights. Students who do not follow the procedures, including, but not limited to, adhering to the timeline for filing an appeal and providing supporting documentation, may have their appeal denied on those grounds.

## Final Grade Appeal

Students may only appeal a final course grade after the grade has been issued at the end of the semester. Unresolved grading issues that arose earlier in the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned. Although the grade appeal process may only be used to contest grading issues that impact the final course grade, faculty members and students should attempt to find a resolution to any grade dispute before it escalates to a formal grade appeal once final grades have been issued.

A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved may choose to submit a grade appeal if they feel that the unresolved grading issue has adversely affected the final grade of the course. The burden of proof is on the student to demonstrate why the grade should be changed.

All academic appeals must be initiated within thirty (30) business days of the awarding of the final grade, except in the case of extenuating circumstances that could not have been known within the designated petition period as deemed appropriate by the academic dean of the course in question. If the faculty member who assigned the grade is no longer at the college, the student should begin the appeal process with the academic dean of the appropriate department, discipline, or subject area.

Students may appeal final course grades if they believe the following:

- The final grade in question is based on an error in calculation, and the student has tangible evidence to support the claim that an error had been made.

- The assessment resulting in the assigned grade did not follow the grading criteria, standards, and requirements as stated in the course syllabus.
- The instructor did not apply grading criteria uniformly to evaluate the student's academic work compared with the work of other students.
- Without notifying students, the instructor departed substantially from his or her previously articulated written standards in determining the grade.
- The instructor demanded, as a condition of passing a course, a requirement not germane to the subject matter of the course.

An appeal shall not be used to question the professional judgment of a faculty member, the content of an examination, or any previously articulated and unaltered course or assignment requirement.

If a student feels as if they have cause to submit a grade appeal on the abovementioned grounds, the grade appeal procedure is as follows:

### Level 1

The student informally meets with the instructor to discuss the final grade. In this meeting, the instructor will explain the rationale for awarding the grade in question. The student is responsible for demonstrating why the grade should be changed. If, in this informal meeting, it is determined that the grade should be changed, the instructor completes and submits a grade change form. If the instructor is not available to meet face-to-face, email correspondence between the student and the instructor will be regarded as an informal meeting.

If a grade appeal involves an instructor no longer employed by the college or an instructor who is unavailable for an extended period of time, the student may appeal in writing to the appropriate academic dean, who will attempt to serve as mediator between the student and the instructor. If this mediation does not end in a resolution, the dean will convene a two-person committee of faculty members of the former instructor's program who also teach in the same subject area of the course in question or who have expertise in a closely related field of study. This committee will review the contents of the student's appeal within seven (7) working days of receiving the appeal and offer a recommendation to the dean to deny or approve the appeal. The dean will review the reading committee's recommendation and render a written decision (including a brief rationale) to deny or approve the appeal within five (5) working days.

### Level 2

If the final grade dispute is not resolved through Level 1 of the grade-appeal process, the student may proceed with the next level.

a. The student must submit the following documents to the appropriate academic dean. The Academic Appeal Form may be found in the Forms Clearinghouse on the Nunez website.
   i. Academic Appeal Form
   ii. A letter explaining the student's reason(s) for the grade appeal
   iii. Any supporting documentation the student deems relevant evidence for why the grade should be changed
b. The dean receiving the Academic Appeal Form will forward all appeal documents to the instructor's Program Chair. The Program Chair will provide the faculty member with a copy of the appeal. The faculty member shall provide the Program Chair with a statement concerning the basis for the grade with any supporting documentation. The Program Chair will discuss the appeal with the student and faculty member as needed and, after review, render a decision on the appeal and, in writing, notify each party of this decision.
c. The student may appeal the Program Chair's decision, in writing, to the appropriate academic dean. The dean will convene the Grade Appeal Committee. The committee will consist of three faculty members (one who teaches in the subject area in which the grade was given), two officers of the Nunez Student Government Association, a representative of Student Affairs, and the dean (as a non-voting chairperson). The chairperson will be responsible for assuring adherence to the established procedures and for maintaining records. The chairperson has authority to grant a warranted time extension in the appeal process.The chairperson will share all appeal documents to the committee members, who will review the documents within seven (7) calendar days from the date they are received. At the end of this seven-day period, the committee will meet to discuss the evidence and render a decision.

- If the committee (by a majority vote of the committee membership) recommends changing the original grade, the chairperson will inform both the student and the faculty member of the decision. If both the student and the faculty member agree to this outcome, the chairperson will submit a Grade Change form to the Registrar.
- If the committee (by a majority vote of the committee membership) recommends upholding the original grade, the chairperson will inform both the student and the faculty member of the decision.

A written report of the committee's decision will be sent to the chairperson no later than three (3) working days after the conclusion of the hearing. The chairperson will forward the committee's written decision to all parties no later than five (5) working days after receiving the decision.

### Level 3

If the appeal is denied, the student may submit an explanation to the dean (the Grade Appeal Committee Chairperson) an explanation detailing why the appeal should be reviewed again. The dean will forward this explanation and all documents originally reviewed by the Grade Appeal Committee to the Vice Chancellor for Education, Training, and Student Success, who will consider the evidence and render a decision. The decision of the Vice Chancellor for Education, Training, and Student Success is final.

If the faculty member wishes to appeal the decision of the Grade Appeal Committee, they may submit to the dean (the Grade Appeal Committee Chairperson) an explanation detailing why the originally assigned grade should be upheld. The dean will forward this explanation and all documents originally reviewed by the Grade Appeal Committee to the Vice Chancellor for Education, Training, and Student Success, who will consider the evidence and render a decision. The decision of the Vice Chancellor for Education, Training, and Student Success is final.

## Retroactive Withdrawal

The Academic Calendar, posted on the College's website, lists the deadlines by which students may withdraw from their courses. Each semester and mini-session are given their own withdrawal deadline, which students are responsible for knowing and adhering to. Students may not withdraw from a course (with a grade of W) after these posted deadlines. However, they may petition for a retroactive withdrawal, granted after the withdrawal deadline of the semester in question, if they meet the criteria outlined below. A course from which the student has withdrawn, including retroactively, will remain on the student's academic record with a grade of W.

The College discourages retroactive changes to students' academic records and considers exceptions to this rule only when a student makes

a compelling case that a retroactive withdrawal is appropriate and provides documentation supporting this case.

Appeals for retroactive withdrawals must be submitted no more than sixty (60) days from the end of the course for which the student is requesting a retroactive withdrawal and must be grounded in what the College considers an appropriate condition for an appeal. Appropriate conditions for appeals are typically acts beyond the reasonable control of the student that prevented them from withdrawing from the course by the withdrawal deadline posted to the Academic Calendar.

**Examples of appropriate conditions for appeals:**

- Death of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent)
- Physician-documented onset of a mental health or medical condition, including pregnancy, that prohibited continued attendance
- Accident or injury that prohibited continued attendance
- Administrative error made by the college
- Call to active military duty or training or voluntary armed services enlistment
- Relocation or the necessity to leave the country to take care of the health of an immediate family member (spouse/domestic partner, child, sibling, parent, grandparent)

The abovementioned examples do not constitute an exhaustive list of potentially legitimate conditions for which to request a retroactive withdrawal. The burden of proof is on the student to explain why any of these (or other) conditions prevented them from dropping the course by the withdrawal deadline posted to the Academic Calendar.

**Examples of unacceptable conditions for appeals:**

- Forgetting to withdraw from a course(s) by the deadline published on the Academic Calendar
- Bad personal habits or poor judgment
- Lack of knowledge of deadlines or other college policies
- Insufficient resources to pay tuition
- Known medical condition, injury, or illness that has not changed materially since the time of enrollment in the course
- Unsubstantiated claims of LoLA (student management system) error when attempting to withdraw

Students who believe they have cause to request a retroactive withdrawal must adhere to the following procedure:

a. The student completes the online Academic Appeal Form, selecting the appropriate type of appeal process (e.g., Retroactive Withdrawal) and attaches digital copies of documentation that supports the student's appeal. This documentation must include the following:
    i. Written verification from the instructor who taught the course in which the student is requesting a grade of W that the student never completed the course, including the student's last day of attendance in the course
    ii. A statement from the student's academic advisor verifying that withdrawal from this course will not affect other classes on the student's transcript (e.g., prerequisites)
    iii. All other relevant documentation that supports the student's appeal, including an explanation as to why the student did not withdraw from the course by the deadline posted to the Academic Calendar
b. The form will be routed to either the Dean of Instruction or the Dean of Nursing and Allied Health, as appropriate, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
c. The form will then be routed to the Dean of Strategic Enrollment Management and Student Success, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
d. The form will then be routed to the Director of Financial Aid, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
e. The form will then be routed to the Bursar, who will review the documentation submitted with the appeal and will choose to approve or deny the request.
f. If all parties deny the appeal, the matter will be closed, and the course grade currently on the student's transcript will remain. This decision is final. If all parties approve the appeal, the appeal form will be routed to the Registrar, and the course grade will be changed to a W. If all parties do not render identical decisions on the student's appeal, the appeal will be routed to the Vice Chancellor for Education, Training, and Student Success, who will review the appeal documents and render a decision. This decision is final.

## Academic Suspension Removal

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

Students who are under a first-time suspension may appeal to the Vice Chancellor for Education, Training, and Student Success if they feel that extenuating circumstances contributed to their unsatisfactory academic performance. Appeals must be submitted prior to the end of regular registration in the semester for which the student wants to enroll.

As a condition of enrollment during a suspension period, the courses in which the student is allowed to enroll may be limited. If a suspended student is granted permission to enroll, and earns a semester grade point average of less than 2.00, another one-semester suspension will occur.

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

Students who believe they have cause to be removed from Academic Suspension must adhere to the following procedure:

a. The student completes the online Academic Appeal Form, selecting the appropriate type of appeal process (e.g., Removal from Academic Suspension) and attaches digital copies of documentation that supports the student's appeal.
b. The form will be routed to either the Dean of Instruction or the Dean of Nursing and Allied Health, as appropriate, who will retain a copy of the appeal form for their records and forward it to the Vice Chancellor for Education, Training, and Student Success.
c. The Vice Chancellor for Education, Training, and Student Success will review the appeal and render a decision, which is final.

d. If the appeal is approved, the form will be routed to the Dean of Strategic Enrollment Management and Student Success, who will direct the Registrar to remove the student from Academic Suspension.

The Vice Chancellor for Education, Training, and Student Success may impose certain conditions that the student must abide by, should the appeal be granted. These conditions include, but are not limited to, the following:

- Consultation with an academic advisor before the student is allowed to enroll in courses
- A limitation to the number of courses the student may enroll in for that semester
- Mandatory regular meetings with an Academic Advisor or Student Success Coach
- Mandatory tutoring in the subject area(s) in which the student has shown poor academic performance

# Academic Status Determination in Specific Majors

Faculty in a given major may, with the approval from the Vice Chancellor of Education, Training, and Student Success or designee, establish higher academic standards for admission to, continuation in, and/or re-entry to that major. At present, the only areas with such higher academic standards are Emergency Medical Technology, Process Technology-Fast Track, Practical Nursing, and Teaching.

# Awarding of Non-Traditional Credit

## Awarding of Non-Traditional Credit

### Credit for Prior Learning

Nunez Community College offers a variety of pathways by which students may receive college credit based on prior learning. The means used for assessing knowledge and skills attained through educational or work experience and for awarding credit for prior learning include, but are not limited to, the following:

- College Board AP credit• College Level Examination Program (CLEP) credit
- Advanced placement credit via ACT test scores
- Life Experience Assessment Program, (LEAP) credit for learning acquired via prior work or life experience
- Credit by examination
- Military training documented in the Joint Services Transcript or other official military records
- Non-academic instruction evaluated by the American Council on Education (ACE)
- Credit awarded for non-credit coursework (via LEAP and/or Credit by Examination)
- Industry-based certifications (IBCs)

### Student Eligibility Requirements

While specific procedures have been established for each of the above-mentioned prior learning assessment instruments, the following criteria apply to all students seeking to qualify for prior-learning credit:

- A student must be both enrolled and in good standing in a degree, diploma, or certificate program beyond the official census day of enrollment in order to request prior learning credit.
- Credits may be requested only for courses that are offered by Nunez Community College.
- The prior learning credit assessment must be requested and completed by midterm of the semester in which it has been requested.
- Only three (3) prior learning credit hours may be earned after the student enrolls for any of the final 12 hours of credit applicable to a degree, diploma, or certificate.
- Prior learning credit cannot be awarded in a course that a student has previously completed or enrolled in at any college (excluding coursework completed before Academic Amnesty is declared for which the student earned a grade of "C" or higher).
- No more than one-third of credits needed in required major courses (those courses which require a minimum grade of "C") may be obtained from prior learning.
- Students must be both enrolled and in good standing at the time they apply for a Credit for Prior Learning assessment.
- Students may apply for prior-learning credit only once for any given course, and the College's ruling on an application is final.
- A non-refundable fee, charged only in those cases in which Nunez faculty must administer a credit exam or assessment, must be paid prior to the application being accepted.
- Credit earned through prior learning is assigned a grade of "P." No quality points are earned, and such credit is not calculated in the student's grade point average. Prior learning credits are identified on the student's transcript as credit granted through prior learning. When such credit is awarded, the student's transcript will indicate the method (e.g., examination, portfolio, military) by which the credit was granted.
- Students who plan to use credit from prior learning to meet the degree requirements of other institutions should check the requirements of the receiving institution, as this type of credit is often reevaluated by the receiving institution.
- Students cannot appeal the outcome of an application for credit via prior learning.
- Applying more than one type of assessment toward credit for prior learning in the same course is prohibited.

### Credit for Prior Learning Limitations

Nunez Community College does not limit the amount of credits a student may earn through prior learning assessment. Regardless of the number of credit hours awarded through PLA credit, students must meet Nunez Community College residency requirements to receive a degree, diploma, or certificate. To satisfy residency requirements, students must earn 25% of the total credit hours required for a degree, diploma, or certificate through standard instruction at Nunez Community College. Prior learning assessment credit does not satisfy residency requirements. Per the graduation requirements as defined in the College's catalog:

- Students must complete at least 25% of required courses applied toward the degree, diploma, or certificate in residence at Nunez.
- Students must also earn credit for no less than 50% of their major courses in residence at Nunez. Major courses for each program are identified in the program descriptions found in the College's catalog.
- Courses applied toward the above-mentioned 25% residency requirement may include the 50% of required major courses.

- Students may earn no more than one-third of the hours comprising the major or area of concentration via prior-learning credit—with the exception of credit by exam.
- Students may earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based (LEAP) assessments.

## Qualifying Credits

Per the Louisiana Community and Technical College System "Credit for Prior Learning" policy (Policy# 1.023), Nunez Community College shall prepare and make public (on the College's website) the following:

1. The list of courses for which college credits may be earned
2. The number of credits that may be earned for each course
3. The minimum standards necessary to earn college credits via all available non-traditional means

Annually, when the College updates its catalog, it will also update its list of qualifying credit and post the credit matrix to the College's website. Any changes to the previous catalog's matrix will be reported to LCTCS so that those updates may be recorded on the master LCTCS Credit for Prior Learning Matrix.

The College's credit matrix must list the prefix, number, and title of each course for which credit for prior learning may be received. The matrix must also list the acceptable assessment instrument and/or score required to receive credit for the course.

Nunez Community College must use the course number listed on the matrix unless it would be advantageous for the student to be awarded a specific course number with equal credit that satisfies a program prerequisite or other requirement.

## Fees

Per LCTCS policy# 1.023, "no fee shall be charged for reviewing credit for prior learning that is included on the matrix and entering them on a student's transcript. Students may be assessed a fee for the administration of examinations and the review of portfolios." Nunez will assess a fee of $20.00 per credit hour only for the administration of LEAP portfolio reviews and Credit by Exam assessments. Students who apply for Credit by Exam for non-credit coursework previously and successfully completed through Nunez Community College will be exempt from this charge. Per the Louisiana Board of Regents "Prior Learning Assessment" policy (AAP 2.23), military veterans, active military personnel, and their spouses and dependents are exempt from all fees associated with awarding credit for prior learning.

## Dual Enrollment Students

Dual enrollment gives high school students the option to earn high school and college credits at the same time in both academic and in career and technical education subject areas. High schools can enter into a dual enrollment agreement with Nunez Community College to expand educational opportunities for their students. The college accepts any high school student who meets the program requirements set forth by the Board of Regents and the institution. For more information, please visit http://www.nunez.edu/admissions/high-school-dual enrollment or contact the Coordinator of Instruction at 504-278-6286.

## PROCEDURES

Students requesting credit for prior learning must first determine that they meet the College's eligibility requirements. They may consult with their academic advisor to determine eligibility and then follow the appropriate procedure for the method by which they will request credit for prior learning.

## College Board Advanced Placement (AP) Program

Nunez Community College grants course credit (grade of P) via College Board Advanced Placement Examinations, which are taken prior to the student's high school graduation and before admission to Nunez.

The College will publish its College Board Advanced Placement score matrix to the Registrar's website so that students may know which courses qualify for AP credit via AP exam. Students who have achieved satisfactory scores on these exams can earn credit for the courses listed on the matrix. The College will grant credit to admitted students for certain courses in which the Advanced Placement (AP) exam score is a 3 or higher.

Nunez Community College has identified the following guidelines regarding receiving credit via AP exam:

1. Students must request consideration of AP scores for equivalent credit of Nunez courses in the first semester of enrollment at the College. All necessary application documents must be submitted prior to the conclusion of the student's first semester of enrollment.
2. A student should consult with their Academic Advisor to confirm that the course credit received via AP is applicable to their major.
3. The student must request that official AP score reports be sent to the Office of the Registrar for evaluation.
4. The student must submit "Credit for Prior Learning Application" form to the Registrar, completing option one: Request for Review of Credit by Standardized Exam."
5. Once the AP score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via AP exam once. Such credit is contingent upon the submission of College Board Advanced Placement (AP) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

## College-Level Examination Program (CLEP)

Students may receive course credit (grade of P) via College-Level Examination Program (CLEP) exams, which measure mastery of college-level, introductory course content.

The College will publish its College-Level Examination Program (CLEP) score matrix to the Registrar's website so that students may know which courses qualify for CLEP credit via CLEP exam. Students who achieve satisfactory scores on these exams can earn credit for the courses listed on the matrix.

Nunez Community College has identified the following guidelines regarding receiving credit via CLEP.

1. A student should consult with their Academic Advisor to confirm that the course credit received via CLEP is applicable to their major.
2. The student must request that official CLEP score reports be sent to the Office of the Registrar for evaluation.

3. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option one: "Request for Review of Credit by Standardized Exam."

4. Once the CLEP score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via CLEP exam once. Such credit is contingent upon the submission of College-Level Examination Program (CLEP) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

## Advanced Placement by ACT

First-semester freshmen, transfer students, and dual enrollment students who submit American College Testing (ACT) scores of an acceptable level to Nunez Community College may request advance placement credit in English and mathematics courses without actually completing those courses.

### English

• A student who has an ACT English subscore of 29 or higher may receive Advanced Placement credit (grade of P) in ENGL 1010 if they successfully complete ENGL 1020 (English Composition II) with a grade of C or better.

### Mathematics

• A student who has an ACT Math subscore of 19-26 will be placed in MATH 1300 (College Algebra).

• A student who has an ACT Math subscore of 27 or higher may receive advanced placement credit (grade of P) in Math 1300 (College Algebra) if they successfully complete Math 1400 (College Trigonometry) with a grade of C or better.

• A student with transfer credit in a mathematics course higher than pre-calculus algebra may be awarded bypass credit for MATH1300 (College Algebra) if approved by the Program Chair of Math and Science or their designee from the math faculty.

Nunez Community College has identified the following guidelines regarding receiving advanced placement credit via ACT exam:

1. Students must request consideration of ACT scores for equivalent credit of Nunez courses in the first semester of enrollment at the College. All necessary application documents must be submitted prior to the conclusion of the student's first semester of enrollment.

2. A student should consult with their Academic Advisor to confirm that the course credit received via ACT is applicable to their major.

3. The student must request that official ACT score reports be sent to the Office of the Registrar for evaluation.

4. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option one: "Request for Review of Credit by Standardized Exam."

5. Once the ACT score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via ACT exam once. Such credit is contingent upon the submission of American College Testing (ACT) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

## Life Experience Assessment Program (LEAP)

In accordance with recent trends recognizing non-traditional learning experiences, Nunez Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP).College credit maybe 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.

Through a portfolio assessment and/or skills demonstration, Nunez Community College gives students the opportunity to prove what they know, or what they can do, that is comparable to the Student Learning Outcomes of the courses in which they have requested LEAP credit.

Specific policies and procedures have been established for the granting of college credit via the Life Experience Assessment Program:

The general policies concerning credit for prior learning are applicable.

- LEAP credit is available only if the life experience warrants three (3) or more credit hours, according to the Program Chair overseeing the assessment process.
- A student may not repeat a Life Experience Assessment for course credit if the first attempt did not result in the awarding of credit.
- Students may earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based (LEAP) assessments.
- For each applicant, a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
- The LEAP review committee should consist of the Program Chair who oversees the subject area in which the credit is being requested, at least one faculty member with expertise in the relevant discipline or who regularly teaches the course for which the student is requesting LEAP credit, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

Nunez Community College has identified the following guidelines regarding receiving credit via LEAP.

1. The student consults with the Program Chair who oversees the subject area in which the student requests LEAP credit to determine if the student's prior training, learning, and/or work experience possibly warrant credit via the Life Experience Assessment Program. The Chair will also determine the possible course(s) 6 for which LEAP credit may be attempted.

2. The student should consult with their Academic Advisor to confirm that the course credit received via LEAP is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that credit via LEAP is a valid and allowable method by which to receive credit. Accreditation and

industry requirements may restrict the application of credit via LEAP.

4. If the Program Chair who oversees the subject area in which the student requests LEAP credit determines that the student's experience warrants a Life Experience Assessment, the Chair will form a review committee.

5. The student must submit a "Credit for Prior Learning Application" form, completing option two: "Request for LEAP Credit" to the Program Chair overseeing the review committee.

6. The Program Chair overseeing the review committee will instruct the student in writing on the components of an acceptable portfolio and will return the Credit for Prior Learning Application form to the student.

7. The student takes the form to the Bursar's Office and pays a non-refundable fee of $20 per credit hour prior to the submission of the LEAP portfolio. Military veterans, active military personnel, and their spouses and dependents are exempt from this fee

8. The Bursar completes the payment section of the form and issues a receipt to the student.

9. The student submits the completed form to the Program Chair, who requests that the student's portfolio and/or skills demonstration be evaluated by the review committee.

10. The review committee evaluating the portfolio may request additional documentation from the student to help further substantiate the student's competency in the subject area. Upon completion of the evaluation, the committee submits its recommendation to the Program Chair.

11. If the committee's recommendation is approved by the Program Chair, the Chair completes the Credit for Prior Learning Application form and submits it to the Office of the Registrar.

12. Once the form has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

## Portfolio Assessment

The assessment committee will recommend the contents of the portfolio the student is to submit with their LEAP application. The portfolio must demonstrate that the student's prior professional experience (including military service) has allowed for the development of skills and learning comparable to the Student Learning Outcomes of the course in which the student has requested LEAP credit, and it should prove that the student has acquired those competencies deemed necessary for specific course content.

The portfolio must include a written narrative of the student's experiences, which describes the source(s) of prior learning and explains how this experience(s) has contributed to the student's professional, technical, and/or intellectual competency in the subject matter of the course for which the student is requesting LEAP credit.

Portfolios may include any of the following additional documents as requested by the review committee:

- A résumé detailing prior professional experience relevant to the student learning outcomes of which the student is attempting to prove competency
- Licensures, certifications, or awards that attest to a student's proficiency in the subject matter of the course for which the student is requesting LEAP credit
- Letters of recommendations or testimonies from current and/or former colleagues that attest to acquired competencies
- Drawings, diagrams, artwork, etc. that demonstrate relevant knowledge or technical skill
- Documentation of specialized workplace/professional training
- Documentation of high school co-op professional experience/training
- Proof of prior coursework from a vocational/technical education program (including a validation of course content, contact hours, and evidence of completion and/or grades, if applicable)
- Proof of prior non-credit coursework (including a validation of course content, contact hours, and evidence of completion and/or grades, if applicable)
- Any other documentation required by the review committee that demonstrates competency for awarding LEAP credit.

## Skills Demonstration

When the course for which the student is requesting LEAP credit requires hands-on skills building and the application of certain physical skills, the LEAP review committee may require that the student perform a demonstration of acquired skills, which is to be administered and assessed by a faculty member who teaches the course for which the student is requesting LEAP credit. The skills demonstration must be performed on the same day the student submits their portfolio to the review committee.

## Industry-Based Certifications (IBCs)

Students who are currently enrolled and have previously successfully completed industry-based certifications (IBCs) may be eligible for course credit (grade of P). Nunez Community College considers the training and assessment required to obtain certain IBCs as being equivalent to certain courses that students may take for credit. The College maintains an IBC crosswalk, posted to the Registrar's website, that lists all courses for which earned IBCs are equivalent. Students possessing any of these IBCs may request credit (grade of P) for its associated course. While students are eligible to receive full credit for a course via Industry-Based Certifications, in some cases and programs, Nunez reserves the right to request and assess supplementary assessment materials to establish course equivalencies. Only IBCs that are current and in good standing will be considered valid credentials for the awarding of credit. A student may apply for credit once for the same course.

Nunez Community College has identified the following guidelines regarding receiving credit via IBC:

1. A student should review the Nunez IBC crosswalk posted to the Registrar's website for a list of courses that qualify for credit via IBC.

2. The student should consult with their Academic Advisor to confirm that the course credit received via IBC is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that credit via IBC is a valid and

allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit via IBC.

4. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option three: "Request for Review of Credit by Coursework or Credential."

5. Valid documentation, authenticating the certification(s), must be attached to the application form for evaluation and verification by the Office of the Registrar.

6. Once the application form and required documentation have been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student who intends to use credit received from IBCs to meet the degree requirements of another institution should check the requirements of the receiving institution.

## Credit by Examination

At Nunez Community College, a student who believes they are qualified to earn college credit for prior educational or professional experience, non-credit coursework, or prior training may request credit by examination. This course credit (grade of P) is awarded to a student who can display the same competencies and meet the same student learning outcomes as those students taking a traditional course.

A student who wishes to apply for credit by examination must receive the approval of the Program Chair who oversees the program in which the course is offered. The Chair will determine whether the student's prior learning and/or professional experience warrant consideration for credit by exam. The Program Chair will also determine whether the credit exam contains the appropriate level of rigor to warrant course credit.

The exam must be created and administered by a faculty member qualified to teach the course for which the student is seeking credit by exam. If the examination involves shop or laboratory activities, a description of the examination and a rubric must be provided by the faculty member who creates and administers the exam. Credit examinations must test all of the competencies required to pass the course in question as currently required of regularly enrolled students.

Only those faculty members who teach the course for which a student is requesting credit by exam may determine whether such an exam can be created and effectively administered.

A student who wishes to take a credit examination for earlier courses in a sequence must take the examination by the end of registration for the semester in which they enroll 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.

Students may take a credit examination for the same course only once, and they may not take a credit examination for a course in which they are currently enrolled or which they have previously completed successfully at any regionally accredited college.

Students who are granted academic renewal may take credit examinations for any course completed with a grade of "C" or better prior to requesting renewal. Additionally, students may not take credit examinations for a course that was audited.

Students intending to use credit examinations to meet the degree requirements of other institutions should check the requirements of the receiving institution.

Nunez Community College has identified the following guidelines regarding receiving credit by exam:

1. The student must obtain a "Credit for Prior Learning Application" form from the Registrar's website.

2. The student must submit the form to the Program Chair who oversees the subject area in which the student is requesting credit by exam. The student must complete option four: "Request for Credit by Exam."

3. The student should consult with their Academic Advisor to confirm that the course credit received via credit by exam is applicable to their major.

4. The student should also consult with the Program Chair who oversees their major to ensure that credit by exam is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit by exam.

5. The administration of credit examinations may be approved by the Program Chair who oversees the subject area in which the student is requesting a credit exam only after the student is enrolled in at least one course at the College. The Program Chair must verify that the student is appropriately enrolled.

6. Once the Program Chair approves the student's application, the student takes the form to the Bursar's Office and pays a non-refundable fee of $20 per credit hour prior to the administration of the examination. Students who apply for Credit by Exam for non-credit coursework previously and successfully completed through Nunez Community College will be exempt from this charge as will military veterans, active military personnel, and their spouses and dependents.

7. The Bursar's office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.

8. Once the Program Chair receives the form from the student, verifies payment, and approves the credit examination application, the student will have two weeks to arrange a date to take the exam.

9. The student completes the examination with an instructor designated by the Program Chair to administer the examination. The Program Chair may also create and administer the exam if the Chair teaches the course for which the student is requesting credit by exam.

10. The Chair will direct the faculty member creating and administering the exam to set a mutually agreeable date on which the student will complete the exam.

11. As the expert in the subject matter being tested, the faculty member administering the exam will determine the necessary amount of time for completing the assessment or any required shop or laboratory activities.

12. To receive credit, a student must demonstrate a minimum proficiency of 70% for all competencies in the course for which credit is being sought.

13. The instructor administering the examination must complete the test information section on the "Credit for Prior Learning Application" form (score, date of exam, etc.) and return it to the Program Chair.

14. The Program Chair who oversees the subject area in which the student has requested credit by exam submits the completed form to the Registrar.

15. The Registrar will apply the appropriate course credit (grade of P) to the student's transcript, and the student will be notified that the credit has been posted.

16. If the student does not pass the credit examination, the Program Chair who oversees the subject area in which the student has requested credit by exam will inform the student of the examination's outcome and then submit the completed form to the Registrar. If the student had previously enrolled in a higher-level course, the prerequisite for which was intended to be satisfied by the credit exam, that student will be administratively drop from the higher-level course by the Registrar, and the Program Chair will refer the student to their advisor so that they may enroll in an appropriate-level course.

### Military Credits

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits, which are articulated by the American Council on Education (ACE). The Dean of Instruction, the Dean of Nursing and Allied Health, or designee will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree, diploma, or certificate.

Students must be able to provide a Department of Defense (DD) Form 295 and DD Form 214 (where applicable) to apply for Military Training and Experience Credit. Nunez may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if the training parallels the student learning outcomes of a Nunez course for which the student desires credit and the credit meets a program requirement or is used as elective credit. Military credits are not counted as hours attempted; they count only as hours earned.

Upon request, individuals who have successfully completed Basic Training may be awarded three (3) credit hours in kinesiology as indicated in the ACE Guide. Official documentation of military training is required.

Nunez Community College has identified the following guidelines regarding military credit:

1. The student must obtain a "Credit for Prior Learning Application" form from the Registrar's website and complete option three: "Request for Review of Credit by Coursework or Credential."

2. The student should consult with their Academic Advisor to confirm that the course credit received via military credit is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that military credit is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of military credits.

4. The Dean of Instruction or the Dean of Nursing and Allied Health or a designee (depending on the subject area in which the credit is requested) will meet with the student to discuss the applicability of military credit to fulfill degree or certificate requirements.

5. Along with the "Credit for Prior Learning Application" form, the student must provide the appropriate dean with a transcript or an American Council of Education (ACE) evaluation of military experiences.

6. Upon receipt of the official transcript and/or ACE evaluations, the appropriate dean or designee will confirm the validity of the ACE evaluation and/or transcript by consulting with a faculty member who teaches the course for which the student has requested credit.

7. The dean will submit the "Credit for Prior Learning Application" form with all other pertinent documentation (ACE evaluation, transcript, etc.) to the Registrar.

8. The Registrar will post the credit to the student's transcript and notify the student that the credit has been posted.

### Non-Traditional Credits from Other Institutions

The College may accept prior-learning 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 credit for prior learning for which a student is eligible. Credit for prior learning will be awarded through the same process as that of awarding transfer credit.

# General Policies and Procedures

## Major

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

## Change of Major

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

## Dual Majors

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

a. The second degree is worked on concurrently along with the first degree or certificate; or
b. After completion of the first degree.

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

## Course Load

Only an exceptional student may, upon the approval of the Vice Chancellor for Education, Training and Student Success or designee,

enroll in more than 19 credit hours (10 hours in summer session). The maximum allowable course load is 21 credit hours (13 hours in summer session). The Dean of Instruction, the Dean of Nursing and Allied Health, or designee must approve all requests for greater course loads.

## Courses in Sequence

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

## Dropping Courses and Withdrawing from College

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

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

## Examinations and Portfolios

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

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

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

## Off-Campus Educational Experiences

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

Requests for OCEE must be approved by the Vice Chancellor for Education, Training and Student Success or designee at least one week prior to the scheduled event. Overnight OCEEs require special approval of the Vice Chancellor for Education, Training and Student Success or designee prior to making arrangements for the trip. Safety should be emphasized at all times. Proper instructions on conduct and safety should be given to the class prior to departure.

# Student Classification

## Class Standing

A student is classified as a freshman (FR) if he or she has earned fewer than 30 credit hours in college-level courses and as a sophomore (SO) if he or she has earned 30 or more credit hours. A preparatory student (PR) is concurrently enrolled in both high school and college.

## Full-Time/Part-Time Status

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

## Official 14th/7th Day Enrollment

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

# General Education Courses

## General Student Learning Outcomes:

a. Students will demonstrate effective communication skills through oral, reading, written, and digital formats in a professional setting.

b. Students will engage in critical and creative thinking through inquiry, qualitative, and quantitative analysis and through integrative learning in order to identify and solve problems in real world, professional applications.

c. Students will demonstrate awareness and understand the significance of cultural knowledge and diversity, ethical reasoning, and social responsibility from both a local and global perspective.

d. Students will demonstrate the ability to locate, identify, evaluate, disseminate, and use relevant information responsibly to address problems in a variety of media and contexts.

## General Education Courses

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

### English

| Code | Title | Hours |
|---|---|---|
| ENGL 1010 | English Composition I (CENL 1013) | 3 |
| ENGL 1020 | English Composition II (CENL 1023) | 3 |

### Analytical Reasoning/Mathematics

| Code | Title | Hours |
|---|---|---|
| MATH 1200 | Survey of Mathematical Concept (CMAT 1103) | 3 |
| MATH 1203 | Applied Algebra (CMAT 1203) | 3 |
| MATH 1300 | College Algebra (CMAT 1213) | 3 |
| MATH 1400 | College Trigonometry (CMAT 1223) | 3 |
| MATH 1600 | Elementary Number Structures (CMAT 1413) | 3 |
| MATH 1630 | Elem Geometry & Statistics (CMAT 1423) | 3 |
| MATH 1700 | Finite Math (CMAT 1313) | 3 |
| MATH 2000 | Statistics (CMAT 1303) | 3 |
| MATH 2010 | Calculus I (CMAT 2115) | 5 |
| MATH 2100 | Calculus II (CMAT 2125) | 5 |

### Arts

| Code | Title | Hours |
|---|---|---|
| FIAR 1000 | Introduction to Drawing (CART 2203) | 3 |
| FIAR 1010 | Sculpture Fundamentals (CART 1123) | 3 |
| FIAR 1150 | Figure Drawing (CART 2213) | 3 |
| FIAR 1200 | Art Appreciation (CART 1023) | 3 |
| FIAR 1600 | Introduction to Painting | 3 |
| FIAR 1700 | Introduction to Ceramics | 3 |
| FIAR 1710 | Intermediate Ceramics | 3 |
| FIAR 1800 | Digital Photography | 3 |
| FIAR 1850 | Introduction to Digital Art | 3 |
| FIAR 1900 | Intro to Printmaking | 3 |
| FIAR 1910 | Screen Printing | 3 |
| FIAR 2100 | Intermediate Drawing | 3 |
| FIAR 2400 | Survey of Visual Arts to 1400 (CART 2103) | 3 |
| FIAR 2410 | Survey of Vis. Arts from 1400 (CART 2113) | 3 |
| FIAR 2500 | Watercolor | 3 |
| FIAR 2720 | Independent Study In Ceramics | 3 |
| FIAR 2850 | Intermediate Digital Art | 3 |
| MUSC 1013 | Music Appreciation (CMUS 1013) | 3 |
| MUSC 1100 | Music Fundamentals | 3 |
| MUSC 1400 | Survey of Music Med. to Class. | 3 |
| MUSC 1500 | Survey Music fr Rom to Pres | 3 |
| THEA 1000 | Intro to Theater | 3 |
| THEA 1010 | Stagecraft | 3 |
| THEA 1100 | Classical Theater | 3 |
| THEA 1300 | Introduction to Acting | 3 |
| THEA 1400 | Voice for the Stage | 3 |
| THEA 2100 | Direction and Production | 3 |
| THEA 2110 | Advanced Acting | 3 |
| VIPR 1100 | Video Production I | 3 |
| VIPR 1200 | Video Production II | 3 |

### Humanities

| Code | Title | Hours |
|---|---|---|
| ENGL 2010 | Survey of English Literature I (CENL 2103) | 3 |
| ENGL 2020 | Survey of English Lit II (CENL 2113) | 3 |
| ENGL 2100 | Short Story and Novel | 3 |
| ENGL 2110 | Poetry and Drama (CENL 2313) | 3 |
| ENGL 2150 | Intro to Fiction Writing (CENL 2523) | 3 |
| ENGL 2210 | Major American Writers (CENL 2173) | 3 |
| ENGL 2220 | Survey of African American Lit (CNEL 2403) | 3 |
| ENGL 2600 | World Literature I (CENL 2203) | 3 |
| ENGL 2610 | World Literature II (CENL 2213) | 3 |
| FIAR 1200 | Art Appreciation (CART 1023) | 3 |
| FIAR 2400 | Survey of Visual Arts to 1400 (CART 2103) | 3 |
| FIAR 2410 | Survey of Vis. Arts from 1400 (CART 2113) | 3 |
| FREN 1010 | Elementary French I (CFRN 1013) | 3 |
| FREN 1020 | Elementary French II (CFRN 1023) | 3 |
| HIST 1010 | History of Western Civ I (CHIS 1013) | 3 |
| HIST 1020 | History of Western Civ II (CHIS 1023) | 3 |
| HIST 1500 | World History I (CHIS 1113) | 3 |
| HIST 1510 | World History II (CHIS 1123) | 3 |
| HIST 2010 | American History to 1865 (CHIS 2013) | 3 |
| HIST 2020 | American History from 1865 (CHIS 2023) | 3 |
| HIST 2100 | Louisiana History (CHIS 2033) | 3 |
| MUSC 1013 | Music Appreciation (CMUS 1013) | 3 |
| PHIL 1100 | Intro to Philosophy (CPHL 1013) | 3 |
| PHIL 1130 | World Religions (CPHL 2013) | 3 |
| PHIL 2200 | Ethics (CPHL 2113) | 3 |
| SPAN 1010 | Elementary Spanish I (CSPN 1013) | 3 |
| SPAN 1020 | Elementary Spanish II (CSPN 1023) | 3 |
| SPAN 2010 | Intermediate Spanish I (CSPN 2013) | 3 |
| SPAN 2020 | Intermediate Spanish II (CSPN 2023) | 3 |
| SPCH 1100 | Fund of Effective Speaking (CCOM 1013) | 3 |
| SPCH 1310 | Interpersonal Communication (CCOM 2213) | 3 |

| | | |
|---|---|---|
| SPCH 2150 | Public Speaking (CCOM 2013) | 3 |
| SPCH 2200 | Argumentation and Debate (CCOM 2113) | 3 |
| THEA 1000 | Intro to Theater (CTHE 1013) | 3 |
| THEA 1100 | Classical Theater | 3 |

## Natural Sciences

| Code | Title | Hours |
|---|---|---|
| BIOL 1010 | Intro Anatomy and Physiology | 3 |
| BIOL 1020 | Intro Anatomy & Physiology Lab | 1 |
| BIOL 1030 | Nutrition for Food Service Prs | 3 |
| BIOL 1040 | Animal Behavior | 3 |
| BIOL 1060 | Principles of Biology I (CBIO 1013) | 3 |
| BIOL 1070 | Principles of Biology I Lab (CBIO 1011) | 1 |
| BIOL 1080 | Principles of Biology II (CBIO 1023) | 3 |
| BIOL 1090 | Principles of Biology II Lab (CBIO 1022) | 1 |
| BIOL 1100 | General Biology I (CBIO 1033) | 3 |
| BIOL 1110 | General Biology I Lab (CBIO 1034) | 1 |
| BIOL 1200 | General Biology II (CBIO 1043) | 3 |
| BIOL 1500 | Nutrition and Diet Therapy (CBIO 2703) | 3 |
| BIOL 1210 | General Biology II Lab (CBIO 1044) | 1 |
| BIOL 2000 | Microbiology (CBIO 2123) | 3 |
| BIOL 2010 | Microbiology Laboratory (CBIO 2124) | 1 |
| BIOL 2050 | Genetics (CBIO 2513) | 3 |
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| BIOL 2210 | Environmental Science (CEVS 1103) | 3 |
| BIOL 2220 | General Botany (CBIO 2313) | 3 |
| BIOL 2230 | General Botany Lab (CBIO 2314) | 1 |
| BIOL 2300 | Human Anatomy & Physiology I (CBIO 2213) | 3 |
| BIOL 2310 | Human Anatomy & Phys I Lab (CBIO 2214) | 1 |
| BIOL 2400 | Human Anatomy & Phys II (CBIO 2223) | 3 |
| BIOL 2410 | Human Anatomy & Phys II Lab (CBIO 2224) | 1 |
| CHEM 1003 | Gen, Organic & Biochemistry (CCEM 1003) | 3 |
| CHEM 1100 | General Chemistry I (CCEM 1123) | 3 |
| CHEM 1110 | General Chemistry I Lab (CCEM 1121) | 1 |
| CHEM 1200 | General Chemistry II (CCEM 1133) | 3 |
| CHEM 1210 | General Chemistry II Lab (CCEM 1131) | 1 |
| CHEM 2200 | Organic Chemistry I (CCEM 2213) | 3 |
| CHEM 2210 | Organic Chemistry Laboratory (CCEM 2222) | 1 |
| ENVN 2210 | Environmental Science (CEVS 1103) | 3 |
| GEOL 1010 | Physical Geology (CGEO 1103) | 3 |
| GEOL 1030 | Physical Geology Lab. (CGEO 1101) | 1 |
| PHYS 1010 | Elementary Physics (CPHY 1013) | 3 |
| PHYS 1100 | General Physics I (CPHY 2113) | 3 |
| PHYS 1110 | General Physics I Laboratory (CPHY 2111) | 1 |
| PHYS 1200 | General Physics II (CPHY 1033) | 3 |
| PHYS 1210 | General Physics II Laboratory (CPHY 2121) | 1 |

### Natural Sciences Labs

| Code | Title | Hours |
|---|---|---|
| BIOL 1020 | Intro Anatomy & Physiology Lab | 1 |
| BIOL 1070 | Principles of Biology I Lab (CBIO 1011) | 1 |
| BIOL 1090 | Principles of Biology II Lab (CBIO 1021) | 1 |
| BIOL 1110 | General Biology I Lab (CBIO 1031) | 1 |
| BIOL 1210 | General Biology II Lab (CBIO 1041) | 1 |
| BIOL 2010 | Microbiology Laboratory (CBIO 2121) | 1 |
| BIOL 2230 | General Botany Lab (CBIO 2311) | 1 |
| BIOL 2310 | Human Anatomy & Phys I Lab (CBIO 2211) | 1 |
| BIOL 2410 | Human Anatomy & Phys II Lab (CBIO 2221) | 1 |
| CHEM 1110 | General Chemistry I Lab (CCEM 1121) | 1 |
| CHEM 1210 | General Chemistry II Lab (CCEM 1131) | 1 |
| CHEM 2210 | Organic Chemistry Laboratory (CCEM 2211) | 1 |
| GEOL 1030 | Physical Geology Lab. (CGEO 1101) | 1 |
| PHSC 1100 | Physical Science I Lab | 1 |
| PHSC 1300 | Physical Science II Lab | 1 |
| PHYS 1110 | General Physics I Laboratory (CPHY 2111) | 1 |
| PHYS 1210 | General Physics II Laboratory (CPHY 2121) | 1 |

## Social/Behavioral Sciences

| Code | Title | Hours |
|---|---|---|
| ANTH 1100 | Introduction to Anthropology (CATR 1013) | 3 |
| ANTH 2100 | Anthropology of Sex and Gender | 3 |
| ECON 2000 | Microeconomics (CECN 2223) | 3 |
| ECON 2020 | Macroeconomics (CECN 2213) | 3 |
| ECON 2250 | Money and Banking (CECN 2313) | 3 |
| GEOG 1201 | World Regional Geography I | 3 |
| GEOG 1202 | World Regional Geography II | 3 |
| GEOG 2100 | Elements of Physical Geography | 3 |
| POLI 1100 | American Government (CPOL 2013) | 3 |
| POLI 2610 | Constitutional Law | 3 |
| PSYC 1100 | Introduction to Psychology (CPSY 2013) | 3 |
| PSYC 1130 | Psychology of Personal Adjustm | 3 |
| PSYC 2000 | Social Psychology (CPSY 2413) | 3 |
| PSYC 2100 | Human Growth and Development (CPSY 2113) | 3 |
| PSYC 2200 | Child Psychology (CPSY 2313) | 3 |
| PSYC 2220 | Adolescent Psychology (CPSY 2213) | 3 |
| PSYC 2250 | Educational Psychology (CPSY 2613) | 3 |
| SOCI 1100 | Introduction to Sociology (CSOC 2013) | 3 |
| SOCI 1510 | Sociology of Sexual Behavior | 3 |
| SOCI 2090 | Criminology (CCRJ 2113) | 3 |
| SOCI 2100 | Social Problems (CSOC 2113) | 3 |
| SOCI 2200 | Marriage and the Family (CSOC 2213) | 3 |
| SOCI 2220 | Drug Abuse | 3 |
| SOCI 2300 | Society and the Person | 3 |
| SOCI 2400 | Juvenile Delinquency (CCRJ 2413) | 3 |
| SOCI 2500 | Sociology of Deviant Behavior (CSOC 2313) | 3 |

# Academic Program Information

## Academic Programs

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

### Career and Technical Certificate (CTC)

An applied skills program (usually 6-18 hours) that provides specific, meaningful technical skills relative to employment readiness. The CTC includes a demonstrated alignment with, and a process whereby a student's competencies are verified against, a set of pre-determined standards which lead to and/or prepare an individual to test for an industry-based certification (IBC), state licensure, or state-recognized certification awarded by an independent third party that is recognized by business and industry and/or the State of Louisiana. At least half of the CTC requirements should be distinctive from other credentials. The CTC is not designed for transfer to an academic degree program. CTCs may be combined to form a Certificate of Technical Studies (CTS) and/or a Technical Diploma (TD).

### Certificate of Technical Studies (CTS)

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

### Certificate of Applied Science (CAS)

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

### Certificate of General Studies (CGS)

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

### Technical Diploma (TD)

An applied, technical program (45-60 hours), often formed by combining multiple CTS and CTC courses. Technical Diploma programs are strictly limited to technical and community colleges.

### Associate of Applied Science (AAS)

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

### Associate of Arts (AA)

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

### Associate of Science (AS)

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

### Associate (A)

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

### Louisiana Transfer Associate (AA/LT or AS/LT)

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

# Programs

## Aerospace Manufacturing Technology

- Aerospace Manufacturing Technology, Certificate of Technical Studies (p. 62)
- Aerospace Manufacturing Technology, Technical Diploma (p. 62)
- Aerospace Manufacturing Technology, Associate of Applied Science (p. 62)

## Business Information Technology

- Advanced Application Fundamentals, Certificate of Technical Studies (p. 58)
- Application Fundamentals, Certificate of Technical Studies (p. 58)
- Business Fundamentals, Certificate of Technical Studies (p. 58)
- Business Information Technology, Technical Diploma (p. 61)
- Cloud Computing Foundations, Certificate of Technical Studies (p. 59)
- Databases, Certificate of Technical Studies (p. 59)
- Microsoft OS, Certificate of Technical Studies (p. 59)
- Software Development, Certificate of Technical Studies (p. 60)
- Spreadsheets, Certificate of Technical Studies (p. 60)
- Word Processing, Certificate of Technical Studies (p. 60)

## Business Technology

- Accounting Concentration, Associate of Applied Science (p. 63)
- Business Administration Concentration, Associate of Applied Science (p. 64)
- Entrepreneurship Concentration, Associate of Applied Science (p. 64)
- Hotel, Restaurant, and Tourism Concentration, Associate of Applied Science (p. 65)
- Business Technology, Certificate of Applied Science (p. 63)
- Hotel, Restaurant, and Tourism Admin, Career and Technical Certificate (p. 65)

## Care and Development of Young Children

- Care and Development of Young Children, Technical Diploma (p. 66)
- Early Childhood Teaching Skills, Career and Technical Certificate (p. 66)
- Care and Development of Young Children, Associate of Applied Science (p. 66)

## Coastal Studies and GIS Technology

- GIS Technology, Certificate of Technical Studies (p. 68)
- Coastal Restoration, Certificate of Technical Studies (p. 68)
- GIS & Facilities Planning Program, Certificate of Technical Studies (p. 68)
- Coastal Studies and GIS Technology, Technical Diploma (p. 69)
- Coastal Studies and GIS Technology, Associate of Applied Science (p. 69)
- Water Plant Operator, Career and Technical Certificate (p. 68)
- Wastewater Plant Operator, Career and Technical Certificate (p. 68)
- Coastal Surveying Skills, Career and Technical Certificate (p. 68)

## Culinary Arts and Culinary Entrepreneurship

- Baker, Career and Technical Certificate (p. 70)
- Entry Level Cook, Career and Technical Certificate (p. 70)
- Food Service Manager, Career and Technical Certificate (p. 70)
- Culinary Arts, Certificate of Technical Studies (p. 70)
- Culinary Entrepreneurship, Technical Diploma (p. 70)

## Electrical Construction

- Electrical Construction Associate of Applied Science (p. 71)
- Electrical Construction - Advanced, Certificate of Technical Studies (p. 71)
- Electrical Construction, Certificate of Technical Studies (p. 71)

## Emergency Medical Technician: EMT and Paramedic

- EMT - Basic, Career and Technical Certificate (p. 73)
- EMT - Advanced, Career and Technical Certificate (p. 73)
- Emergency Medical Services Education - Paramedic, Certificate of Technical Studies (p. 73)
- Paramedic, Associate of Applied Science (p. 74)

## General Studies

- Certificate of General Studies (p. 75)
- Associate of General Studies (p. 76)

## Heating, Air Conditioning, and Refrigeration: HACR

- Domestic Refrigeration Helper II, Certificate of Technical Studies (p. 76)
- Heating, Air Conditioning, & Refrigeration, Technical Diploma (p. 76)
- Refrigeration Helper I, Certificate of Technical Studies (p. 76)
- Heating, Air Conditioning, & Refrigeration, Associate of Applied Science (p. 77)

## Industrial Maintenance

- Industrial Maintenance Technology, Technical Diploma (p. 77)

## Instrumentation Technician

- Instrumentation, Associate of Applied Science (p. 78)
- NCCER Instrumentation and Electrical, Technical Diploma (p. 78)
- NCCER Instrumentation - Advanced, Certificate of Technical Studies (p. 78)
- Instrumentation Helper, Certificate of Technical Studies (p. 78)
- Instrumentation Skills, Career and Technical Certificate (p. 78)

## Louisiana Transfer Degree

- Business Concentration, Associate of Arts (p. 79)
- Fine Arts Concentration, Associate of Arts (p. 79)
- Humanities Concentration, Associate of Arts (p. 80)
- Social Sciences Concentration, Associate of Arts (p. 80)
- Biological Sciences Concentration, Associate of Science (p. 80)
- Physical Sciences Concentration, Associate of Science (p. 81)

## Medical Billing and Coding

- Medical Billing and Coding, Certificate of Applied Science (p. 84)
- Business Technology: Medical Office Management Concentration, Associate of Applied Science (p. 84)

## Nursing and Nursing Assistant

- Certified Nursing Assistant, CNA, Career and Technical Certificate (p. 82)
- Practical Nursing - Limited Enrollment, Technical Diploma (p. 82)

## Paralegal Studies

- Paralegal Skills, Career and Technical Certificate (p. 85)
- Paralegal Studies, Certificate of Technical Studies (p. 85)
- Paralegal Studies, Associate of Arts (p. 86)

## Patient Care Technician

- EKG Technician, Career and Technical Certificate (p. 87)
- Phlebotomy Technician, Career and Technical Certificate (p. 87)
- Patient Care Technician, Certificate of Technical Studies (p. 87)

## Process Technology - PTEC

- Process Technology Support Technician, Certificate of Technical Studies (p. 88)
- Process Technology, Associate of Applied Science (p. 89)
- Process Technology, Associate of Applied Science, Fast Track (p. 89)
- Process Technology, Technical Diploma (p. 88)

## Sustainable Energy Career Academy

- Wind Turbine Mechanics and Maintenance, Technical Diploma (p. 92)
- Wind Energy Technology, Associate of Applied Science (p. 92)

## Teaching: Grades 1-5

- Teaching (Grades 1-5)- Associate of Science (p. 91)

## Welding

- Shielded Metal Arc Welding, Career and Technical Certificate (p. 94)
- Intermediate Welding, Certificate of Technical Studies (p. 94)
- Combo Welder, Technical Diploma (p. 94)

# Business Information Technology

The **Technical Diploma in Business Information Technology** Program provides students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Certifications. These certifications will enable students to gain employment in IT and business administration fields.

**Certificates of Technical Studies** in Business Information Technology:

- Application Fundamentals
- Advanced Application Fundamentals
- Business Fundamentals
- Cloud Computing Foundations
- Databases
- Microsoft OS
- Software Development
- Spreadsheets
- Word Processing

## Certificates and Degrees

- Advanced Application Fundamentals, Certificate of Technical Studies (p. 58)
- Application Fundamentals, Certificate of Technical Studies (p. 58)
- Business Fundamentals, Certificate of Technical Studies (p. 58)
- Business Information Technology, Technical Diploma (p. 61)
- Cloud Computing Foundations, Certificate of Technical Studies (p. 59)
- Databases, Certificate of Technical Studies (p. 59)
- Microsoft OS, Certificate of Technical Studies (p. 59)
- Software Development, Certificate of Technical Studies (p. 60)
- Spreadsheets, Certificate of Technical Studies (p. 60)
- Word Processing, Certificate of Technical Studies (p. 60)

# Application Fundamentals, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of entry-level Microsoft certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1600 | Word Processing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| **Total Hours** | | **27** |

[1] Must earn a grade of “C” or better

# Advanced Application Fundamentals, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Technology Associate Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |
| **Total Hours** | | **21** |

[1] Must earn a grade of “C” or better

# Business Fundamentals, Certificate of Technical Studies

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

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2400 | Business Communication | 3 |
| Select one BUSN elective | | 3 |
| **Total Hours** | | **18** |

[1] Must earn a grade of "C" or better in each major course

### BUSN Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1600 | Word Processing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |

| | | |
|---|---|---|
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |

# Cloud Computing Foundations, Certificate of Technical Studies

The Nunez Cloud Computing Program prepares students for all three IT Implementation situations, by offering a curriculum that focuses on a strong On Premise foundation consisting of MS Windows and Linux Desktop and Server Administration, Lan and WAN Networking, as well as IT Security for Systems and Networks. The curriculum then addresses how to apply these skills to Cloud Based Server Administration, Cloud Based Network Administration, and Security Administration for Cloud Based Servers and Networks.

Job Opportunities for Cloud Based Information Technology Professionals are excellent and offer Graduates of the Nunez Community College Cloud Computing Program a great financial future with a high potential for upward mobility.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** | | |
| CCOM 1001 | Intro to Information Technolog | 3 |
| CCOM 1002 | PC Hardware and Software Lab | 3 |
| CCOM 1004 | Intro to Programming&Scripting | 3 |
| CCOM 1021 | Fund of AWS Cloud Services | 3 |
| CCOM 1023 | Intro to Networking | 3 |
| CCOM 1027 | Windows Client Server 1 | 3 |
| CCOM 1030 | Linux Desktop & Server OS | 3 |
| CCOM 1033 | Intermediate Networking | 3 |
| CCOM 1037 | Windows Client Server 2 | 3 |
| CCOM 1045 | Introduction to Security | 3 |
| **Total Hours** | | **30** |

# Databases, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete Microsoft Access Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| Select two BUSN electives | | 6 |
| **Total Hours** | | **18** |

[1] Must earn a grade of "C" or better in each major course

## BUSN Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 1600 | Word Processing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |

# Microsoft OS, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Technology Associate Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |
| Select one BUSN elective | | 3 |
| **Total Hours** | | **18** |

[1] Must earn a grade of "C" or better in each major course

## BUSN Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 1600 | Word Processing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |

| | | |
|---|---|---|
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |

# Software Development, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Technology Associate Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |
| Select two BUSN electives | | 6 |
| **Total Hours** | | **21** |

[1] Must earn a grade of "C" or better in each major course

## BUSN Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |

# Spreadsheets, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete Microsoft Excel Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| Select two BUSN electives | | 6 |
| **Total Hours** | | **18** |

[1] Must earn a grade of "C" or better in each major course

## BUSN Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 1600 | Word Processing | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |

# Word Processing, Certificate of Technical Studies

This program is designed to provide students with the skills and training necessary to sit for and successfully complete Microsoft Word Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |

| | | |
|---|---|---|
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1600 | Word Processing | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| Selective two BUSN electives | | 6 |
| **Total Hours** | | **18** |

[1] Must earn a grade of "C" or better in each major course

### BUSN Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |

# Business Information Technology, Technical Diploma

This program is designed to provide students with the skills and training necessary to sit for and successfully complete a variety of Microsoft Certifications. These certifications will enable students to gain employment in IT and Business Administrative fields. According to Microsoft, on average, certified employees earn 15% more than those without a certification, are nearly 20% more productive, and have longer tenure. Certifications range from administrative, covering all aspects of Microsoft Office, to IT support functions, covering operating system maintenance and coding.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1600 | Word Processing | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| BUSN 1620 | Presentations | 3 |
| BUSN 1630 | Databases | 3 |
| BUSN 1640 | DataTasking,Email,Collab | 3 |
| BUSN 2600 | Advanced Word Processing | 3 |
| BUSN 2610 | Advanced Spreadsheets | 3 |
| Select seven BUSN electives | | 21 |
| ENGL 1000 or higher | | 3 |
| MATH 1150 or higher | | 3 |
| **Total Hours** | | **54** |

[1] Must earn a grade of “C” or better.

## Business Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2620 | Advanced Databases | 3 |
| BUSN 2630 | MS Windows OS Fundamentals | 3 |
| BUSN 2640 | Networking & Security Fund. | 3 |
| BUSN 2650 | Web Development Fundamentals | 3 |
| BUSN 2660 | Software Dev Fundamentals | 3 |
| BUSN 2670 | Config. & Supporting Windows | 3 |

# Aerospace Manufacturing Technology

The Aerospace Manufacturing Technology program provides classroom and hands on training that allows students to develop the knowledge and skills to successfully perform the tasks required of an entry level Aerospace Manufacturing Technician. The curriculum was designed to be directly related to an in-depth task analysis for Aerospace Manufacturing Technicians, with content and courses mapped directly to expected job performance.

The Aerospace Manufacturing Technology program is will be the only program dedicated to aerospace manufacturing technicians in the state of Louisiana. The program is developed with the support of industry, including Boeing. Boeing is participating in manufacturing the largest rocket ever at the nearby Michoud Facility as part of NASA’s Artemis project.

**The Student Learning Outcomes for this program are:**

a. Students will be able to evaluate safety concerns and practice using appropriate PPE required to stay safe.
b. Students will be able to analyze how different spacecraft systems work together to achieve mission success.
c. Students will be able to construct mechanical installations using various tools.
d. Students will understand electrical theory and be able to apply theory to practice.
e. Students will understand how materials behave and practice processes that manipulate material characteristics.
f. Students will be able to inspect & measure mechanical and electrical components with tight tolerances.

**Available programs in Aerospace Manufacturing Technology:**

- **Certificate of Technical Studies** in Aerospace Manufacturing Technology consisting of 24 hours of mainly electrical and mechanical skills training.
- **Technical Diploma** in Aerospace Manufacturing Technology consisting of 45 hours of coursework.

- **Associate of Applied Science** in Aerospace Manufacturing Technology consisting of 60 hours of coursework.

Occupational Outlook lists median income for Aerospace manufacturing technicians at $65,730.

## Certificates and Degrees

- Aerospace Manufacturing Technology, Certificate of Technical Studies (p. 62)
- Aerospace Manufacturing Technology, Technical Diploma (p. 62)
- Aerospace Manufacturing Technology, Associate of Applied Science (p. 62)

# Aerospace Manufacturing Technology, Certificate of Technical Studies

This program, designed in partnership with industry, provides classroom and hands on training that allows students to develop the knowledge and skills to successfully tasks in electrical and mechanical assembly for aerospace manufacturing.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| INDT 1030 | Industrial & Plant Safety | 3 |
| INDT 2070 | Quality Control | 3 |
| ARST 1000 | Introduction to Aerospace | 2 |
| ARST 1040 | Intro to Elec.& Elec. Assembly | 4 |
| ARST 1760 | Adv Electro & Electri Assembly | 4 |
| ARST 1780 | Intro Mech Assembly | 4 |
| ARST 2700 | Advanced Mechanical Assembly | 4 |
| **Total Hours** | | **24** |

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

# Aerospace Manufacturing Technology, Technical Diploma

This program, designed in partnership with industry, provides classroom and hands-on training that allows students to develop the knowledge and skills to successfully perform the tasks required of an entry level aerospace manufacturing technician.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| INDT 1030 | Industrial & Plant Safety | 3 |
| INDT 2070 | Quality Control | 3 |
| INDT 2900 | Job Readiness Skills | 3 |
| ARST 1000 | Introduction to Aerospace | 2 |
| ARST 1040 | Intro to Elec.& Elec. Assembly | 4 |
| ARST 1050 | Fluid Systems | 2 |
| ARST 1210 | Print Reading | 3 |
| ARST 1500 | Hoist & Crane Equipment | 1 |
| ARST 1760 | Adv Electro & Electri Assembly | 4 |
| ARST 1780 | Intro Mech Assembly | 4 |
| ARST 2510 | Welding Aero Manuf | 4 |
| ARST 2700 | Advanced Mechanical Assembly | 4 |
| ARST 2770 | Surface Prep, Coatings & Adhes | 4 |
| ARST 2780 | Composite Materials | 1 |
| ARST 2790 | Fabrication Aero Manuf | 3 |
| **Total Hours** | | **45** |

[1] Must earn a grade of “C” or better

# Aerospace Manufacturing Technology, Associate of Applied Science

This degree program, designed in partnership with industry, provides classroom and hands on training that allows students to develop the knowledge and skills to successfully perform the tasks required of an entry level aerospace manufacturing technician.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I | 3 |
| MATH 1200 | Survey of Mathematical Concept ((or higher)) | 3 |
| Select one of the following: | | 3 |
| PHSC 1000 | Physical Science | |
| PHSC 1200 | Physical Science II | |
| PHYS 1100 | General Physics I | |
| CHEM 1100 | General Chemistry I | |
| **Elective** [1] | | |
| Humanities Elective (p. 53) | | 3 |
| Social Science Elective (p. 54) | | 3 |
| **Major Courses** [1, 2] | | |
| INDT 1030 | Industrial & Plant Safety | 3 |
| INDT 2070 | Quality Control | 3 |
| INDT 2900 | Job Readiness Skills | 3 |
| ARST 1000 | Introduction to Aerospace | 2 |
| ARST 1040 | Intro to Elec.& Elec. Assembly | 4 |
| ARST 1050 | Fluid Systems | 2 |
| ARST 1210 | Print Reading | 3 |
| ARST 1500 | Hoist & Crane Equipment | 1 |
| ARST 1760 | Adv Electro & Electri Assembly | 4 |
| ARST 1780 | Intro Mech Assembly | 4 |
| ARST 2510 | Welding Aero Manuf | 4 |
| ARST 2700 | Advanced Mechanical Assembly | 4 |
| ARST 2770 | Surface Prep, Coatings & Adhes | 4 |
| ARST 2780 | Composite Materials | 1 |
| ARST 2790 | Fabrication Aero Manuf | 3 |
| **Total Hours** | | **60** |

[1] Must earn a grade of “C” or better.

[2] At least twelve (12) credit hours must be earned in residence

# Business Technology

The **Associate of Applied Science in Business Technology** Program prepares students for positions in business and industry by immersing them in business practice, theory, and technology. Students will leave the program ready for positions that require proficiency in office technology and administrative best practices.

**The Student Learning Outcomes for this program are:**

a. Students demonstrate the ability to gather relevant information from multiple sources and evaluate data from various sources and disciplines within business studies.
b. Students demonstrate and apply basic ethical strategies for effectively managing and operating a business.
c. Students demonstrate the ability to work in teams.
d. Students apply verbal and presentation skills using appropriate technology while demonstrating the ability to properly use business terminology.

**Available Concentrations in Business Technology:**

- Accounting
- Business Administration
- Entrepreneurship
- Hotel, Restaurant, and Tourism Administration

**Certificates of Applied Science** in Business Technology:

- Business Technology

**Career and Technical Certificate i**n Business Technology:

- Hotel, Restaurant, and Tourism Administration

# Certificates and Degrees

- Accounting Concentration, Associate of Applied Science (p. 63)
- Business Administration Concentration, Associate of Applied Science (p. 64)
- Entrepreneurship Concentration, Associate of Applied Science (p. 64)
- Hotel, Restaurant, and Tourism Concentration, Associate of Applied Science (p. 65)
- Business Technology, Certificate of Applied Science (p. 63)
- Hotel, Restaurant, and Tourism Admin, Career and Technical Certificate (p. 65)

# Business Technology, Certificate of Applied Science

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| MATH 1200 | Survey of Mathematical Concept (or higher) | 3 |
| ECON 2000 | Microeconomics [2] | 3 |
| or ECON 2020 | Macroeconomics | |
| **Major Courses** | | |
| Business Electives (Any ACCT, BUSN, ECON, FINA, OADM, or OFCR courses) | | 21 |
| **Total Hours** | | **30** |

[1] Must earn a grade of "C" or better.
[2] Satisfies the Social Science Requirement.

# Accounting Concentration, Associate of Applied Science

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

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1300 | College Algebra | 3 |
| SPCH 1100 | Fund of Effective Speaking | 3 |
| Humanities Elective (p. 53) | | 3 |
| ECON 2000 | Microeconomics [2] | 3 |
| Natural Sciences Electives (p. 54) | | 3 |
| **Major Courses** [3] | | |
| ACCT 1500 | Payroll Accounting | 3 |
| ACCT 2100 | Computerized Accounting | 3 |
| ACCT 2150 | Managerial Accounting | 3 |
| ACCT 2400 | Principles of Fin Accounting | 3 |
| Select two of the following: | | 6 |
| ACCT 2180 | Intro to Govt & Non-Profit Acc | |
| ACCT 2200 | Tax Accounting | |
| ACCT 2330 | Auditing Principles | |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2400 | Business Communication | 3 |

| | | |
|---|---|---|
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1610 | Spreadsheets | 3 |
| ECON 2020 | Macroeconomics | 3 |
| **Total Hours** | | **60** |

1 Must make a grade of 'C' or better.
2 This fulfills the Social Science Requirement.
3 Must earn a grade of "C" or better in each. At least 21 credit hours must be earned in residence.

# Business Administration Concentration, Associate of Applied Science

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

Program Outcomes:

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1300 | College Algebra | 3 |
| SPCH 1100 | Fund of Effective Speaking | 3 |
| Humanities Elective (p. 53) | | 3 |
| Social Science Elective (p. 54) | | 3 |
| Natural Science Elective (p. 54) | | 3 |
| **Major Courses** [1, 2] | | |
| ACCT 2400 | Principles of Fin Accounting | 3 |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 2000 | Marketing | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2150 | Human Resource Management | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2999 | Business Capstone | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| ECON 2000 | Microeconomics | 3 |
| ECON 2020 | Macroeconomics | 3 |
| FINA 2010 | Finance | 3 |
| or BUSN 1330 | Personal Finance | |
| Select one of the following: | | 3 |
| MATH 1400 | College Trigonometry | |
| MATH 1700 | Finite Math | |
| MATH 2000 | Statistics | |
| **Total Hours** | | **60** |

1 Must earn a grade of 'C' or better.
2 At least 21 credit hours must be earned in residence.

# Entrepreneurship Concentration, Associate of Applied Science

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

Program Outcomes:

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| MATH 1300 | College Algebra | 3 |
| Humanities Elective (p. 53) [2] | | 3 |
| Select one of the following: | | 3 |
| ECON 2000 | Microeconomics [3] | |
| ECON 2020 | Macroeconomics [3] | |
| Natural Sciences Elective (p. 54) | | 3 |
| **Major Courses** [1, 4] | | |
| ACCT 2100 | Computerized Accounting | 3 |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1500 | Intro to Entrepreneurship | 3 |
| BUSN 1510 | Small Business Management | 3 |
| BUSN 1520 | Marketing for Entrepreneurs | 3 |
| BUSN 2200 | Business Law | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2500 | Financing for Entrepreneurs | 3 |
| BUSN 2999 | Business Capstone | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| **Electives** | | |
| Approved Business Electives | | 6 |
| Electives [5] | | 9 |
| **Total Hours** | | **60** |

1 Must earn a grade of "C" or better.

[2] Other than SPCH or foreign language
[3] This fulfills the Social Science requirement.
[4] At least 21 credit hours must be in residence.
[5] With the same prefix or prefixes in the same category.

## Business Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 1330 | Personal Finance | 3 |
| BUSN 1530 | Retailing | 3 |
| BUSN 2000 | Marketing | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2150 | Human Resource Management | 3 |

# Hotel, Restaurant, and Tourism Admin, Career and Technical Certificate

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

| Code | Title | Hours |
|---|---|---|
| **Course Requirements** | | |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1800 | Introduction to Hospitality Management | 3 |
| BUSN 2800 | Lodging Management | 3 |
| **Total Hours** | | **9** |

# Hotel, Restaurant, and Tourism Concentration, Associate of Applied Science

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

Program Outcomes:

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1300 | College Algebra | 3 |
| SPCH 1100 | Fund of Effective Speaking | 3 |
| Humanities Elective (p. 53) | | 3 |
| ECON 2000 | Microeconomics | 3 |
| or ECON 2020 | Macroeconomics | |
| Natural Science Elective (p. 54) | | 3 |
| **Major Courses** [1, 2] | | |
| ACCT 2400 | Principles of Fin Accounting | 3 |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1800 | Introduction to Hospitality Management | 3 |
| BUSN 2100 | Management | 3 |
| BUSN 2150 | Human Resource Management | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2400 | Business Communication | 3 |
| BUSN 2800 | Lodging Management | 3 |
| BUSN 2820 | Marktng for Hospitality & Tourism | 3 |
| BUSN 2890 | Found.of Strat. Mgmt for Hospi | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| CULA 1020 | Basic Food Preparation | 3 |
| BUSN or CULA elective | | 3 |
| **Total Hours** | | **60** |

[1] Must earn a grade of “C” or better.
[2] At least 21 credit hours must be in residence.

# Care and Development of Young Children

Programs in the Care and Development of Young Children (CDYC) discipline prepare students to effectively educate young children while assuring their health, safety, and well-being in a number of professional settings.

The Career and Technical Certificate serves as a 3 course credential for a Child Development Associate (CDA) upon completion of a Verification Visit and CDA test with the Council of Professional Recognition. Upon receipt of their CDA diploma, students can apply for the Early Childhood Ancillary Certificate (ECAC) with LDOE, which is needed to be a teacher in a childcare center in LA.

Upon completion of the Technical Diploma (TD) in CDYC, students can apply for the Early Childhood Ancillary Certificate (ECAC) with LDOE, which is needed to be a lead teacher in a childcare center in LA.

Upon completion of the AAS in CDYC, students can apply for the Early Childhood Ancillary Certificate (ECAC) with LDOE, which is needed to be a lead teacher or director in a childcare center in LA. Students may also further pursue their studies at a university level.

**The Student Learning Outcomes for this program are:**

a. Students demonstrate consistent competence and professionalism as an educator of young children.
b. Students effectively apply the principles of developmentally appropriate practice in planning and practice.
c. Students effectively deal with common occurrences in an early childhood setting independently or with minimal assistance from a professional educator.
d. Students communicate effectively with children and adults in an early childhood setting.
e. Students demonstrate respect for children, both individually and as a group.

**Available Programs in CDYC:**

- Career and Technical Certificate
- Technical Diploma
- Associate of Applied Science

## Certificates and Degrees


- Care and Development of Young Children, Technical Diploma (p. 66)
- Early Childhood Teaching Skills, Career and Technical Certificate (p. 66)
- Care and Development of Young Children, Associate of Applied Science (p. 66)


# Early Childhood Teaching Skills, Career and Technical Certificate

Strengthening the Care and Development of Young Children provides the necessary requirements for a student to earn their Child Development Associate (CDA) with a verification visit and CDA Exam and then their Ancillary Certificate. A student must be employed in an early childhood program in order to participate in this program.

| Code | Title | Hours |
|---|---|---|
| **Major Course** [1] | | |
| CDYC 1015 | Strengthening the CDYC I | 3 |
| CDYC 1025 | Strengthening the CDYC II | 3 |
| CDYC 1035 | Strengthening the CDYC III | 3 |
| **Total Hours** | | **9** |

[1] Must earn a grade of “C” or better

# Care and Development of Young Children, Technical Diploma

The Care and Development of Young Children program provides significant training for child care teachers to earn an Early Childhood Ancillary Certificate from LDOE and work as a lead teacher in an early childcare program.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1, 2] | | |
| CDYC 1050 | Intro to Care&Dev of Yng Child | 3 |
| CDYC 1110 | Observation & Participation | 3 |
| CDYC 1120 | Health,Safety&Nutr for Yng Chl | 3 |
| CDYC 1300 | Intro to Children w/Exception | 3 |
| CDYC 1810 | Math & Science in Early Child | 3 |
| CDYC 2130 | Infant & Toddler Curr Developm | 3 |
| or CDYC 2730 | Curr & Teach Mat in Early Chld | |
| CDYC 2300 | Lit & Lang Dev in Early Child | 3 |
| CDYC 2850 | Guiding & Managing Child Behav | 3 |
| CDYC 2980 | Practicum | 6 |
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| PSYC 1100 | Introduction to Psychology [1] | 3 |
| PSYC 2100 | Human Growth and Development [1] | 3 |
| or PSYC 2200 | Child Psychology | |
| Speech (any SPCH course) | | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| **Total Hours** | | **45** |

[1] Must earn a grade of “C” or better.
[2] At least 15 hours in residence.

# Care and Development of Young Children, Associate of Applied Science

The Care and Development of Young Children program provides education and training in the care of young children. A student who completes this program is prepared to assure the health, safety, and well-being of young children who are in out-of-home care. Students completing the AAS in CDYC can then apply for the Early Childhood Ancillary Certificate with LDOE, which is needed for the lead teachers and directors in early childcare programs in LA.

Students who intend to transfer to a teacher education program at a 4 year institution should consider the Associate of Science in Teaching (Grades 1-5) program. Students who intend to transfer the CDYC degree should be aware that any grades below “C” in General Education courses are unlikely to transfer. Observation and Practicum courses require a background check due to site-based experiences at early childhood centers or schools.

Program Outcomes:

a. The student demonstrates consistent competence and professionalism as an educator of young children.

b. The student effectively applies the principles of developmentally appropriate practice in planning and practice.
c. The student effectively deals with common occurrences in an early childhood setting independently or with minimal assistance from a professional educator.
d. The student communicates effectively with children and adults in an early childhood setting.
e. The student demonstrates respect for children, individually and as a group.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1199 or higher [4] | | 3 |
| Any SPCH course | | 3 |
| Humanities Elective (p. 53) | | 3 |
| Natural Science Elective (p. 54) | | 3 |
| PSYC 1100 | Introduction to Psychology [1] | 3 |
| PSYC 2200 | Child Psychology [1] | 3 |
| or PSYC 2100 | Human Growth and Development | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| Fine Arts Elective (p. 53) | | 3 |
| **Major Courses** [1, 2] | | |
| CDYC 1050 | Intro to Care&Dev of Yng Child | 3 |
| CDYC 1110 | Observation & Participation | 3 |
| CDYC 2300 | Lit & Lang Dev in Early Child | 3 |
| CDYC electives [3] | | 9 |
| CDYC 2980 | Practicum | 6 |
| **Approved Elective** | | |
| Two courses, to be approved by advisor | | 6 |
| **Total Hours** | | **60** |

1 Must earn a grade of "C" or better.
2 At least fifteen 15 credit hours must be earned in residence.
3 To be approved by advisor.
4 Math 1300 recommended for students intending to transfer to a bachelor's degree program.

# Coastal Studies and GIS Technology

The **Coastal Studies and GIS Technology** program prepares students for coastal focused careers with a focus on GIS technology skills and instruction in coastal and environmental science. The program blends instruction in technical skills, regulatory information, and science to produce completers who have valuable skills to apply to the sector and have a thorough understanding of the complicated problems of the environment to be informed advocates for coastal stewardship and be a part of innovative solutions.

**The Student Learning Outcomes for this program are:**

a. Demonstrate knowledge of physical setting of Louisiana's coastal zone, its resources, ecosystems, biodiversity, nature and human-induced environmental and geomorphological changes, environmental sustainability and stewardship, relevant federal, state, and local laws and regulations.
b. Demonstrate an understanding of fundamental theoretical concepts, methods, techniques, and applications of geospatial technologies (RS/GIS).
c. Demonstrate an ability to compile, organize, process, analyze, and present geospatial data using a variety of RS/GIS software for a variety of coastal-focused applications and problem solving.

The program has three levels:

- **Career and Technical Certificate** in Wastewater Plant Operator.
- **Career and Technical Certificate** in Water Plant Operator.
- **Career and Technical Certificate** in Coastal Surveying Skills
- **Certificate of Technical Studies** in Coastal Geospatial Information Science focuses on GIS technology and the ability to apply it in the coastal related jobs. Students completing this certificate have an in-demand skill and are employable as survey and mapping technicians.
- **Certificate of Technical Studies** in Coastal Restoration
- **Certificate of Technical Studies** in GIS and Facilities Planning
- **Technical Diploma** in Coastal Studies and GIS Technology adds coursework in coastal science and regulation important to understanding the permitting process. A block of approved electives allows students to choose training in both technical and construction skills.
- **Associate of Applied Science Degree** in Coastal Studies and GIS Technology adds 15 hours of related general education courses in Math, Composition, History, and Social Sciences.

Students at each level of award will have the skills and knowledge to gain entry-level employment, as well as an incident- based event, and ongoing projects in coastal restoration projects supported by Louisiana's Coastal Master Plan.

According to the Bureau of Labor Statistics, the national outlook for this position is an increase of 11% which is higher than the national average of 7%.

According to Projections Central the increase in employment is 14.2% with an average of 160 job openings annually in the state of Louisiana.

In Louisiana, the mean hourly wage is $19.88 and the annual mean salary is $41,560.

Also, in Louisiana, the New Orleans – Metairie urban area in which St. Bernard Parish is located has an average salary of $44,180 which is the highest within the state.

## Certificates and Degrees

- GIS Technology, Certificate of Technical Studies (p. 68)
- Coastal Restoration, Certificate of Technical Studies (p. 68)
- GIS & Facilities Planning Program, Certificate of Technical Studies (p. 68)
- Coastal Studies and GIS Technology, Technical Diploma (p. 69)
- Coastal Studies and GIS Technology, Associate of Applied Science (p. 69)
- Water Plant Operator, Career and Technical Certificate (p. 68)

# Water Plant Operator, Career and Technical Certificate

| Code | Title | Hours |
|---|---|---|
| **Major Course** [1] | | |
| CSTL 1213 | Water Treatment I | 3 |
| CSTL 1223 | Water Production I | 3 |
| CSTL 1233 | Water Distribution I | 3 |
| **Total Hours** | | **9** |

[1] Must earn a grade of "C" or better in each.

# Wastewater Plant Operator, Career and Technical Certificate

| Code | Title | Hours |
|---|---|---|
| **Major Course** [1] | | |
| CSTL 1243 | Wastewater Treatment I | 3 |
| CSTL 1253 | Wastewater Collection I | 3 |
| **Total Hours** | | **6** |

[1] Must earn a grade of "C" or better in each.

# Coastal Surveying Skills, Career and Technical Certificate

This stand-alone credential works with our Coastal and GIS Studies program, allowing students to learn essential surveying skills with a focus on coastal surveying. It is housed with the Coastal and GIS Studies program, allowing students to develop additional skills that enhance their employability. With this certificate, students can earn a pilot's license to operate a drone along with other surveying skills that will lead to employment opportunities in coastal restoration and preservation.

The program can be completed in one semester of full time enrollment.

| Code | Title | Hours |
|---|---|---|
| CSTL 2323 | Introduction to sUAS | 3 |
| CSTL 1313 | Surveying | 3 |
| CSTL 1311 | Surveying Lab | 1 |
| CSTL 2333 | Hydrographic Surveying | 3 |
| DRDT 1030 | Basic CADD | 5 |
| **Total Hours** | | **15** |

# Coastal Restoration, Certificate of Technical Studies

This stand-alone credential is focused on gaining a deeper understanding of coastal ecosystems, the issues Louisiana's coastline is experiencing, and coastal restoration. This program is housed within the Coastal Studies and GIS program, allowing students to move into the more technical courses if so desired. This certification is designed to informed those interested in getting involved with local issues at the parish and state level. This pathway can be completed in two semesters.

| Code | Title | Hours |
|---|---|---|
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| CSTL 1013 | Coastal Science | 3 |
| CSTL 2020 | Field & Research Methods | 3 |
| CSTL 2410 | Coastal Restoration | 3 |
| ENVN 1030 | Environmental Law | 3 |
| ENVN 2210 | Environmental Science | 3 |
| GEOL 1010 | Physical Geology | 3 |
| **Total Hours** | | **21** |

# GIS Technology, Certificate of Technical Studies

The entry level of this program is focused on Geospatial Information Science (GIS) Technology and the ability to apply it to the coastal environment. This skill is sought after in both environmental data acquisition and analysis in the industry's search for qualified employees at the entry and experienced career levels. Topics include map design fundamentals, thematic mapping, statistical cartography, the relationship of mapping to GIS, essential elements of GIS, data acquisition and analysis, visualization of output, remotely sensed imagery and GIS, GIS functions and associated applications, and spatial decision support systems.

| Code | Title | Hours |
|---|---|---|
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| CSTL 1114 | Computer Graphs & Maps | 4 |
| CSTL 1123 | Fundamentals of Mapping & GIS | 3 |
| CSTL 2133 | Remote Sensing I | 3 |
| CSTL 2143 | GIS Theories and Concepts | 3 |
| CSTL 2153 | Remote Sensing II | 3 |
| **Total Hours** | | **19** |

# GIS & Facilities Planning Program, Certificate of Technical Studies

This stand-alone, entry-level program is focused on Geospatial Information Science (GIS) and Facilities Planning technical skills that will allow for direct hire into the workforce. As the demand for military facilities planning is increasing across our region, state, and nation, this is a highly sought-after skill set. This program is housed within the Coastal Studies and GIS program, allowing students to move into less technical, coastal and environmental courses if so desired. This pathway can be completed in two semesters.

| Code | Title | Hours |
|---|---|---|
| BIOL 2210 | Environmental Science | 3 |
| CSTL 1114 | Computer Graphs & Maps | 4 |
| CSTL 1123 | Fundamentals of Mapping & GIS | 3 |
| CSTL 2133 | Remote Sensing I | 3 |
| CSTL 2143 | GIS Theories and Concepts | 3 |

| | | |
|---|---|---|
| CSTL 2163 | Master Planning for Fed Fac | 3 |
| **Total Hours** | | **19** |

# Coastal Studies and GIS Technology, Technical Diploma

The second level of this program adds coursework in coastal science and regulation that is important to understanding the permitting process in this sector. Additionally, a block of approved electives allows students to choose training in both technical and construction skills.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| Select three of the following: | | 9-10 |
| MATH 2000 | Statistics | |
| GEOG 1201 | World Regional Geography I | |
| or GEOG 1202 | World Regional Geography II | |
| BIOL 1100 & BIOL 1110 | General Biology I and General Biology I Lab | |
| HIST 2100 | Louisiana History | |
| **Major Courses** [1] | | |
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| CSTL 1013 | Coastal Science | 3 |
| CSTL 1114 | Computer Graphs & Maps | 4 |
| CSTL 1123 | Fundamentals of Mapping & GIS | 3 |
| CSTL 2133 | Remote Sensing I | 3 |
| CSTL 2143 | GIS Theories and Concepts | 3 |
| CSTL 2153 | Remote Sensing II | 3 |
| ENVN 2210 | Environmental Science | 3 |
| ENVN 1030 | Environmental Law | 3 |
| **Approved Electives** | | |
| Any 3 courses from the following subjects: ANTH, GEOG, GEOL, SOCI, PSYC, PHIL, HIST, POLI, ENVN, BIOL, CHEM, PHYS, MATH, ARST | | 9 |
| **Total Hours** | | **46-47** |

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

# Coastal Studies and GIS Technology, Associate of Applied Science

Students can achieve an Associate of Applied Science Degree in Coastal Science and GIS Technology by enrolling in the required 15 hours of related general education courses in Math, Composition, History, and Social Science. Students earning each credential will possess the attributes needed for both entry-level and incident based employment as well as maintenance and monitoring of existing coastal restoration projects included in Louisiana's Coastal Master Plan.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I | 3 |
| MATH 1300 | College Algebra | 3 |
| MATH 2000 | Statistics | 3 |
| GEOG 1201 | World Regional Geography I | 3 |
| or GEOG 1202 | World Regional Geography II | |
| HIST 2100 | Louisiana History | 3 |
| BIOL 1100 | General Biology I | 3 |
| BIOL 1110 | General Biology I Lab | 1 |
| **Major Courses** [1] | | |
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| CSTL 1013 | Coastal Science | 3 |
| CSTL 1114 | Computer Graphs & Maps | 4 |
| CSTL 1123 | Fundamentals of Mapping & GIS | 3 |
| CSTL 2133 | Remote Sensing I | 3 |
| CSTL 2143 | GIS Theories and Concepts | 3 |
| CSTL 2153 | Remote Sensing II | 3 |
| ENVN 1030 | Environmental Law | 3 |
| ENVN 2210 | Environmental Science | 3 |
| **Approved Electives** | | |
| Any 13 credit hours from the following subjects: ANTH, GEOG, GEOL, SOCI, PSYC, PHIL, HIST, POLI, ENVN, BIOL, CHEM, PHYS, MATH, ARST | | 13 |
| **Total Hours** | | **60** |

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

# Culinary Arts and Culinary Entrepreneurship

Occupations in culinary arts are varied. Cooks, Chefs, and Restaurant Managers can look forward to jobs in bakeries, restaurants, hotels, schools, and cafés. The Culinary Entrepreneurship program brings together principals of small business management with culinary skills for students who want to own their own food-industry business.

**The Student Learning Outcomes for this program are:**

a. Students demonstrate a mastery of food service sanitation concepts and practices.
b. Students exhibit a positive work ethic, including efficiently using time.
c. Students use professional cooking and baking procedures, equipment, and terminology to adequately meet industry standards.
d. Students demonstrate the essential food-management skills of effective purchasing and cost control.

**Available Programs:**

- Career and Technical Certificate - Baker
- Career and Technical Certificate - Cook
- Career and Technical Certificate - Food Services Manager
- Certificate of Technical Studies, Culinary Arts
- Technical Diploma, Culinary Entrepreneurship

The Career and Technical Certificates prepare students for entry-level employment in a variety of food service occupations.

The Certificate of Technical Studies includes additional specialized coursework and some general education courses to enable students to move into middle-management roles.

The Technical Diploma prepares students to run their own food-industry business.

Nunez Community College partners with the National Restaurant Association (NRA) to offer the ManageFirst™ Development Program. Many courses in the Nunez program offer content that allows students the opportunity to acquire NRA certificates. The NRA Certificate in Sanitation satisfies all of the requirements with the State of Louisiana Board of Health and increases employment opportunities.

## Certificates and Degrees

- Baker, Career and Technical Certificate (p. 70)
- Entry Level Cook, Career and Technical Certificate (p. 70)
- Food Service Manager, Career and Technical Certificate (p. 70)
- Culinary Arts, Certificate of Technical Studies (p. 70)
- Culinary Entrepreneurship, Technical Diploma (p. 70)

# Baker, Career and Technical Certificate

The Baker Career and Technical Certificate offers students specialized training in preparation for careers as entry-level bakers.

| Code | Title | Hours |
|---|---|---|
| **Course Requirements** | | |
| CULA 1050 | Sanitation | 3 |
| CULA 1500 | Baking | 3 |
| **Total Hours** | | **6** |

# Entry Level Cook, Career and Technical Certificate

The Entry-Level Cook Career and Technical Certificate prepares students for entry level positions in a variety of culinary occupations.

| Code | Title | Hours |
|---|---|---|
| **Course Requirements** | | |
| CULA 1020 | Basic Food Preparation | 3 |
| CULA 1050 | Sanitation | 3 |
| CULA 1750 | Meat, Poultry, and Seafood | 3 |
| **Total Hours** | | **9** |

# Food Service Manager, Career and Technical Certificate

The Food Service Manager Career and Technical Certificate prepares students for entry level positions in a variety of culinary occupations.

| Code | Title | Hours |
|---|---|---|
| **Course Requirements** | | |
| CULA 1050 | Sanitation | 3 |
| CULA 1700 | Food Service Management I | 3 |
| CULA 2710 | Food Service Management II | 3 |
| CULA 2730 | Food Service Management III | 3 |
| **Total Hours** | | **12** |

# Culinary Arts, Certificate of Technical Studies

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

Program Outcomes:

a. Demonstrate a mastery of food service sanitation concepts and practices.
b. Exhibits positive work ethic, including efficient use of time.
c. Uses professional cooking and baking procedures, equipment, and terminology to adequately meet industry standards.
d. Uses food management essentials of effective purchasing and cost control.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** [1] | | |
| ENGL 1000 | Applied Writing | 3 |
| MATH 1150 | Math for Technology | 3 |
| **Major Courses** [1, 2] | | |
| CULA 1000 | Introduction to Culinary Arts | 3 |
| CULA 1020 | Basic Food Preparation | 3 |
| CULA 1050 | Sanitation | 3 |
| CULA 1500 | Baking | 3 |
| CULA 1700 | Food Service Management I | 3 |
| CULA 1750 | Meat, Poultry, and Seafood | 3 |
| CULA 1800 | Soups, Stocks, and Sauces | 3 |
| **Electives** | | |
| Elective | | 3 |
| **Total Hours** | | **30** |

[1] Must earn a grade of "C" or better in each.
[2] At least twelve (12) credit hours must be earned in residence.

## Electives

| Code | Title | Hours |
|---|---|---|
| CULA 1600 | Advanced Baking | 3 |
| BUSN 1510 | Small Business Management | 3 |
| BUSN 1800 | Introduction to Hospitality Management | 3 |
| FIAR 1000 | Introduction to Drawing | 3 |
| FIAR 1010 | Sculpture Fundamentals | 3 |

# Culinary Entrepreneurship, Technical Diploma

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1000 or higher | | 3 |
| MATH 1150 or higher | | 3 |
| **Major Courses** [1] | | |
| BIOL 1030 | Nutrition for Food Service Prs | 3 |
| BUSN 1500 | Intro to Entrepreneurship | 3 |
| BUSN 1520 | Marketing for Entrepreneurs | 3 |
| BUSN 2900 | Business Plan Basics | 1 |
| CULA 1000 | Introduction to Culinary Arts | 3 |
| CULA 1020 | Basic Food Preparation | 3 |
| CULA 1050 | Sanitation | 3 |
| CULA 1500 | Baking | 3 |
| CULA 1700 | Food Service Management I | 3 |
| CULA 1750 | Meat, Poultry, and Seafood | 3 |
| CULA 1800 | Soups, Stocks, and Sauces | 3 |
| CULA 1900 | Garde Manger Management | 3 |
| CULA 2020 | Externship Program | 2 |
| CULA 2710 | Food Service Management II | 3 |
| CULA 2730 | Food Service Management III | 3 |
| CULA 2750 | FSM IV- Hosp & Rest Mgmt | 3 |
| CULA 2850 | Culinary Practicum | 3 |
| CULA 2900 | International Cuisine | 3 |
| **Electives** | | |
| BUSN or CULA Elective | | 3 |
| **Total Hours** | | **60** |

[1] Must earn a grade of "C" or better in each.

# Electrical Construction

Electricians install and maintain residential, commercial, and industrial electrical and power systems.

Depending on their level of skill and certification, some electricians perform more complex maintenance and repair tasks such as repairing factory generators, motors and transformers. Electricians also offer advice on equipment safety.

**The Student Learning Outcomes for this program are:**

a. Students will be able to create a safe working environment by practicing safe work procedures in the electrical field.
b. Students will be able to design an electrical project using the National Electric Code (NEC).
c. Students will be able to collaborate with fellow electricians and other tradesmen on projects using all necessary written and verbal communication.
d. Students will be able to use proper tools to install, diagnose and repair electrical circuits and equipment.

**Available Programs**:

- Certificate of Technical Studies, Electrical Construction
- Certificate of Technical Studies, Electrical Construction - Advanced
- Associate of Applied Sciences, Electrical Construction

Students will learn to build, install, maintain and repair electrical systems that provide heat, light, and/or power for residential, commercial and industrial structures through courses offering a combination of theory and hands-on learning.

For information on non-credit/workforce training Electrical Construction courses at Nunez Community College, visit https://www.nunez.edu/workforce/index

## Certificates and Degrees

- Electrical Construction Associate of Applied Science (p. 71)
- Electrical Construction - Advanced, Certificate of Technical Studies (p. 71)
- Electrical Construction, Certificate of Technical Studies (p. 71)

# Electrical Construction, Certificate of Technical Studies

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

| Code | Title | Hours |
|---|---|---|
| CNST 1000 | Introduction to Construction | 5 |
| ELEC 1000 | Electrical Construction I | 6 |
| ELEC 1010 | Electrical Construction II | 8 |
| **Total Hours** | | **19** |

# Electrical Construction - Advanced, Certificate of Technical Studies

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

| Code | Title | Hours |
|---|---|---|
| ELEC 2000 | Electrical Construction III | 8 |
| ELEC 2010 | Electrical Construction IV | 9 |
| **Total Hours** | | **17** |

# Electrical Construction, Associate of Applied Science

| Code | Title | Hours |
|---|---|---|
| CNST 1000 | Introduction to Construction | 5 |
| ELEC 1000 | Electrical Construction I | 6 |
| INST 1010 | NCCER Instrument Level I | 6 |
| ELEC 1010 | Electrical Construction II | 8 |
| INST 1020 | NCCER Instrument Level II | 8 |
| ELEC 2000 | Electrical Construction III | 8 |
| MATH 1200 | Survey of Mathematical Concept | 3 |
| ENGL 1010 | English Composition I | 3 |
| PHSC 1000 | Physical Science | 3 |
| ELEC 2010 | Electrical Construction IV | 9 |
| Humanities Elective | | 3 |

| | |
|---|---|
| Social Sciences Elective | 3 |
| **Total Hours** | **65** |

# Emergency Medical Services Education

Emergency Medical Technicians (EMTs) and paramedics respond to emergencies, perform basic medical procedures, and transport patients to medical facilities for further care. They may work in an ambulance, with the fire and police departments, or as part of rescue teams.

**The Student Learning Outcomes for this program are:**

a. Students demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry-level EMT/Paramedic, as defined by the U.S. Department of Transportation National Standard Curriculum goals and objectives.
b. Students demonstrate technical proficiency in all the skills necessary to fulfill the role of an entry-level EMT/Paramedic.
c. Students demonstrate personal behavior consistent with professional employer expectations for entry-level EMT/Paramedic.

**Available Programs:**

- Career and Technical Certificate, Emergency Medical Technician - Basic
- Career and Technical Certificate, Emergency Medical Technician - Advanced
- Certificate of Technical Studies, Emergency Medical Technician - Paramedic

With as little as two courses, students can earn an Career and Technical Certificate (CTC) to become an EMT.

The Certificate of Technical Studies in EMT - Paramedic trains students to provide advanced levels of pre-hospital care for medical emergencies and trauma.

Paramedics use complex medical equipment and work mostly in the field in ambulances and emergency response vehicles. Some paramedics may work in hospital settings. With additional education and training, Paramedics can transition to a number of health industry professions.

The Nunez Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (http://www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Hwy 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
http://www.caahep.org

To contact CoAEMSP.
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
http://www.coaemsp.org

**Paramedic Program Goal:**

"To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."

**Three-year NREMT Cognitive Exam Results for Nunez Community College Paramedic Program**
**Report Type:** NREMT Cognitive Program Report (LA-4224)
**Registration Level:** Paramedic
**Course Completion Date:** 1st Quarter 2021 to 1st Quarter 2024
**Training Program:** Nunez Community College (LA-4224)

NREMT Cognitive Program Report *LA-4224*

| Attempted The Exam | First Attempt Pass | Cumulative Pass Within 3 Attempts | Cumulative Pass Within 6 Attempts | Failed All 6 Attempts | Eligible for Retest | Did Not Complete Within 2 Years |
|---|---|---|---|---|---|---|
| 26 | 16 | 22 | 22 | 1 | 3 | 0 |
| | 62% | 85% | 85% | 4% | 12% | 0% |

**Calendar Year 2022 NREMT Cognitive Exam Results for Nunez Community College Paramedic Program**
**Report Type:** NREMT Cognitive Program Report (LA-4224)
**Registration Level:** Paramedic
**Course Completion Date:** 1st Quarter 2022 to 4th Quarter 2022
**Training Program:** Nunez Community College (LA-4224)

NREMT Cognitive Program Report *LA-4224*

| Attempted The Exam | First Attempt Pass | Cumulative Pass Within 3 Attempts | Cumulative Pass Within 6 Attempts | Failed All 6 Attempts | Eligible for Retest | Did Not Complete Within 2 Years |
|---|---|---|---|---|---|---|
| 10 | 5 | 7 | 7 | 0 | 3 | 0 |
| | 50% | 70% | 70% | 0% | 30% | 0% |

**Attempted the exam:** Number of graduates that make at least one attempt at the exam.
**First attempt pass:** Number and percent of those who attempt the exam that pass on the first attempt.
**Cumulative pass within 3 attempts:** Number and percent of those who attempt the exam who pass on the first, second, or third attempt.
**Cumulative pass within 6 attempts:** Number and percent of those who attempt the exam who pass on the first, second, third, fourth, fifth, or sixth attempt.
**Failed all 6 attempts:** Number and percent of those who fail the exam six times.
**Eligible for retest:** Number and percent of those who failed their last attempt, but remain eligible for retest (less than six attempts, less than two years from course completion.)
**Did not complete within 2 years:** Number and percent of those who fail their last attempt and are no longer eligible for retest (more than two years from course completion.)

**National Registry of Emergency Medical Technicians Practical Exam Statistics Report for Nunez Community College Paramedic Program**

| Type | Statistic |
|---|---|
| Report Date: | 25 April 2024 @ 1:30 PM |
| Registration Level: | P |

| | |
|---|---|
| Course Date Range: | 1/1/2021 to 12/31/2023 |
| Training Program: | Nunez Community College (4224) |
| # of Grads Attempting: | 26 |
| # Passing-1st Attempt: | 16 |
| # Passing -Subsequent Attempts: | 6 |
| Total Passing to Date: | 22 |
| # Failing-All Attempts: | 1 |

**Paramedic Program 3-year Retention rate: 78.7%**

**2020-2023:**

- **33 Students started**
- **26 Students Completed**

**Job Placement 2020-2023: 100%**

**Paramedic Program Class of 2022 Retention rate: 83.3%**

**Job Placement Class of 2022: 100%**

# Certificates and Degrees



# EMT - Basic, Career and Technical Certificate

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

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses. To enroll in the EMT Career and Technical Certificate Program, (CTC), students must have completed all developmental reading requirements. Students must have the permission of the EMSE faculty to begin the program.

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

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| EMSE 1020 | Emergency Medical Technician I | 3 |
| EMSE 1021 | Emergency Medical Tech II | 3 |
| EMSE 1030 | Emergency Med Tech Lab I | 1 |
| EMSE 1031 | Emergency Medical Tech II Lab | 1 |
| EMSE 1040 | Emergency Med Tech Capstone | 1 |
| **Total Hours** | | **9** |

[1] Must earn a grade of “C” or better.

# EMT - Advanced, Career and Technical Certificate

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

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses. To enroll in the EMT Career and Technical Certificate Program, (CTC), students must have completed all developmental reading requirements. Students must have the permission of the EMSE faculty to begin the program.

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

Before entering the Advanced Emergency Medical Technician program, students must complete BIOL 1010 Intro Anatomy and Physiology and BIOL 1020 Intro Anatomy & Physiology Lab with a grade of “C” or better.

| Code | Title | Hours |
|---|---|---|
| EMSE 1100 | Adv Emergency Med Technician | 8 |
| EMSE 1120 | Adv Emerg Med Tech Capstone | 1 |
| **Total Hours** | | **9** |

# Emergency Medical Services Education - Paramedic, Certificate of Technical Studies

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

Emergency Medical Services Education is a limited admissions program. All applicants must consult with the EMSE faculty prior to enrolling in Emergency Medical Services Education (EMSE) courses. To enroll in the EMT Career and Technical Certificate Program, (CTC), students must have completed all developmental reading requirements. Students must have the permission of the EMSE faculty to begin the program.

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

a. Be currently listed on the National Registry of EMT as an EMT or AEMT and maintain NREMT certification and Louisiana licensure as an EMT or AEMT during enrollment;
b. Be eligible to enroll in MATH 1200 Survey of Mathematical Concept;

c. Be eligible to enroll in ENGL 1010 English Composition I
d. Document evidence of current professional-level proficiency in CPR.

Before entering the Paramedic Program, students must complete BIOL 1010 Intro Anatomy and Physiology and BIOL 1020 Intro Anatomy & Physiology Lab with
a grade of "C" or better.

Program Outcomes:

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

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

| Code | Title | Hours |
|---|---|---|
| BIOL 1010 | Intro Anatomy and Physiology | 3 |
| BIOL 1020 | Intro Anatomy & Physiology Lab | 1 |
| EMSE 1200 | Principles of Paramedic Care | 4 |
| EMSE 1210 | Princ. of Paramedic Care Lab | 2 |
| EMSE 1300 | Cardiac & Resp Emergencies | 4 |
| EMSE 1310 | Cardiac & Resp Emerg Lab | 1 |
| EMSE 1320 | Paramedic Internship I | 1 |
| EMSE 1500 | Medical Emergencies | 4 |
| EMSE 1510 | Medical Emergencies Lab | 1 |
| EMSE 1520 | Paramedic Internship II | 1 |
| EMSE 2200 | Special Populations in EMS | 4 |
| EMSE 2210 | Special Populations in EMS lab | 1 |
| EMSE 2220 | Paramedic Internship III | 1 |
| EMSE 2300 | Trauma Emergencies | 4 |
| EMSE 2310 | Trauma Emergencies Lab | 1 |
| EMSE 2320 | Paramedic Field Practicum I | 1 |
| EMSE 2400 | EMS Operations&Paramedic Rev | 2 |
| EMSE 2420 | Paramedic Field Practicum II | 1 |
| **Total Hours** | | **37** |

# Emergency Medical Services Education - Paramedic, Associate of Applied Science

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

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

To enroll in the Associate of Applied Science – Emergency Medical Services Paramedic, students must have completed all developmental reading requirements as well as meeting the EMSE Admissions requirements.

Students must have the permission of the EMSE faculty to begin the program.

To enroll in the Paramedic AAS program, students must:

1. Be currently listed on the National Registry of EMT as an EMT or AEMT and maintain NREMT certification and Louisiana licensure as an EMT or AEMT during enrollment;

2. Be eligible to enroll inMATH#1200#Survey of Mathematical Concept;

3. Be eligible to enroll inENGL#1010#English Composition I

4. Document evidence of current professional-level proficiency in CPR.

5. Completed the Pre-Reqs: BIOL 1010 "Intro Anatomy and Physiology" and BIOL 1020 "Intro Anatomy and Physiology Lab" (or higher Anatomy and Physiology courses) with a grade of "C" or better.

Program Outcomes:

1. Cognitive-Upon completion of the program, the student will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry level Paramedic as defined by the U.S. Department of Transportation National Standard Curriculum goals and objectives.

2. Psychomotor-Upon completion of the program, the student will demonstrate technical proficiency in all the skills necessary to fulfill the role of an entry level Paramedic.

3. Affective-Upon completion of the program, the student will demonstrate personal behavior consistent with professional employer expectations for entry level Paramedic.

| Code | Title | Hours |
|---|---|---|
| **Semester 1 (Fall - year 1) - Pre-requisites** | | |
| EMSE 1020 | Emergency Medical Technician I | 3 |
| EMSE 1030 | Emergency Med Tech Lab I | 1 |
| EMSE 1021 | Emergency Medical Tech II | 3 |
| EMSE 1031 | Emergency Medical Tech II Lab | 1 |
| EMSE 1040 | Emergency Med Tech Capstone | 1 |
| CTC Emergency Medical Technician | | |
| BIOL 1010 | Intro Anatomy and Physiology | 3 |
| BIOL 1020 | Intro Anatomy & Physiology Lab | 1 |
| ENGL 1010 | English Composition I | 3 |
| Total Semester Hours 15 | | |
| **Semester 2 (Spring -year 1)** | | |
| EMSE 1200 | Principles of Paramedic Care | 4 |
| EMSE 1210 | Princ. of Paramedic Care Lab | 2 |
| EMSE 1300 | Cardiac & Resp Emergencies | 4 |
| EMSE 1310 | Cardiac & Resp Emerg Lab | 1 |
| EMSE 1320 | Paramedic Internship I | 1 |

| | | |
|---|---|---|
| Select One course from the below sections: | | |
| MATH 1190 | Math for Allied Health | 3 |
| or MATH 1190 | Math for Allied Health | |
| or MATH 1300 | College Algebra | |
| or MATH 1203 | Applied Algebra | |
| **Semester 3 (Summer -year 1)** | | |
| EMSE 1500 | Medical Emergencies | 4 |
| EMSE 1510 | Medical Emergencies Lab | 1 |
| EMSE 1520 | Paramedic Internship II | 1 |
| Select One course from the below sections: | | |
| ANTH 1100 | Introduction to Anthropology | 3 |
| or ANTH 2100 | Anthropology of Sex and Gender | |
| or GEOG 1200 | World Regional Geography | |
| or POLI 1100 | American Government | |
| or POLI 2610 | Constitutional Law | |
| or PSYC 1100 | Introduction to Psychology | |
| or PSYC 1130 | Psychology of Personal Adjustm | |
| or SOCI 1100 | Introduction to Sociology | |
| or SOCI 1510 | Sociology of Sexual Behavior | |
| or SOCI 2100 | Social Problems | |
| or SOCI 2220 | Drug Abuse | |
| **Semester 4 (Fall -year 2)** | | |
| EMSE 2200 | Special Populations in EMS | 4 |
| EMSE 2210 | Special Populations in EMS lab | 1 |
| EMSE 2220 | Paramedic Internship III | 1 |
| EMSE 2300 | Trauma Emergencies | 4 |
| EMSE 2310 | Trauma Emergencies Lab | 1 |
| EMSE 2320 | Paramedic Field Practicum I | 1 |
| Select One course from the below sections: | | |
| BIOL 1500 | Nutrition and Diet Therapy | 3 |
| or BIOL 2050 | Genetics | |
| or CHEM 1003 | Gen, Organic & Biochemistry | |
| or ENVN 1010 | Environmental Hlth and Safety | |
| or ENVN 1030 | Environmental Law | |
| or ENVN 2210 | Environmental Science | |
| **Semester 5 (Spring - year 2)** | | |
| EMSE 2400 | EMS Operations&Paramedic Rev | 2 |
| EMSE 2420 | Paramedic Field Practicum II | 1 |
| Select One course from the below sections: | | |
| SPCH 1100 | Fund of Effective Speaking | 3 |
| or SPCH 1310 | Interpersonal Communication | |
| or SPCH 2150 | Public Speaking | |
| or PHIL 1100 | Intro to Philosophy | |
| or PHIL 1130 | World Religions | |
| or PHIL 2200 | Ethics | |
| or HIST 1010 | History of Western Civ I | |
| or HIST 2100 | Louisiana History | |
| or FREN 1010 | Elementary French I | |
| or SPAN 1010 | Elementary Spanish I | |
| **Total Hours** | | **61** |

# General Studies

General Studies is a springboard into a future baccalaureate degree, offering fundamentals in a wide array of core disciplines such as humanities, mathematics, and sciences.

**Available Programs:**

- Certificate of General Studies
- Associate of General Studies

This program offers those who are undecided on a major the freedom to sample all academic fields while simultaneously earning credits that typically transfer to four-year institutions. In addition to General Studies, Nunez offers designated Louisiana Transfer Degrees (p. 78).

The Certificate of General Studies can also serve as a credential of college-level general education credits in line with the first year of an associate degree program.

For further information about General Studies Degrees or for assistance with these degree programs, please contact Nick Slie, Program Chair, by email at nslie@nunez.edu or by phone at (504) 278-6397 or Natalie Haniford, Student Success Coordinator, by email at advisinghelp@nunez.edu or by phone at (504) 278-6467.

# Certificates and Degrees

- Certificate of General Studies (p. 75)
- Associate of General Studies (p. 76)

# Certificate of General Studies

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** [1] | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1200 | Survey of Mathematical Concept | 3 |
| Fine Arts Elective (p. 53) | | 3 |
| Natural Science Elective (p. 54) | | 3 |
| Social Science Elective (p. 54) | | 3 |
| Humanities Elective (p. 53) | | 3 |
| Two courses from a single category as described on the General Education Courses page of the Catalog. [2] | | 6 |
| **Electives** [3] | | |
| Select one course from the following categories: Humanities, Mathematics, Natural Science, or Social Science | | 3 |
| **Total Hours** | | **30** |

[1] Students must earn a grade of "C" or better in each. At least nine (9) credit hours must be earned in residence. General Education courses should be carefully selected to satisfy the requirements of the degree to be pursued upon completion of the certificate.

[2] A minimum of 3 credit hours in this degree path must be taken in courses numbered 2000 or above.

[3] Must earn a grade of “C” or better.

# Associate of General Studies

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

| Code | Title | Hours |
|---|---|---|
| **General Education Electives** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1200 | Survey of Mathematical Concept (or higher) | 3 |
| Any Speech Course | | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| Humanities Elective (p. 53) | | 3 |
| Fine Arts Elective (p. 53) | | 3 |
| **Enrichment Courses** | | |
| Social/Behavioral Sciences Electives (p. 54) | | 6 |
| Natural Sciences Electives (p. 54) | | 6 |
| **Area of Concentration** [1] | | |
| Courses with the same prefix or prefixes in the same category [2] | | 18 |
| **Elective Courses** | | |
| Select 9 hours of electives | | 9 |
| **Total Hours** | | **60** |

[1] Grades of “C” or better are required for all courses in this area.

[2] If the area of concentration is Natural Sciences or Social/Behavioral Sciences, the corresponding pair of Enrichment courses may be replaced with a pair of courses from another subject area. If the area of concentration is Humanities or Fine Arts, the corresponding General Education Requirement may be replaced with another course.

# Heating, Air Conditioning, and Refrigeration: HACR

The Heating, Air Conditioning, and Refrigeration program utilizes technical classroom instruction and real-life, hands-on lab exercises in shop for gainful employment opportunities as entry-level air conditioning and refrigeration helpers, installers, mechanics, and technicians.

Program Outcomes:

a. Demonstrate the skills needed for entry and advanced career levels in air conditioning and refrigeration.
b. Demonstrate the ability to identify and safely use tools needed for air conditioning and refrigeration repairs.
c. Evaluate, apply, and perform suggested repair or replacement of air conditioning and refrigeration equipment for normal operation.

**Available Programs:**

- Certificate of Technical Studies, Refrigeration Helper I
- Certificate of Technical Studies, Domestic Refrigeration Helper II
- Technical Diploma, Heating, Air Conditioning & Refrigeration
- Associate of Applied Science, Air Conditioning & Refrigeration

## Certificates and Degrees

- Domestic Refrigeration Helper II, Certificate of Technical Studies (p. 76)
- Heating, Air Conditioning, & Refrigeration, Technical Diploma (p. 76)
- Refrigeration Helper I, Certificate of Technical Studies (p. 76)
- Heating, Air Conditioning, & Refrigeration, Associate of Applied Science (p. 77)

# Refrigeration Helper I, Certificate of Technical Studies

| Code | Title | Hours |
|---|---|---|
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 3 |
| HACR 1210 | Electrical Fundamentals | 3 |
| HACR 1220 | Electrical Components | 3 |
| HACR 1230 | Electric Motors | 3 |
| **Total Hours** | | **18** |

# Domestic Refrigeration Helper II, Certificate of Technical Studies

| Code | Title | Hours |
|---|---|---|
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 3 |
| HACR 1210 | Electrical Fundamentals | 3 |
| HACR 1220 | Electrical Components | 3 |
| HACR 1230 | Electric Motors | 3 |
| HACR 1180 | Princip. of Refrigeration III | 3 |
| HACR 1240 | Applied Electricity& Troublesh | 3 |
| HACR 1410 | Domestic Refrigeration | 2 |
| HACR 1420 | Room Air Conditioners | 2 |
| **Total Hours** | | **28** |

# Heating, Air Conditioning, and Refrigeration, Technical Diploma

| Code | Title | Hours |
|---|---|---|
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 3 |
| HACR 1210 | Electrical Fundamentals | 3 |
| HACR 1220 | Electrical Components | 3 |
| HACR 1230 | Electric Motors | 3 |
| HACR 1180 | Princip. of Refrigeration III | 3 |

| | | |
|---|---|---|
| HACR 1240 | Applied Electricity& Troublesh | 3 |
| HACR 1410 | Domestic Refrigeration | 2 |
| HACR 1420 | Room Air Conditioners | 2 |
| HACR 2510 | Residential Central A/C | 3 |
| HACR 2520 | Residential Central A/C II | 3 |
| HACR 2530 | Residential System Design | 3 |
| HACR 2540 | Residential Heating | 3 |
| HACR 2560 | Residential Heat Pumps | 3 |
| INDT 2900 | Job Readiness Skills | 3 |
| **Total Hours** | | **46** |

# Heating, Air Conditioning, and Refrigeration, Associate of Applied Science

| Code | Title | Hours |
|---|---|---|
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 3 |
| HACR 1210 | Electrical Fundamentals | 3 |
| HACR 1220 | Electrical Components | 3 |
| HACR 1230 | Electric Motors | 3 |
| HACR 1180 | Princip. of Refrigeration III | 3 |
| HACR 1240 | Applied Electricity& Troublesh | 3 |
| HACR 1410 | Domestic Refrigeration | 2 |
| HACR 1420 | Room Air Conditioners | 2 |
| HACR 2510 | Residential Central A/C | 3 |
| HACR 2520 | Residential Central A/C II | 3 |
| HACR 2530 | Residential System Design | 3 |
| HACR 2540 | Residential Heating | 3 |
| HACR 2560 | Residential Heat Pumps | 3 |
| INDT 2900 | Job Readiness Skills | 3 |
| General Education Requirements | | |
| ENGL 1010 | English Composition I | 3 |
| MATH 1300 | College Algebra | 3 |
| Natural Science Elective | | 3 |
| Behavioral Science Elective | | 3 |
| Humanities Elective | | 3 |
| **Total Hours** | | **61** |

# Industrial Maintenance

The Technical Diploma in Industrial Maintenance instructs students in the design, installation, operation, maintenance, and repair of complex industrial machinery. They diagnose and solve equipment problems using a wide array of skills, including: tool expertise, error analysis, machinery upkeep, small-scale fabrication, and electrical work. These technicians are educated in safety procedures in order to endure the success of production in industries. Students choose from a variety of classes from the Construction, Electrical Construction, Heating, Air Conditioning & Refrigeration, Instrumentation, and Welding Programs to make their personalized degree.

# Certificates and Degrees

- Industrial Maintenance Technology, Technical Diploma (p. 77)

# Industrial Maintenance Technology, Technical Diploma

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

| Code | Title | Hours |
|---|---|---|
| **Electives** | | |
| 30 credit hours chosen from the following CNST, ELEC, HACR, INST, PTEC, WELD [1] | | 30 |
| **Concentration Area** | | |
| 15 credit hours in one discipline area from ELEC, HACR, INST, PTEC, WELD [1] | | 15 |
| **Total Hours** | | **45** |

[1] Must earn a grade of “C” or better.

# Instrumentation Technician

The **Instrumentation Technician** Program provides classroom and hands on training that allows students to develop the knowledge and skills to successfully perform the tasks required of an entry level Instrument Fitter and Technician.

Instrument Fitters and technicians perform key installation and maintenance functions across several industries and are trained in piping, tubing, fasteners, and working with metal production. Instrumentation technicians and fitters must be familiar with electrical systems, craft-specific drawings and must be experts in the hand and power tools specific to their trade.

**The Student Learning Outcomes for this program are:**

a. Apply knowledge of instrumentation components in their function in industrial processes.
b. Describe process control.
c. Identify various methods of controlling instrumentation in industry.
d. Apply knowledge of electrical fundamentals in its use in instrumentation.

Four exit points are included:

- **Career and Technical Certificate-** Instrumentation Skills
- **Certificate of Technical Studies** - Instrumentation Helper
- **Certificate of Technical Studies** - NCCER Instrumentation - Advanced
- **Technical Diploma** - NCCER Instrumentation and Electrical
- **Associate of Applied Science** - Instrumentation

For information on non-credit/workforce training Instrumentation courses at Nunez Community College, visit https://www.nunez.edu/workforce/index

## Certificates and Degrees

- Instrumentation, Associate of Applied Science (p. 78)
- NCCER Instrumentation and Electrical, Technical Diploma (p. 78)
- NCCER Instrumentation - Advanced, Certificate of Technical Studies (p. 78)
- Instrumentation Helper, Certificate of Technical Studies (p. 78)
- Instrumentation Skills, Career and Technical Certificate (p. 78)

## Instrumentation Skills, Career and Technical Certificate

| Code | Title | Hours |
|---|---|---|
| **Course Requirements** | | |
| CNST 1000 | Introduction to Construction | 5 |
| INST 1010 | NCCER Instrument Level I | 6 |
| **Total Hours** | | **11** |

## Instrumentation Helper, Certificate of Technical Studies

| Code | Title | Hours |
|---|---|---|
| CNST 1000 | Introduction to Construction | 5 |
| INST 1010 | NCCER Instrument Level I | 6 |
| INST 1020 | NCCER Instrument Level II | 8 |
| **Total Hours** | | **19** |

## NCCER Instrumentation - Advanced, Certificate of Technical Studies

| Code | Title | Hours |
|---|---|---|
| INST 1030 | NCCER Instrument Level III [1] | 8 |
| INST 1040 | NCCER Instrument Level IV | 8 |
| **Total Hours** | | **16** |

[1] Prerequisite: INST 1020 (NCCER Instrumentation Level II)

## NCCER Instrumentation and Electrical, Technical Diploma

| Code | Title | Hours |
|---|---|---|
| CNST 1000 | Introduction to Construction | 5 |
| INST 1010 | NCCER Instrument Level I | 6 |
| ELEC 1000 | Electrical Construction I | 6 |
| INST 1020 | NCCER Instrument Level II | 8 |
| ELEC 1010 | Electrical Construction II | 8 |
| INST 1030 | NCCER Instrument Level III | 8 |
| INST 1040 | NCCER Instrument Level IV | 8 |
| **Total Hours** | | **49** |

## Instrumentation, Associate of Applied Science

| Code | Title | Hours |
|---|---|---|
| CNST 1000 | Introduction to Construction | 5 |
| INST 1010 | NCCER Instrument Level I | 6 |
| ELEC 1000 | Electrical Construction I | 6 |
| INST 1020 | NCCER Instrument Level II | 8 |
| ELEC 1010 | Electrical Construction II | 8 |
| INST 1030 | NCCER Instrument Level III | 8 |
| MATH 1200 | Survey of Mathematical Concept | 3 |
| PHSC 1000 | Physical Science | 3 |
| ENGL 1010 | English Composition I | 3 |
| INST 1040 | NCCER Instrument Level IV | 8 |
| Humanities Elective (p. 53) | | 3 |
| Social Science Elective (p. 54) | | 3 |
| **Total Hours** | | **64** |

## Louisiana Transfer Degree

Louisiana Transfer Degrees provide a seamless transition into baccalaureate programs at public four-year colleges and universities throughout the state. Credits are guaranteed to transfer, provided students meet admissions requirements.

Students should select courses carefully to ensure that they meet the requirements of the desired degree at the receiving institution.

The degree includes 39 credit hours of General Education requirements and 21 credit hours of electives that prepare the student for the desired bachelor's degree.

**Available Programs:**

- Associate of Arts, Business Concentration
- Associate of Arts, Fine Arts Concentration
- Associate of Arts, Humanities Concentration
- Associate of Arts, Social Sciences Concentration
- Associate of Science, Biological Sciences Concentration
- Associate of Science, Physical Sciences Concentration

The **Associate of Arts Louisiana Transfer Degree** prepares students for careers in fields that include accounting, business, management, education, fine arts, history, humanities, journalism, sociology, and psychology.

The **Associate of Science Louisiana Transfer Degree** prepares students for careers in natural and physical sciences, as well as engineering, math and science education. Students interested in pre-health programs (pre-dental, pre-medical, pre-veterinary, etc.) can prepare for further education with this degree program.

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

satisfied by an **Associate of Arts Louisiana Transfer Degree** or **Associate of Science Louisiana Transfer Degree**.

For further information about Louisiana Transfer Degrees or for assistance with these degree programs, please contact Nick Slie, Program Chair, by email at nslie@nunez.edu or by phone at (504) 278-6397 or Natalie Haniford, Student Success Coordinator, by email at advisinghelp@nunez.edu or by phone at (504)278-6467.

# Certificates and Degrees



# Business Concentration, Associate of Arts

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| **English** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| **Math/Analytical Reasoning** | | |
| MATH 1300 | College Algebra | 3 |
| Math Elective (p. 53) | | 3 |
| **Humanities** | | |
| Select one of the following Gen Ed Literature courses: | | 3 |
| ENGL 2010 | Survey of English Literature I | |
| ENGL 2020 | Survey of English Lit II | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2110 | Poetry and Drama | |
| ENGL 2210 | Major American Writers | |
| ENGL 2600 | World Literature I | |
| ENGL 2610 | World Literature II | |
| Select one of the following Speech/Communication courses: | | 3 |
| SPCH 1100 | Fund of Effective Speaking | |
| SPCH 1310 | Interpersonal Communication | |
| SPCH 2150 | Public Speaking | |
| SPCH 2200 | Argumentation and Debate | |
| Additional General Education Humanities Elective (p. 53) | | 3 |
| **Natural Sciences** | | |
| 6 hour sequence + 3 hours in opposite science lecture | | 9 |
| **Fine Arts** | | |
| General Education Fine Arts Elective (p. 53) | | 3 |
| **Social Science Electives** | | |
| Any General Education PSYC or SOCI course | | 3 |
| Any Social/Behavioral or Business course, as listed on the General Education Courses page of the catalog, not taken to satisfy other requirements, **or** a transfer course in a related area as approved by a Transfer Advisor | | 3 |
| **Concentration Requirements** | | |
| **Business and Related Courses** | | |
| ECON 2000 | Microeconomics | 3 |
| ECON 2020 | Macroeconomics | 3 |
| MATH 2000 | Statistics | 3 |
| ACCT 2400 | Principles of Fin Accounting | 3 |
| ACCT 2150 | Managerial Accounting | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| Free elective in business or social science | | 3 |
| **Total Hours** | | **60** |

# Fine Arts Concentration, Associate of Arts

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| **English** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| **Math/Analytical Reasoning** | | |
| MATH 1300 | College Algebra | 3 |
| Math Elective (p. 53) | | 3 |
| **Humanities** | | |
| Select one of the following Gen Ed Literature courses: | | 3 |
| ENGL 2010 | Survey of English Literature I | |
| ENGL 2020 | Survey of English Lit II | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2110 | Poetry and Drama | |
| ENGL 2210 | Major American Writers | |
| ENGL 2600 | World Literature I | |
| ENGL 2610 | World Literature II | |
| Select one of the following Speech/Communication courses: | | 3 |
| SPCH 1100 | Fund of Effective Speaking | |
| SPCH 1310 | Interpersonal Communication | |
| SPCH 2150 | Public Speaking | |
| SPCH 2200 | Argumentation and Debate | |
| General Education Humanities Elective (p. 53) | | 3 |
| **Natural Sciences** | | |
| 6 hour sequence + 3 hours in opposite science lecture | | 9 |
| **Fine Arts** | | |
| General Education Fine Arts Elective (p. 53) | | 3 |
| **Social Science Electives** | | |
| General Education Social Science Electives (p. 54) | | 6 |
| **Concentration Requirements** | | |
| **Fine Arts and Related Courses** | | |
| FIAR 1200 | Art Appreciation | 3 |
| or MUSC 1013 | Music Appreciation | |
| Select one of the following Art History courses: | | 3 |
| FIAR 2400 & FIAR 2410 | Survey of Visual Arts to 1400 and Survey of Vis. Arts from 1400 | |
| MUSC 1400 & MUSC 1500 | Survey of Music Med. to Class. and Survey Music fr Rom to Pres | |
| THEA 1300 & THEA 2110 | Introduction to Acting and Advanced Acting | |

| | | |
|---|---|---|
| Select 12 hours of the following Basic Skills courses: | | 12 |
| FIAR 1000 | Introduction to Drawing | |
| FIAR 1010 | Sculpture Fundamentals | |
| FIAR 1150 | Figure Drawing | |
| FIAR 1600 | Introduction to Painting | |
| FIAR 1700 | Introduction to Ceramics | |
| FIAR 1800 | Digital Photography | |
| FIAR 1850 | Introduction to Digital Art | |
| FIAR 1900 | Intro to Printmaking | |
| FIAR 2100 | Intermediate Drawing | |
| FIAR 2500 | Watercolor | |
| THEA 1300 | Introduction to Acting | |
| THEA 2110 | Advanced Acting | |
| Free elective in any transfer course | | 3 |
| **Total Hours** | | **60** |

# Humanities Concentration, Associate of Arts

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| **English** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| **Math/Analytical Reasoning** | | |
| MATH 1300 | College Algebra | 3 |
| Math Elective (p. 53) | | 3 |
| **Humanities** | | |
| Select one of the following Gen Ed Literature courses: | | 3 |
| ENGL 2010 | Survey of English Literature I | |
| ENGL 2020 | Survey of English Lit II | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2110 | Poetry and Drama | |
| ENGL 2210 | Major American Writers | |
| ENGL 2600 | World Literature I | |
| ENGL 2610 | World Literature II | |
| General Education Humanities Electives (p. 53) | | 6 |
| **Natural Sciences** | | |
| 6 hour sequence + 3 hours in opposite science lecture | | 9 |
| **Fine Arts** | | |
| General Education Fine Arts Elective (p. 53) | | 3 |
| **Social Science Electives** | | |
| General Education Social Science Electives (p. 54) | | 6 |
| **Concentration Courses** | | |
| **Humanities Courses** | | |
| General Education Humanities Electives (p. 53) | | 15 |
| **Transferable Electives** | | |
| Additional transferable electives | | 3 |
| Additional transferable electives | | 3 |
| **Total Hours** | | **60** |

# Social Sciences Concentration, Associate of Arts

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| **English** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| **Math/Analytical Reasoning** | | |
| MATH 1300 | College Algebra | 3 |
| Math Elective (p. 53) | | 3 |
| **Humanities** | | |
| Select one of the following Gen Ed Literature courses: | | 3 |
| ENGL 2010 | Survey of English Literature I | |
| ENGL 2020 | Survey of English Lit II | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2110 | Poetry and Drama | |
| ENGL 2210 | Major American Writers | |
| ENGL 2600 | World Literature I | |
| ENGL 2610 | World Literature II | |
| General Education Humanities Electives (p. 53) | | 6 |
| **Natural Sciences** | | |
| 6 hour sequence + 3 hours in opposite science lecture | | 9 |
| **Fine Arts** | | |
| General Education Fine Arts Elective (p. 53) | | 3 |
| **Electives** | | |
| General Education Social/Behavioral Science, Humanities, or Natural Science Electives (p. 53) | | 6 |
| **Concentration Requirements** | | |
| **Social/Behavioral Sciences** | | |
| Social/Behavioral Science Electives (p. 54) | | 9 |
| Social/Behavioral Science or Humanities Electives (p. 53) | | 12 |
| **Total Hours** | | **60** |

# Biological Sciences Concentration, Associate of Science

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| **English** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| **Math/Analytical Reasoning** | | |
| MATH 1300 | College Algebra | 3 |
| Select one of the following: | | 3 |
| MATH 1400 | College Trigonometry | |
| MATH 2000 | Statistics | |
| MATH 2010 | Calculus I | |
| MATH 2100 | Calculus II | |
| **Humanities** | | |
| Select one of the following Gen Ed Literature courses: | | 3 |
| ENGL 2010 | Survey of English Literature I | |

| | | |
|---|---|---|
| ENGL 2020 | Survey of English Lit II | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2110 | Poetry and Drama | |
| ENGL 2210 | Major American Writers | |
| ENGL 2600 | World Literature I | |
| ENGL 2610 | World Literature II | |
| Humanities Electives (p. 53) | | 6 |
| **Social Sciences** | | |
| Social Science Electives (p. 54) | | 3 |
| **Fine Arts** | | |
| Fine Arts Electives (p. 53) | | 3 |
| **Natural Sciences** [1] | | |
| BIOL 1100<br>& BIOL 1110 | General Biology I<br>and General Biology I Lab | 4 |
| BIOL 1200<br>& BIOL 1210 | General Biology II<br>and General Biology II Lab | 4 |
| CHEM 1100<br>& CHEM 1110 | General Chemistry I<br>and General Chemistry I Lab | 4 |
| **Concentration Requirements** | | |
| **Natural Sciences** [1] | | |
| BIOL 2000<br>& BIOL 2010 | Microbiology<br>and Microbiology Laboratory | 4 |
| CHEM 1200<br>& CHEM 1210 | General Chemistry II<br>and General Chemistry II Lab | 4 |
| 13 additional hours in Natural Science Electives (p. 54) | | 13 |
| **Total Hours** | | **60** |

[1] Choose course options for science majors.

# Physical Sciences Concentration, Associate of Science

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| **English** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| **Math/Analytical Reasoning** | | |
| MATH 1300 | College Algebra | 3 |
| MATH 1400 | College Trigonometry | 3 |
| **Humanities** | | |
| Select one of the following Gen Ed Literature courses: | | 3 |
| ENGL 2010 | Survey of English Literature I | |
| ENGL 2020 | Survey of English Lit II | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2110 | Poetry and Drama | |
| ENGL 2210 | Major American Writers | |
| ENGL 2600 | World Literature I | |
| ENGL 2610 | World Literature II | |
| Humanities Electives (p. 53) | | 6 |
| **Natural Sciences** | | |
| 6 hour sequence + 3 hours in opposite science lecture | | 6 |
| BIOL 1100 | General Biology I | 3 |
| **Social Sciences** | | |
| Social Science Electives (p. 54) | | 6 |
| **Fine Arts** | | |
| Fine Arts Elective (p. 53) | | 3 |
| **Concentration Requirements** | | |
| **Natural Sciences** | | |
| Select one of the following sequences: | | 8 |
| CHEM 1100<br>& CHEM 1110<br>& CHEM 1200<br>& CHEM 1210 | General Chemistry I<br>and General Chemistry I Lab<br>and General Chemistry II<br>and General Chemistry II Lab | |
| PHYS 1100<br>& PHYS 1110<br>& PHYS 1200<br>& PHYS 1210 | General Physics I<br>and General Physics I Laboratory<br>and General Physics II<br>and General Physics II Laboratory | |
| MATH 2010 | Calculus I | 5 |
| MATH 2100 | Calculus II | 5 |
| Additional Analytical Reasoning Mathematics or Natural Science Elective (p. 53) | | 3 |
| **Total Hours** | | **60** |

# Nursing and Nursing Assistant

The Nursing Program at Nunez Community College includes a Practical Nursing program (PN) and a Certified Nursing Assistant program (CNA). Visit the Practical Nursing homepage by clicking on the Practical Nursing Tab above.

**Available Programs:**

- Career and Technical Certificate, Certified Nursing Assistant
- Technical Diploma, Practical Nursing

The **Practical Nursing Technical Diploma** program at Nunez Community College is designed to meet the educational needs of those students who desire a career entry into health care as a Licensed Practical Nurse. Recent changes in the Practical Nursing Program have been designed to help students gain a quicker entry into the nursing program and attain successful completion of the program in 16 months. Admissions requirements can be found on the Practical Nursing tab above.

Licensed Practical Nurses (LPNs) care for the sick, participate in prevention of illness and assist in the rehabilitation of patients. They are employed in various health care settings such as long term care facilities, hospitals, clinics, physician offices, home health and community health facilities.

The nursing faculty at Nunez Community College subscribe to the philosophy that nursing is both an art and a scientific discipline, and endeavor to develop well rounded Practical Nurses who can apply the principles of caring, art and scientific knowledge to assist clients to achieve holistic maximum level of wellness.

This is a limited enrollment program. Successful completion of this program qualifies the graduate to take the National Council Licensure Examination (NCLEX) for State Licensure as a Practical Nurse (LPN).

The **Nursing Assistant Career and Technical Certificate (CNA)** prepares students to provide basic bedside care and comfort to patients and

residents in multiple healthcare settings, including: long-term care, hospitals, home health care, and other health care facilities.

## Certificates and Degrees



# Certified Nursing Assistant, CNA, Career and Technical Certificate

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

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

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

Course Requirements:

- Achieve ACT score of Composite 13, **or**
- Achieve ACCUPLACER Next-Gen score of Reading 235

Program length: One semester

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

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

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

| Code | Title | Hours |
|---|---|---|
| NURS 1000 | Nursing Assistant | 4 |
| HSOM 1020 | Medical Terminology I | 3 |
| HSOM 1030 | Medical Terminology II | 3 |
| **Total Hours** | | **10** |

# Practical Nursing - Limited Enrollment, Technical Diploma

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

The Practical Nursing program is accredited by **Louisiana State Board Practical Nursing Examiners (LSBPNE)**.

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

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

Applications for the Spring PN entry will be accepted August 1st through October 31st. Priority consideration will be given to those who apply by September 1st. Applications for the Fall PN entry will be accepted from March 1st through May 31st. Priority consideration will be given to those who apply by April 1st. If the deadline falls on a weekend or holiday, applications will be accepted before the close of the next business day.

Requirements for Application:

- High school diploma, GED, or HiSET. (High School seniors may apply in the spring of their senior year for the August PN program. Call office (504) 278-6390 for more information)
- Registered student at Nunez Community College
- Acceptable placement exam scores from one of the listed placement exams

| Exam | Math | Reading | Language |
|---|---|---|---|
| ACT | 18 | 20 | 17 |
| ACCUPLACER-NEXT GEN. | 243 (QAS) | 250 | 241 (Writing) |

- Completion of MATH 1300 (College Algebra) or MATH 1200 (Survey of Mathematical Concepts) or a higher-level math with a "C" or better may substitute for Math placement scores.

- Completion of ENGL 1010 (English Composition I) or a higher level of English with a "C" or better may substitute for Reading/Language placement scores.
- **Potential nursing students must take the ACCUPLACER Next-Gen or ACT entrance exam to apply to the nursing program. Scores must be within three (3) years of application to the nursing program. Students may retake the ACCUPLACER- Next Gen. with a minimum 1 week waiting period between each retest. The student can retest two times only (total of 3 attempts to meet scores). After 3rd attempt, the student must enroll in preparation courses as applicable. After passing the preparation course, you will have a maximum of 1 attempt to reach the minimum score for the admission requirements. Only Mary Fernandez, Dean of Nursing and Allied Health, can approve additional testing beyond the maximum of 4 attempts for entry purposes. Please visit the Placement and Placement Test website or email testing@nunez.edu for information regarding ACCUPLACER- Next Gen. testing. U.S. citizen or permanent resident of the U.S. Copy of permanent resident card will be required.
- Completion of BIOL 1010- Introduction to Anatomy and Physiology (A&P) and BIOL 1500- Nutrition and Diet Therapy with a "B" or better within 3 years of applying to practical nursing program **Completion of **both** BIOL 2300 (A&P I) and BIOL (A&P II) may be substituted for BIOL 1010.
- Minimum cumulative GPA of 2.0 for all previous college work attempted

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

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

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

Program Outcomes:

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

All PN courses require a "C" or better to continue in the nursing program. Grading is based on a modified scale, with 80.00% ("C") being the lowest passing score. Please see the *Practical Nursing Student Handbook* for further details.

| Code | Title | Hours |
|---|---|---|
| **Practical Nursing Program Requirements** [1] | | |
| NURS 1011 | Fundamentals of Nursing | 9 |
| NURS 1020 | Fund of Nursing I Clinical | 1 |
| NURS 1030 | Med-Surg Nursing I Theory | 9 |
| NURS 1040 | Med-Surg Nursing I Clinical | 6 |
| NURS 1051 | Med-Surg Nursing II Theory | 8 |
| NURS 1500 | Pharmacology and Math Nursing | 6 |
| NURS 1060 | Med-Surg Nursing II Clinical | 6 |
| NURS 1210 | Intravenous Therapy | 1 |
| NURS 1090 | Mental Health Nursing Theory | 2 |
| NURS 1150 | Mental Health Nursing Clinical | 1 |
| NURS 1100 | Maternal/Newborn NursingTheory | 3 |
| NURS 1110 | Maternal/Newborn Nurs Clinical | 1 |
| NURS 1115 | Nursing Care of Children Thry | 3 |
| NURS 1125 | Nursing Care of Child.Clinical | 1 |
| NURS 1130 | PN Professionalism &Leadership | 2 |
| NURS 1135 | PN Prof & Leadership Clinical | 1 |
| **General Education Requirements** [2] | | |
| BIOL 1010 | Intro Anatomy and Physiology [3] | 3 |
| BIOL 1500 | Nutrition and Diet Therapy | 3 |
| **Total Hours** | | **66** |

1 60 Hours of required Courses in Major. Must earn a grade of "C" or better in each course. 24 hours must be in residence.
2 Must earn a grade of "B" or better in each.
3 Student may substitute BIOL 2300 Human Anatomy & Physiology I, and BIOL 2400 Human Anatomy & Phys II series in lieu of BIOL 1010 Intro Anatomy and Physiology . Must earn a grade of "B" or better in each.

*The PN program reserves the right to make changes to the program, curriculum, or prerequisites without notice. Go to the College's Additional Nursing Information page at* https://www.nunez.edu/academics/additional-nursing-information *and click on the Practical Nursing tab for current information.*

# Medical Billing and Coding

Medical Coding and Billing professionals are in demand in hospitals, clinics, doctor's offices, and insurance agencies. Some even work online and remotely from home for clients around the world.

**The Student Learning Outcomes for this program are:**

a. Students use proper medical terms.
b. Students evaluate the administration of medical organizations.
c. Students demonstrate managerial skills.
d. Students demonstrate accurate CPT.
e. Students demonstrate accurate ICD-10.

**Available Programs:**

- Certificate of Applied Science, Medical Coding and Billing
- Business Technology Concentration in Medical Office Management, AAS

Graduates of our Certificate of Applied Science in Medical Coding and Billing are proficient in medical terminology, coding, billing and legal aspects of the medical industry.

## Certificates and Degrees

- Medical Billing and Coding, Certificate of Applied Science (p. 84)
- Business Technology: Medical Office Management Concentration, Associate of Applied Science (p. 84)

# Medical Billing and Coding, Certificate of Applied Science

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| MATH 1200 | Survey of Mathematical Concept | 3 |
| BIOL 1010 | Intro Anatomy and Physiology [2] | 3 |
| Select one course from one of the following: | | 3 |
| Humanities Elective (p. 53) | | |
| Fine Arts Elective (p. 53) | | |
| Social Science Elective (p. 54) | | |
| **Major Courses** [3] | | |
| HSOM 1020 | Medical Terminology I | 3 |
| HSOM 1030 | Medical Terminology II | 3 |
| HSOM 1110 | Basic CPT Coding | 3 |
| HSOM 2010 | Legal Aspects of Medical Ofc | 3 |
| HSOM 2050 | Medical Office Management | 3 |
| HSOM 2090 | Advanced Medical Coding | 3 |
| HSOM 2150 | Reimbursement/Patient Billing | 3 |
| HSOM 2700 | Basic ICD-10CM Coding | 3 |
| **Total Hours** | | **39** |

1. Must earn a "C" or better.
2. Satisfies the Natural Science requirement.
3. Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.

# Business Technology: Medical Office Management Concentration, Associate of Applied Science

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

Program Outcomes:

a. Students use proper medical terms.
b. Students evaluate administration of medical organizations.
c. Students demonstrate managerial skills.
d. Students demonstrate accurate CPT skills.
e. Students demonstrate accurate ICD-10 skills.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| MATH 1300 | College Algebra | 3 |
| Any Humanities course other than SPCH or Foreign language | | 3 |
| ECON 2000 | Microeconomics [2] | 3 |
| or ECON 2020 | Macroeconomics | |
| BIOL 1100 | General Biology I [3] | 3 |
| BIOL 1110 | General Biology I Lab | 1 |
| **Major Courses** [4] | | |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 2400 | Business Communication | 3 |
| BIOL 2300 | Human Anatomy & Physiology I | 3 |
| BIOL 2310 | Human Anatomy & Phys I Lab | 1 |
| BIOL 2400 | Human Anatomy & Phys II | 3 |
| BIOL 2410 | Human Anatomy & Phys II Lab | 1 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| HSOM 1020 | Medical Terminology I | 3 |
| HSOM 1030 | Medical Terminology II | 3 |
| HSOM 1110 | Basic CPT Coding | 3 |
| HSOM 2010 | Legal Aspects of Medical Ofc | 3 |
| HSOM 2050 | Medical Office Management | 3 |
| HSOM 2090 | Advanced Medical Coding | 3 |
| HSOM 2150 | Reimbursement/Patient Billing | 3 |
| HSOM 2600 | Human Disease for Allied Hlth | 3 |
| HSOM 2700 | Basic ICD-10CM Coding | 3 |
| **Total Hours** | | **60** |

1. Must earn a grade of "C" or better.
2. Satisfies the Social Science requirement.
3. Satisfies the Natural Sciences requirement.
4. Must earn a "C" or better in each. At least 21 credit hours must be earned in residence.

Note: According to AHIMA (http://www.ahima.org) students completing this program meet the following requirements to sit for the AHIMA Certified Coding Associate (CCA®) exam:

*"Completion of other coding training programs that include Anatomy and Physiology, Medical Terminology, Basic ICD, Diagnostics and Procedural, and Basic CPT Coding."*

Note: In addition, students may take the CBCS (Certified Billing and Coding Specialist) exam offered on campus through the National Healthcare Association.

# Paralegal Studies

The Paralegal Studies program educates and trains paralegals to work under the supervision of attorneys in a variety of settings including: law firms, insurance companies, government agencies, title companies, banks, and corporations.

**The Student Learning Outcomes for this program are:**

a. Students function effectively in an office/court environment.
b. Students demonstrate the requisite written skills to communicate effectively in the legal community.
c. Students effectively draft various legal pleadings and transaction documents.
d. Students demonstrate the ability to use appropriate technology in performing legal research.
e. Students demonstrate critical reasoning skills by analyzing laws and legal opinions.
f. Students identify ethical issues that occur in the legal environment.

**Available Programs:**

- Career and Technical Certificate, Paralegal Skills
- Certificate of Technical Studies, Paralegal Studies
- Associate of Arts, Paralegal Studies

Paralegals are trained in legal research and a range of aspects of law and order to support lawyers in their daily work.

Conducting research and investigations; helping to prepare cases; drafting legal documents; interviewing and preparing witnesses and clients for depositions and court appearances; and, performing other, administrative duties in law offices are some of the daily tasks paralegals perform.

The **Certificate of Technical Studies in Paralegal Studies** provides intensive training so that graduates enter the job market as paralegals. All courses in the certificate program apply to the **Associate of Arts in Paralegal Studies**.

*Paralegals may not provide legal services directly to the public except as permitted by law.*

## Certificates and Degrees

- Paralegal Skills, Career and Technical Certificate (p. 85)
- Paralegal Studies, Certificate of Technical Studies (p. 85)
- Paralegal Studies, Associate of Arts (p. 86)

# Paralegal Skills, Career and Technical Certificate

The Career and Technical Certificate in Paralegal Studies (CTC Paralegal) is designed to assist students in learning basic legal concepts for immediate employment. Each student will complete nine (9) credit hours of designated course work and will complete an assessment for online legal research skills using Westlaw by Thomson Reuters. Students who successfully complete the assessment will receive a Westlaw Fundamentals for Paralegals Certificate from Westlaw. This CTC can be taken alone or in conjunction with the Certificate of Technical Studies or the Associate of Arts in Paralegal Studies.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| PARL 1000 | Intro to Law and the Para Prof | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| PARL 1100 | Legal Research | 3 |
| or PARL 2000 | Case Analysis and Writing | |
| **Total Hours** | | **9** |

[1] Must earn a grade of “C” or better.

# Paralegal Studies, Certificate of Technical Studies

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

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| BUSN 1600 | Word Processing | 3 |
| **Major Courses** [1] | | |
| PARL 1000 | Intro to Law and the Para Prof | 3 |
| PARL 1050 | Litigation | 3 |
| PARL 1100 | Legal Research | 3 |
| PARL 2000 | Case Analysis and Writing | 3 |
| **Paralegal Electives** [2] | | |
| Select three Paralegal electives | | 9 |
| **Total Hours** | | **30** |

[1] Must earn a grade of "C" or better in each. At least twelve (12) credit hours must be earned in residence.
[2] Must earn a grade of "C" or better in each.

### Paralegal Electives

| Code | Title | Hours |
|---|---|---|
| PARL 1200 | Business Associations | 3 |
| PARL 1300 | Legal Ethics | 3 |
| PARL 1500 | Constitutional Law | 3 |
| PARL 2050 | Evidence | 3 |
| PARL 2100 | The Law of Torts and Prod Liab | 3 |
| PARL 2150 | Insurance Law | 3 |
| PARL 2200 | Contracts | 3 |
| PARL 2250 | Criminal Procedure | 3 |
| PARL 2300 | Domestic Law and Litigation | 3 |
| PARL 2350 | Special Topics: Discovery | 3 |
| PARL 2400 | Legal Drafting | 3 |

| | | |
|---|---|---|
| PARL 2500 | Paralegal Practicum | 3 |
| PARL 2600 | Notary Public Law & Prep | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2200 | Business Law | 3 |
| ENVN 1030 | Environmental Law | 3 |
| OFCR 1400 | College Keyboarding | 3 |
| OFCR 1450 | Speed-Building Strategies | 3 |
| OFCR 2100 | Advanced Typing | 3 |
| OADM 1500 | Administrtv Office Procedures | 3 |
| OADM 1510 | Legal Typing | 3 |
| POLI 1100 | American Government | 3 |
| POLI 2610 | Constitutional Law | 3 |
| SOCI 2090 | Criminology | 3 |
| SOCI 2400 | Juvenile Delinquency | 3 |
| SPTP Special Topics in Law | | |

Any PARL course approved by advisor

# Paralegal Studies, Associate of Arts

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

Program Outcomes:

a. Student functions in an office /court environment.
b. Student demonstrates the requisite written skills to communicate in the legal community.
c. The student can draft various legal pleadings and correspondence documents.
d. The student can use appropriate technology or other resources in performing legal research.
e. The student is able to review laws and legal opinions.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| MATH 1200 | Survey of Mathematical Concept (or higher) | 3 |
| Humanities Elective (p. 53) | | 3 |
| Social Science Electives (p. 54) | | 6 |
| Natural Science Electives (p. 54) | | 6 |
| Fine Arts Elective (p. 53) | | 3 |
| **Major Courses** [1] | | |
| PARL 1000 | Intro to Law and the Para Prof | 3 |
| PARL 1050 | Litigation | 3 |
| PARL 1100 | Legal Research | 3 |
| PARL 2000 | Case Analysis and Writing | 3 |
| PARL 2500 | Paralegal Practicum | 3 |
| **Paralegal Electives** [2] | | |
| Select four Paralegal electives | | 12 |
| **Approved Elective** | | |
| Select one approved elective | | 3 |
| **Total Hours** | | **60** |

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

## Paralegal Electives

| Code | Title | Hours |
|---|---|---|
| PARL 1200 | Business Associations | 3 |
| PARL 2050 | Evidence | 3 |
| PARL 2100 | The Law of Torts and Prod Liab | 3 |
| PARL 2150 | Insurance Law | 3 |
| PARL 2200 | Contracts | 3 |
| PARL 2250 | Criminal Procedure | 3 |
| PARL 2300 | Domestic Law and Litigation | 3 |
| PARL 2350 | Special Topics: Discovery | 3 |
| PARL 2600 | Notary Public Law & Prep | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2200 | Business Law | 3 |
| OFCR 1400 | College Keyboarding | 3 |
| OFCR 1450 | Speed-Building Strategies | 3 |
| OFCR 2100 | Advanced Typing | 3 |
| OADM 1500 | Administrtv Office Procedures | 3 |
| SPTP Special topics in law | | |

Any PARL course approved by advisor

## Approved Electives

| Code | Title | Hours |
|---|---|---|
| BUSN 1600 | Word Processing | 3 |
| BUSN 2190 | Legal Environment of Business | 3 |
| BUSN 2200 | Business Law | 3 |
| ENVN 1030 | Environmental Law | 3 |
| OFCR 1400 | College Keyboarding | 3 |
| OFCR 1450 | Speed-Building Strategies | 3 |
| OFCR 2100 | Advanced Typing | 3 |
| OADM 1500 | Administrtv Office Procedures | 3 |
| OADM 1510 | Legal Typing | 3 |
| POLI 1100 | American Government | 3 |
| POLI 2610 | Constitutional Law | 3 |
| SOCI 2090 | Criminology | 3 |
| SOCI 2400 | Juvenile Delinquency | 3 |
| SPTP Special topics in law | | |

Any PARL course approved by advisor

# Patient Care Technician

The Patient Care Technicians program prepares students for careers in healthcare settings. Patient Care Technicians provide direct care and support administrative needs. Career and Technical Certificates in EKG Technology and Phlebotomy can be completed as a part of this program or as stand-alone credentials.

**The Student Learning Outcomes for this programs are:**

a. Students communicate effectively through writing, speaking, listening, reading, and interpersonal skills in both the classroom and clinical setting.
b. Students demonstrate an understanding of professional ethics and legal responsibilities.
c. Students apply infection control guidelines including techniques for maintaining isolation.
d. Students exhibit critical thinking and problem-solving skills to locate, analyze, and apply information in career planning and employment.
e. Students model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management and respect for diversity.

**Available Programs:**

- Career and Technical Certificate, Electrocardiogram (EKG) Technician
- Career and Technical Certificate, Phlebotomy
- Certificate of Technical Studies, Patient Care Technician

EKG Technicians work in healthcare facilities with other health care professionals and specialize in electrocardiogram (EKG) testing for patients.

Phlebotomists draw blood from patients and take the blood specimens to the laboratory for testing.

## Certificates and Degrees



# EKG Technician, Career and Technical Certificate

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

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| HASC 1020 | Intro to EKG | 3 |
| HASC 1030 | EKG II | 4 |
| **Total Hours** | | **7** |

[1] Must be completed with a grade of "C" or better.

# Phlebotomy Technician, Career and Technical Certificate

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

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| HASC 1010 | Phlebotomy | 3 |
| HASC 1011 | Phlebotomy Lab | 1 |
| HASC 1012 | Phlebotomy Clin Externship | 3 |
| **Total Hours** | | **7** |

[1] Must be completed with a grade of "C" or better.

# Patient Care Technician, Certificate of Technical Studies

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

a. Students communicate effectively through writing, speaking, listening, reading, and interpersonal skills in both the classroom and clinical setting.
b. Students demonstrate an understanding of professional ethics and legal responsibilities.
c. Students apply infection control guidelines including techniques for maintaining isolation.
d. Students exhibit critical thinking and problem-solving skills to locate, analyze, and apply information in career planning and employment.
e. Students model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management and respect for diversity.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| NURS 1000 | Nursing Assistant | 4 |
| HASC 1020 | Intro to EKG | 3 |
| HASC 1030 | EKG II | 4 |
| HASC 1010 | Phlebotomy | 3 |
| HASC 1011 | Phlebotomy Lab | 1 |
| HASC 1012 | Phlebotomy Clin Externship | 3 |
| HSOM 1020 | Medical Terminology I | 3 |
| HSOM 1030 | Medical Terminology II | 3 |
| HSOM 2050 | Medical Office Management | 3 |
| **Total Hours** | | **27** |

[1] Must be completed with a grade of "C" or better.

# Process Technology - PTEC

The **PTEC** program prepares students to become process technicians and operators who control and monitor systems that keep plants running efficiently and safely.

The Associate of Applied Science in Process Technology program is accredited by the **Association of Technology Management, and Applied Engineering (ATMAE)**, as well as by the **North American Process Technology Alliance (NAPTA).**

**The Student Learning Outcomes for this program are:**

a. Students demonstrate an understanding of safety, health, and environmental policy and exhibit this behavior. Students apply safe work practices.
b. Students demonstrate an understanding of the maintenance and operation of process equipment. Students apply the reasoning behind proper equipment line up, safety, and process concerns while operating process equipment.
c. Students demonstrate an understanding of the technical aspects of the process technology. Students apply skills and knowledge systems and troubleshooting ability.
d. Students communicate clearly, effectively, and concisely in both verbal and written form, including the ability to interpret and carry out SOP and EOP.
e. Students demonstrate and apply the following work ethics:
    i. Dependability,
    ii. Quality of work,
    iii. Work attitude,
    iv. Adaptability,
    v. Human Relations Skills.

**Available Programs:**

- Certificate of Technical Studies, Process Technology Support Technician
- Technical Diploma, Process Technology
- Associate of Applied Science, Process Technology
- Associate of Applied Science, Process Technology (PTEC Fast Track)

For more information about this education and career path please see the North American Process Technology Alliance website. You can also view the North American Process Technology Alliance Topics and Objectives page for information on learning outcomes and core topics.

## Certificates and Degrees

- Process Technology Support Technician, Certificate of Technical Studies (p. 88)
- Process Technology, Associate of Applied Science (p. 89)
- Process Technology, Associate of Applied Science, Fast Track (p. 89)
- Process Technology, Technical Diploma (p. 88)

# Process Technology Support Technician, Certificate of Technical Studies

| Code | Title | Hours |
|---|---|---|
| **Required Courses** [1] | | |
| PTEC 1010 | Intro to Process Technology | 3 |
| INDT 1030 | Industrial & Plant Safety | 3 |
| PTEC 1330 | Process Instrumentation | 2 |
| PTEC 1331 | Process Instrumentation Lab | 2 |
| PTEC 1630 | Process Equipment | 2 |
| PTEC 1631 | Process Equipment Lab | 2 |
| INDT 2070 | Quality Control | 3 |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| **Total Hours** | | **20** |

[1] Must earn a grade of "C" or better in each.

# Process Technology, Technical Diploma

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| MATH 1300 | College Algebra | 3 |
| Humanities Elective (p. 53) | | 3 |
| PHYS 1100 | General Physics I | 3 |
| or PHSC 1000 | Physical Science | |
| PHYS 1110 | General Physics I Laboratory | 1 |
| or PHSC 1100 | Physical Science I Lab | |
| **Major Courses** [1] | | |
| PTEC 1010 | Intro to Process Technology | 3 |
| INDT 1030 | Industrial & Plant Safety | 3 |
| PTEC 1330 | Process Instrumentation | 2 |
| PTEC 1331 | Process Instrumentation Lab | 2 |
| PTEC 1630 | Process Equipment | 2 |
| PTEC 1631 | Process Equipment Lab | 2 |
| INDT 2070 | Quality Control | 3 |
| PTEC 2420 | Process Technology II:Systems | 3 |
| PTEC 2421 | Process Tech II: Systems Lab | 1 |
| PTEC 2430 | Process Tech III: Operations | 2 |
| PTEC 2431 | Process Tech III:OperationsLab | 2 |
| PTEC 2630 | Fluid Mechanics | 3 |
| PTEC 2440 | Process Troubleshooting | 3 |
| PTEC 2910 | Process Technology Internship | 3 |
| **Enrichment Courses** | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| **Total Hours** | | **47** |

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

# Process Technology, Associate of Applied Science

The Process Technology (PTEC) program[1] prepares graduates to work as process technicians in refineries, chemical plants, and related industries. Program Outcomes:

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

[1]Nunez Community College also offers the Process Technology Fast Track program, which is designed to help those with an Associate's degree or higher attain the Associates of Applied Science (AAS) degree in Process Technology within as little as one semester.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| MATH 1300 | College Algebra | 3 |
| Humanities Elective (p. 53) | | 3 |
| CHEM 1100 | General Chemistry I | 3 |
| CHEM 1110 | General Chemistry I Lab | 1 |
| PHYS 1100 | General Physics I | 3 |
| or PHSC 1000 | Physical Science | |
| PHYS 1110 | General Physics I Laboratory | 1 |
| or PHSC 1100 | Physical Science I Lab | |
| ECON 2000 | Microeconomics | 3 |
| or ECON 2020 | Macroeconomics | |
| **Major Courses** [2] | | |
| PTEC 1010 | Intro to Process Technology | 3 |
| INDT 1030 | Industrial & Plant Safety | 3 |
| PTEC 1330 | Process Instrumentation | 2 |
| PTEC 1331 | Process Instrumentation Lab | 2 |
| PTEC 1630 | Process Equipment | 2 |
| PTEC 1631 | Process Equipment Lab | 2 |
| INDT 2070 | Quality Control | 3 |
| PTEC 2420 | Process Technology II:Systems | 3 |
| PTEC 2421 | Process Tech II: Systems Lab | 1 |
| PTEC 2430 | Process Tech III: Operations | 2 |
| PTEC 2431 | Process Tech III:OperationsLab | 2 |
| PTEC 2630 | Fluid Mechanics | 3 |
| PTEC 2440 | Process Troubleshooting | 3 |
| PTEC 2910 | Process Technology Internship | 3 |
| **Enrichment Courses** [3] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| Select one of the following: | | 3 |
| INDT 2900 | Job Readiness Skills | |
| SPCH course | | |
| BUSN 2400 | Business Communication | |
| **Total Hours** | | **60** |

[1] Must earn a grade of "C" or better.
[2] Must earn a grade of "C" or better in each. At least eighteen (18) credit hours must be earned in residence.
[3] Electives must be selected with advisor.

# Process Technology, Associate of Applied Science, Fast Track

The Process Technology (PTEC) Fast Track program prepares graduates to work as process technicians in refineries, chemical plants, and related industries. The program is designed to help those with an Associate's degree or higher attain the Associates of Applied Science (AAS) degree in Process Technology within as little as one semester.

## Program Design

- This program is designed to be completed in 16 weeks.
- Classes take place from 7:30 AM to 4:30 PM, Monday through Friday.
- The program includes all of the Process Technology courses required for the AAS degree

## Minimum Requirements for Acceptance into the Fast Track PTEC Program

- Must meet Nunez Community College's admission requirements as outlined in the Nunez Community College Catalog
- Must have Associate's degree or higher from a regionally accredited institution *
- Must have a minimum GPA of 2.5 from the most recent or highest degree earned
- Must have successfully completed or be enrolled in the remaining General Education courses required for the Associates degree in Process Technology in the semester prior to entering the program. *

*NOTE: In the event that openings have not been filled for the Fast Track program, the Process Technology Program Chair reserves the right to consider applicants who did not meet the initial deadlines and requirements.

For more information regarding the Fast Track program, contact Kyle Steib, the PTEC and Instrumentation Program Chair, at ksteib@nunez.edu or Carter Gordan, Fast Track Coordinator, at cgordon@nunez.edu.

# Applying to the PTEC Fast Track Program

### Step One: Apply to Nunez Community College

- Applicants interested in the Fast Track PTEC program must first apply to Nunez Community College and select Process Technology (PTEC) as their major. https://www.nunez.edu/admissions
- Submit the following items to Nunez Community College's office of Admissions:
  - Official transcripts from all colleges / universities attended – must be sent directly from the institutions.
  - Any required immunization records
  - Placement test scores – if applicable

Note: Being accepted to Nunez Community College does not mean that the applicant is accepted into the PTEC Fast Track program.

### Step Two: Apply to the PTEC Fast Track Program

Submit the following items by emailing information to cgordon@nunez.edu:

- Cover letter
- Résumé
  - Must include degrees earned
  - Must include work experience
- A copy of transcripts from all colleges/universities attended (Official transcript(s) of all colleges attended must be sent to Admissions)
- Applicants who meet the minimum requirements will be selected based upon a pre-determined rubric and will then be contacted to participate in an on-campus interview.
- Applicants who pass all levels of the acceptance process will be contacted within two weeks from the beginning of the interview process.

# Program Outcomes

a. Safety, Health, and Environment-Student demonstrates an understanding of the safety, health, and environmental policy and exhibits this behavior. Applies safe work practices.

b. Mechanical Aptitude-Student demonstrates an understanding of the maintenance and operation of process equipment. Applies the reasoning behind proper equipment line up, safety, and process concerns while operating process equipment.

c. Technical Ability-Student demonstrates an understanding of the technical aspects of the process technology. Applies skills and knowledge systems and troubleshooting ability.

d. Communication-Student demonstrates and applies communicating clearly, effectively, and concisely in both verbal and written form, including the ability to interpret and carry out SOP and EOP.

e. Work Ethics-Student demonstrates and applies the following work ethics:
   i. Dependability
   ii. Quality of work
   iii. Work attitude
   iv. Adaptability
   v. Human Relations Skills

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| ENGL 1010 | English Composition I [1] | 3 |
| MATH 1300 | College Algebra | 3 |
| Humanities Elective | | |
| CHEM 1100 | General Chemistry I | 3 |
| CHEM 1110 | General Chemistry I Lab | 1 |
| PHYS 1100 | General Physics I | 3 |
| or PHSC 1000 | Physical Science | |
| PHYS 1110 | General Physics I Laboratory | 1 |
| or PHSC 1100 | Physical Science I Lab | |
| ECON 2000 | Microeconomics | 3 |
| or ECON 2020 | Macroeconomics | |
| **Major Courses** [2] | | |
| PTEC 1010 | Intro to Process Technology | 3 |
| INDT 1030 | Industrial & Plant Safety | 3 |
| PTEC 1330 | Process Instrumentation | 2 |
| PTEC 1331 | Process Instrumentation Lab | 2 |
| PTEC 1630 | Process Equipment | 2 |
| PTEC 1631 | Process Equipment Lab | 2 |
| INDT 2070 | Quality Control | 3 |
| PTEC 2420 | Process Technology II:Systems | 3 |
| PTEC 2421 | Process Tech II: Systems Lab | 1 |
| PTEC 2430 | Process Tech III: Operations | 2 |
| PTEC 2431 | Process Tech III:OperationsLab | 2 |
| PTEC 2440 | Process Troubleshooting | 3 |
| PTEC 2630 | Fluid Mechanics | 3 |
| PTEC 2910 | Process Technology Internship | 3 |
| **Enrichment Courses** [3] | | |
| BUSN 1150 | Survey of Microcomputer App | 3 |
| Select one of the following: | | |
| INDT 2900 | Job Readiness Skills | 3 |
| SPCH course | | |
| BUSN 2400 | Business Communication | 3 |
| **Total Hours** | | **60** |

[1] Must earn a grade of "C" or better.
[2] Must earn a grade of "C" or better in each. At least eighteen (18) credit hours mus be earned in residence.
[3] Electives must be selected with advisor.

# Teaching: Grades 1-5

Students who intend to transfer into a Teacher Education program at a four-year university should consider the Associate of Science in Teaching (Grades 1-5). Many of students who transfer into four-year teaching programs are able to work as paraprofessionals (assistant teachers) or substitutes using their associate degree while they continue their studies.

**The Student Learning Outcome for this program are:**

a. Teacher candidates demonstrate knowledge of content appropriate for elementary teachers defined by the Louisiana Department of Education.

b. Teacher candidates communicate effectively with adults and children.

c. Teacher candidates use hardware, software, e-mail, and web-based resources and apply these to the educational situation.

d. Teacher candidates identify education career options and set a personal professional goal along with plans for achieving it.

**Available Programs:**

- Associate of Science, Teaching (Grades 1-5)

# Certificates and Degrees

- Teaching (Grades 1-5)- Associate of Science (p. 91)

# Teaching (Grades 1-5)- Associate of Science

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

- Complete a background check that meets all state-identified regulations to interact with children prior to site-based experiences
- Students must earn a grade of "C" or higher in all required program courses to ensure transferability.

Program Outcomes:

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

| Code | Title | Hours |
|---|---|---|
| **English Requirements** | | |
| ENGL 1010 | English Composition I | 3 |
| ENGL 1020 | English Composition II | 3 |
| Select one of the following: | | 3 |
| ENGL 2010 | Survey of English Literature I | |
| ENGL 2100 | Short Story and Novel | |
| ENGL 2210 | Major American Writers | |
| **Natural Sciences** | | |
| BIOL 1060 | Principles of Biology I | 3 |
| BIOL 1080 | Principles of Biology II | 3 |
| **Physical Science** | | |
| Select two of the following: | | 6 |
| CHEM 1100 | General Chemistry I | |
| CHEM 1200 | General Chemistry II | |
| GEOL 1010 | Physical Geology | |
| **Mathematics** | | |
| MATH 1300 | College Algebra | 3 |
| MATH 1600 | Elementary Number Structures | 3 |
| MATH 1630 | Elem Geometry & Statistics | 3 |
| MATH 2000 | Statistics | 3 |
| **Fine Arts Elective** | | |
| FIAR 1200 | Art Appreciation | 3 |
| or THEA 1000 | Intro to Theater | |
| **History** | | |
| HIST 1500 | World History I | 3 |
| or HIST 1510 | World History II | |
| HIST 2010 | American History to 1865 | 3 |
| or HIST 2020 | American History from 1865 | |
| **Social Sciences** | | |
| GEOG 1201 | World Regional Geography I | 3 |
| or GEOG 1202 | World Regional Geography II | |
| Select two of the following: | | 6 |
| ECON 2000 | Microeconomics | |
| PSYC 1100 | Introduction to Psychology | |
| POLI 1100 | American Government | |
| SOCI 1100 | Introduction to Sociology | |
| **Teaching Courses** | | |
| TEAC 2010 | Teac. & Learn. in Diver. Set.1 | 3 |
| TEAC 2030 | Teac. & Learn. in Div. Set. 2 | 3 |
| Free elective | | 3 |
| **Total Hours** | | **60** |

# Sustainable Energy Career Academy

The **Sustainable Energy Career Academy (SECA)** offers a variety of certificate, diploma, and degree programs that train a diverse and highly skilled workforce for the burgeoning renewable energy sector of Louisiana. Career pathways within the academy are developed and adopted with industry support and as economic demand dictates from the State of Louisiana.

The first pathway within the academy, comprehensively prepares students to work as wind turbine technicians, who are skilled in installing, maintaining, and repairing offshore wind turbines. The Wind Energy Technology program adopts training practices, curricula, and certifications endorsed by the Global Wind Organisation (GWO), which is the internationally accepted industry standard for training professionals in wind energy production. This program continuously adopts additional GWO standards as they come online, keeping the program current with best practices and training demand. These standards ensure that Nunez-trained wind turbine technicians are confident, proficient, and ready to join the growing field of wind energy production in the Gulf of Mexico and beyond.

Currently employed wind turbine technicians may take courses through Nunez's Workforce division to recertify GWO credentials with refresher trainings or with additional certifications to their skillset. Incumbent workers in related industries considering a career change can also upskill and reskill by selecting GWO trainings that suit their employer's needs. For information on non-credit/workforce SECA training at Nunez Community College, contact the Workforce Development and Continuing Education Department.

**Program Learning Outcomes**

a. Install, inspect, test, service, and repair wind turbine components
b. Wear proper personal protection equipment (PPE), identify hazards, mitigate hazards, and safely climb towers
c. Cognitively think and use deductive reasoning as well as manufacturer information while troubleshooting or maintaining a wind turbine
d. Clearly and responsibly communicate appropriate information with stakeholders under minimal supervision

**Available Certificates, Degrees, and GWO Certifications**

- **Career and Technical Certificate, Offshore Safety and Survival**
  - GWO Basic Safety Training
  - GWO Advanced Rescue Training
  - GWO Enhanced First Aid Training, CPR, First Aid
- **Technical Diploma, Wind Turbine Mechanics and Maintenance**
  - GWO Basic Safety Training
  - GWO Advanced Rescue Training
  - GWO Enhanced First Aid Training, CPR, First Aid
  - GWO Basic Technical Training
  - GWO Blade Repair
  - GWO Control of Hazardous Energy (CoHE), Lockout Tagout
  - GWO Lift Training
  - GWO Slinger Signaler
- **Associate of Applied Science, Wind Energy Technology**
  - GWO Basic Safety Training
  - GWO Advanced Rescue Training
  - GWO Enhanced First Aid Training, CPR, First Aid
  - GWO Basic Technical Training
  - GWO Blade Repair
  - GWO Control of Hazardous Energy (CoHE), Lockout Tagout
  - GWO Lift Training
  - GWO Slinger Signaler


- Wind Turbine Mechanics and Maintenance, Technical Diploma (p. 92)
- Wind Energy Technology, Associate of Applied Science (p. 92)


# Wind Turbine Mechanics and Maintenance, Technical Diploma

The Technical Diploma in Wind Turbine Mechanics and Maintenance offers a well-rounded, Global Wind Organization-approved curriculum that prepares technicians for installing, maintaining, and repairing offshore wind turbines. Students completing the Technical Diploma will also earn the CTC in Offshore Safety and Survival, along with all associated GWO certifications.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| BIOL 2210 | Environmental Science | 3 |
| ENGL 2300 | Technical Writing | 3 |
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| GEOL 1010 | Physical Geology | 3 |
| GEOL 1030 | Physical Geology Lab. | 1 |
| **Major Courses** [1] | | |
| SECA 1000 | Offshore Basic Training | 3 |
| SECA 1010 | Intro to Rescue Operations | 3 |
| SECA 1020 | Adv. Rescue Ops & First Aid | 2 |
| SECA 1030 | Introduction to Wind Energy | 3 |
| SECA 1100 | Intro to Mechanical Systems | 2 |
| SECA 1110 | Basics of Electric Motors | 2 |
| SECA 1120 | Basics of Hydraulic Systems | 2 |
| SECA 1130 | Installation Lab | 2 |
| SECA 2000 | Wind Turbine Blade Repair | 6 |
| SECA 2010 | WTG Hazardous Energies | 2 |
| SECA 2011 | Managing Working at Heights | 4 |
| CSTL 2323 | Introduction to sUAS | 3 |
| CSTL 2321 | Drone Surveying Lab | 1 |
| **Total Hours** | | **48** |

[1] Must earn a grade of "C" or better in each.

# Wind Energy Technology, Associate of Applied Science

As an applied, academic degree program that includes a Global Wind Organisation-approved curriculum, the Associate of Applied Science in Wind Energy Technology prepares students for immediate employment as wind turbine technicians or for transfer to a four-year institution of higher learning. Students completing the Associate of Applied Science will also earn the Career and Technical Certificate in Offshore Safety and Survival and the Technical Diploma in Wind Turbine Mechanics and Maintenance, along with all associated GWO certifications.

| Code | Title | Hours |
|---|---|---|
| **General Education Requirements** | | |
| MATH 1300 | College Algebra | 3 |
| ENGL 1010 | English Composition I | 3 |
| ENGL 2300 | Technical Writing | 3 |
| GEOL 1010 | Physical Geology | 3 |
| GEOL 1030 | Physical Geology Lab. | 1 |
| BIOL 2210 | Environmental Science | 3 |
| BIOL 2200 | Louisiana Wetlands Ecology | 3 |
| Humanities Elective (p. 53) | | 3 |
| Social/Behavioral Sciences Electives (p. 54) | | 3 |
| **Major Courses** [1] | | |
| SECA 1000 | Offshore Basic Training | 3 |
| SECA 1010 | Intro to Rescue Operations | 3 |
| SECA 1020 | Adv. Rescue Ops & First Aid | 2 |
| SECA 1030 | Introduction to Wind Energy | 3 |
| SECA 1100 | Intro to Mechanical Systems | 2 |
| SECA 1110 | Basics of Electric Motors | 2 |
| SECA 1120 | Basics of Hydraulic Systems | 2 |
| SECA 1130 | Installation Lab | 2 |
| SECA 2000 | Wind Turbine Blade Repair | 6 |
| SECA 2010 | WTG Hazardous Energies | 2 |
| SECA 2011 | Managing Working at Heights | 4 |
| CSTL 2323 | Introduction to sUAS | 3 |

| | | |
|---|---|---|
| CSTL 2321 | Drone Surveying Lab | 1 |
| **Total Hours** | | **60** |

[1] Grades of “C” or better are required for all courses in this area.

# Welding

The Welding Program at Nunez Community College is committed to providing our student-welders with the necessary skills to earn welding certifications with the American Welding Society, the leading standard in the welding field and most recognized and required by employers. We offer basic training for entry-level positions, advanced training for those who want to become a fully certified combo welder, and supplemental training for those who are already in the workforce and need to add to their portfolios. Nunez is fully invested in the success of our students and assist in job placement following completion of the program. Comprehensive safety training is our number one priority here, and we aim to instill this value in our students to take with them when they leave us to join the workforce.

**The Student Learning Outcomes for this program are:**

a. Students learn and practice industrial safety rules and regulations at OSHA standards.
b. Students learn and practice: using industrial tools; cutting metal; prepping metal for fabrication; setting up and properly using welding machinery; and how to prep for and pass a bend test for welding certification.
c. Students learn and practice the skills necessary to successfully weld at industry standards in all levels of SMAW, MIG, Flux-core, TIG, Open Root, and Pipe welding.
d. Students are given the opportunity to test with an American Welding Society inspector for certification at the end of each term.

**Available Programs:**

- Career and Technical Certificate, Shielded Metal Arc Welding
- Certificate of Technical Studies, Intermediate Welding
- Technical Diploma, Combo Welder

For information on non-credit/workforce training Welding courses at Nunez Community College, visit https://www.nunez.edu/workforce/index

# Certificates and Degrees

- Shielded Metal Arc Welding, Career and Technical Certificate (p. 94)
- Intermediate Welding, Certificate of Technical Studies (p. 94)
- Combo Welder, Technical Diploma (p. 94)

# Shielded Metal Arc Welding, Career and Technical Certificate

The Shielded Metal Arc Welding Career and Technical Certificate program provides students with the fundamental knowledge and basic skills of SMAW "stick" welding; gains entry-level positions of tack welder or basic structure welder, etc.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| WELD 1000 | Introduction to Welding | 3 |
| WELD 1110 | Shielded Metal Arc Welding I | 3 |
| WELD 1200 | Shielded Metal Arc Welding II | 3 |
| **Total Hours** | | **9** |

[1] All courses must be completed with a grade of "C" or better.

# Intermediate Welding, Certificate of Technical Studies

The Intermediate Welding Certificate of Technical Studies program provides students with an in-depth course of training in the process of SMAW "stick" welding, with additional training in one other welding discipline of choice; gains an intermediate-level welding position in the workforce where a solid welder is needed with skills in more than one welding process.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| WELD 1000 | Introduction to Welding | 3 |
| WELD 1110 | Shielded Metal Arc Welding I | 3 |
| WELD 1200 | Shielded Metal Arc Welding II | 3 |
| WELD 1300 | Shielded Metal Arc Welding III | 4 |
| WELD 2000 | Open Root Welding | 4 |
| Select one of the following: | | 3 |
| WELD 1600 | Gas Metal Arc Welding | |
| WELD 1800 | Flux-Cored Arc Welding | |
| WELD 2100 | SMAW Pipe I | |
| **Total Hours** | | **20** |

[1] All courses must be completed with a grade of "C" or better.

# Combo Welding, Technical Diploma

The Technical Diploma in Combo Welding program is a comprehensive course of instruction along the spectrum of welding processes. Students gain hands-on training in the most common processes/types of welding: SMAW (Stick), Flux-core, MIG, TIG, Open-root, and Pipe. Within this program, students will also learn welding blueprint basics, fitting, field skills for welders, and industrial & plant safety. The American Welding Society (AWS) tests and certifies our student welders at the end of each term. After successful completion of this program, a student is then recognized as a certified combo welder and can gain an advanced, professional welding position in the workforce throughout a wide range of industrial settings.

| Code | Title | Hours |
|---|---|---|
| **Major Courses** [1] | | |
| HUDV 1070 | Living-Learning-Working Skills | 3 |
| INDT 1030 | Industrial & Plant Safety | 3 |
| WELD 1000 | Introduction to Welding | 3 |
| WELD 1110 | Shielded Metal Arc Welding I | 3 |
| WELD 1200 | Shielded Metal Arc Welding II | 3 |
| WELD 1300 | Shielded Metal Arc Welding III | 4 |
| WELD 1500 | Field Skills for Welders | 3 |
| WELD 1600 | Gas Metal Arc Welding | 3 |
| WELD 1800 | Flux-Cored Arc Welding | 3 |
| WELD 1900 | Fitting for Welders | 3 |
| WELD 2000 | Open Root Welding | 4 |
| WELD 2100 | SMAW Pipe I | 5 |
| WELD 2200 | SMAW Pipe II | 5 |
| WELD 2800 | Gas Tungsten Arc Welding | 5 |
| WELD 2900 | Blueprint Rdng for Weld&Fabric | 3 |
| **Total Hours** | | **53** |

[1] Students must earn a grade of "C" or better in each course.

# Industry Based Credentials

IBCs are short-term credentials for various high-demand fields. The credentials listed below are offered as standalone courses within the Workforce Development department and as stackable credentials in academic/technical programs. For more information, call 504-278-6254.

3D Modeling
Advanced Cardiac Life Support

AutoCAD / SolidWorks

AWS FCAW (Flux-cored Arc Welding)- Fillet Positions 1-4, Groove Positions 1-4 with or w/o backing

AWS GMAW (Gas Metal Arc Welding/MIG)- Fillet Positions 1-4, Groove Positions 1-4 with or w/o backing

AWS GTAW (Gas Tungsten Arc Welding/TIG)- Fillet Positions 1-4, Groove Positions 1-4 with or w/o backing

AWS SMAW (Shielded Metal Arc Welding/Stick)- Fillet Positions 1-4, Groove Positions 1-4 with or w/o backing

AWS SMAW Pipe- Positions 2-6 with or w/o restriction
Basic Life Support (BLS) CPR and AED for Healthcare Providers
Basic Life Support: CPR and First Aid
Billing & Coding Specialist
Bulldozer
Carpentry
CEVO Ambulance (defensive driving course)
Certified Fiber Optic Technician

Certified Fiber Optic Specialist Splicing

Certified Fiber Optic Specialist Testing

Certified Nurse Aide
Child Development Associate
CISCO CCNA
CISCO CCNE
CNC Router
Commercial Driver's License (CDL)
CompTIA A+

CompTIA Network+
CompTIA Security+
Construction Site Safety Technician
Controlling Food Service Costs
Dental Assistant
Early Childhood Ancillary Certificate
EKG Technician
Emergency Medical Responder
Emergency Medical Technician
EMT Refreshers/Paramedic Refresher
EPA Section 608 HVAC Excellence Certification – Types I-III
EPA Section 608 HVAC Excellence Certification – Universal
FAA Part 107 – Small Unmanned Aircraft Systems
Forklift Certification (J. J. Keller)

HazWoper (OSHA)
Healthcare IT
Heartsaver Adult First Aid, CPR & AED
Heartsaver Pediatric First Aid, CPR & AED
Hemodialysis Technician
Hospitality and Restaurant Management Hospitality
Human Resources and Supervision
Laser Cutter

Licensed Practical Nurse
Machinist
Manager
Medical Administrative Assistant
Medical Assistant w/ Externship
Medical Transcription Editor
Microsoft MCSA: Windows Server 2016
Microsoft Office Specialist 2016 (MOS)
Microsoft Office Specialist: Access, Excel, Outlook, PowerPoint, Word
Microsoft Office Specialist: Excel Expert
Microsoft Office Specialist: Word Expert
Microsoft Technology Associate: Security, SQL, WEB

National Emergency Management System 100

National Emergency Management 700
National Restaurant Association – Nutrition
National Restaurant Association – Purchasing
NCCCO Mobile Crane Operator
NCCCO Rigging
NCCER Construction Site Safety Technician
NCCER Core Curriculum
NCCER Electrical Levels 1-4
NCCER Instrumentation Levels 1-4
Notary Public
OSHA 10 Construction
OSHA 10 General Industry
PALS Pediatric Advanced Life Support
Pharmacy Technician w/ Externship
Phlebotomy Technician
PHTLS Prehospital Trauma Life Support
Physical Therapy Aide
Physical Therapy Office Professional
Seamist Hazardous Materials Disaster Awareness & Operations Training
ServSafe
Wastewater Collection Operator Certification (Levels 1-4)
Wastewater Treatment Operator Certification (Levels 1-4)
Water Distribution Operator Certification (Levels 1-4)
Water Production Operator Certification (Levels 1-4)
Water Treatment Operator Certification (Levels 1-4)
WestLaw Fundamentals for Paralegals Training Certificate

# Course Descriptions

## A



## B



## C



## E



## F



## G



## H



## I



## M



## N



## O



## P



## S



## T



## V



## W

# Accounting (ACCT)

**ACCT 1100 — Accounting for Office Careers** **3 credit hours**
This vocationally-oriented course includes the accounting cycle, journalizing, posting, adjusting, and preparation of financial statements. Upon completion of this course, students are able to maintain a small set of books. Credit is not applicable toward a degree or certificate if taken after ACCT 2010.
**Schedule type:** Independent Study, Lecture, Web

**ACCT 1500 — Payroll Accounting** **3 credit hours**
This course emphasizes methods of computing earnings and deductions, preparation of payroll records, and journalizing payroll transactions. It includes the use of a 10-key calculator, with emphasis on performing addition, subtraction, multiplication, and division using the touch system.
**Pre-requisite(s):** ACCT 2400
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2010 — Principles of Accounting I** **3 credit hours**
This course covers the principles, techniques, and tools of accounting. Includes principles of collecting, summarizing, and reporting financial information for sole proprietorships.
**Pre-requisite(s):** MATH 0980
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2020 — Principles of Accounting II** **3 credit hours**
This course is a continuation of ACCT 2010. Partnerships, corporations, and analysis of financial statements.
**Pre-requisite(s):** ACCT 2010
**Schedule type:** Independent Study, Lecture, Online

**ACCT 2100 — Computerized Accounting** **3 credit hours**
This course teaches the student to perform practical accounting applications using a computer. It includes major components of computerized accounting: general ledger, accounts receivable, accounts payable, and payroll.
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2150 — Managerial Accounting** **3 credit hours**
This course is an introduction to managerial accounting theory, tools and concepts, with emphasis on the techniques used to provide information for internal management decisions.
**Pre-requisite(s):** ACCT 2010, ACCT 2400
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2180 — Intro to Govt & Non-Profit Acc** **3 credit hours**
This course surveys the different types of fund accounting used by federal and local governments and not-for-profit organizations such as public universities, public hospitals, and charitable organizations. It examines the financial statements that these organizations are required to prepare and their budgeting process. It also contrasts not-for-profit accounting with commercial accounting.
**Pre-requisite(s):** ACCT 2020, ACCT 2400
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2200 — Tax Accounting** **3 credit hours**
This course covers Federal income tax principles and concepts with emphasis on individual income taxation and basic business transactions.
**Pre-requisite(s):** ACCT 2020, ACCT 2400
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2300 — Auditing Principles** **3 credit hours**
Lecture Hours: 3; Lab Hours 0 This covers the theory and procedures of (external) financial statement auditing including ethics and auditing standards generally accepted in the US.
**Pre-requisite(s):** ACCT 2020, ACCT 2400
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2330 — Auditing Principles** **3 credit hours**
This course covers the theory and procedures of (external) financial statement auditing including ethics and auditing standards generally accepted in the U.S.
**Pre-requisite(s):** ACCT 2020, ACCT 2400
**Schedule type:** Independent Study, Lecture, Web

**ACCT 2400 — Principles of Fin Accounting** **3 credit hours**
This course is an introduction and financial reporting concepts and the significance of financial accounting information in decision-making. Emphasis is on the accounting cycle; assets, liabilities, and stockholders equity; and preparation of financial statements.
**Pre-requisite(s):** MATH 0980, MATH 1300, MATH 0990, MATH 1299
**Schedule type:** Independent Study, Lecture, Online, Web

# Aerospace Manufacturing Tech (ARST)

**ARST 1000 — Introduction to Aerospace** **2 credit hours**
Lecture Hours: 2; Lab Hours: 0 Introduction to the Aerospace industry focusing on general information on spacecraft systems, safety and professionalism.
**Schedule type:** Lecture, Web

**ARST 1040 — Intro to Elec.& Elec. Assembly** **4 credit hours**
Lecture Hours: 1; Lab Hours: 3 This course is an introduction to basic electronic and electrical assembly focusing on safe practice.
**Co-requisite(s):** ARST 1000

**ARST 1050 — Fluid Systems** **2 credit hours**
Lecture Hours: 1; Lab Hours: 1 This course introduces hydraulic, pneumatic and propellant systems.

**ARST 1210 — Print Reading** **3 credit hours**
Lecture Hours: 3; Lab Hours 0 This course is an introduction to blueprints and schematics with a focus on computer aided drawings.
**Pre-requisite(s):** ARST 1000
**Schedule type:** Lecture, Web

**ARST 1500 — Hoist & Crane Equipment** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 This course provides instruction on the mobile equipment used in aerospace manufacturing.
**Schedule type:** Laboratory, Lecture

**ARST 1760 — Adv Electro & Electri Assembly** **4 credit hours**
Lecture Hours: 1; Lab Hours 3 This course develops skills in electronic and electrical assembly needed for technicians in the aerospace manufacturing industry focusing on safe practice.
**Pre-requisite(s):** ARST 1040

**ARST 1780 — Intro Mech Assembly** **4 credit hours**
Lecture Hours: 1; Lab Hours: 3 This course is an introduction to mechanical assembly skills and processes for manufacturing technicians.
**Co-requisite(s):** ARST 1000

**ARST 2510 — Welding Aero Manuf** **4 credit hours**
Lecture Hours: 1; Lab Hours: 3 This course introduces students to welding processes for use in aerospace manufacturing including basic metallurgy and orbital tube welding.
**Pre-requisite(s):** ARST 2700
**Schedule type:** Web

**ARST 2700 — Advanced Mechanical Assembly** **4 credit hours**
Lecture Hours: 1; Lab Hours: 3 This course develops skills in mechanical assembly needed for technicians in the aerospace manufacturing industry emphasizing safety and professionalism.
**Pre-requisite(s):** ARST 1780
**Schedule type:** Independent Study

**ARST 2770 — Surface Prep, Coatings & Adhes** **4 credit hours**
Lecture Hours: 1; Lab Hours: 3 This course provides instruction on the processes and skills for surface preparation and coatings, and on the processes for adhesive bonding.
**Schedule type:** Independent Study, Lecture

**ARST 2780 — Composite Materials** **1 credit hour**
Lecture Hours: 1; Lab Hours: 0 This course provides instruction on the processes and concepts for composite materials.
**Schedule type:** Independent Study, Lecture, Web

**ARST 2790 — Fabrication Aero Manuf** **3 credit hours**
Lecture Hours: 1; Lab Hours: 2 This course provides instruction on the processes and tools used in fabrication in the aerospace industry including power saws, drills, milling equipment and precision measuring.
**Pre-requisite(s):** ARST 2700
**Co-requisite(s):** ARST 2700

# Allied Health (HASC)

**HASC 1010 — Phlebotomy** **3 credit hours**
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that the Phlebotomist may perform.
**Schedule type:** Lecture, Web

**HASC 1011 — Phlebotomy Lab** **1 credit hour**
The study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for a clinical externship of 40 hours.
**Co-requisite(s):** HASC 1010
**Schedule type:** Laboratory

**HASC 1012 — Phlebotomy Clin Externship** **3 credit hours**
The student attends Phlebotomy clinical externship. During the clinical externship, students are expected to work 8 hours a day. There is no weekend or holiday rotation. Rotations are held at the program's clinical affiliate hospitals. Coursework includes preparation certification testing and job readiness skills.
**Pre-requisite(s):** HASC 1010, HASC 1011
**Schedule type:** Externship, Independent Study

**HASC 1020 — Intro to EKG** **3 credit hours**
This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure, function, and electrophysiology of the heart, and basic 3 lead EKG interpretation.
**Pre-requisite(s):** MATH 0990
**Schedule type:** Web

**HASC 1030 — EKG II** **4 credit hours**
This course teaches the advanced aspects of electrocardiography including 12 lead acquisition and interpretation, arrhythmias, pacemakers, and cardiac medications. Emphasis will be placed on identifying arrhythmia, axism deviation, heart blocks, and acute coronary syndrome. A supervised lab portion (30 hrs.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of healthcare settings.
**Pre-requisite(s):** ENGL 0990, MATH 0990

# American Sign Language (ASLS)

**ASLS 1001 — American Sign Language I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This introductory course develops basic receptive and expressive skills. Development of appropriate handshapes and movements will be emphasized so that students can learn to produce accurate signs. The students will also learn appropriate non-manual behaviors in ASL.
**Schedule type:** Independent Study, Lecture, Web

# Anthropology (ANTH)

**ANTH 1100 — Introduction to Anthropology** **3 credit hours**
This course provides an introduction to the study of culture and society in comparative perspective. It examines biocultural evolution, prehistory, language, and comparative social and cultural systems. It includes examples from societies around the world to illustrate basic principles of formation, structure, and distribution of human institutions. It focuses particularly on the contribution that knowledge of cultural diversity makes toward understanding the modern world.
**Schedule type:** Independent Study, Lecture, Web

**ANTH 2100 — Anthropology of Sex and Gender** **3 credit hours**
This course introduces gender concepts from an anthropological perspective. It explores a variety of these concepts in a cross-cultural framework, such as homosexuality, bisexuality, transgender, gay, and lesbian. Gender inequalities will also be covered through topics such as arranged marriage, same-sex marriage, gender-based violence, human trafficking, and prostitution.
**Schedule type:** Independent Study, Lecture, Web

# Biology (BIOL)

**BIOL 1010 — Intro Anatomy and Physiology** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course covers the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1020 — Intro Anatomy & Physiology Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 Topics in this accompanying lab course include microstructures, chemical and physical processes, and the systems of the body.
**Co-requisite(s):** BIOL 1010
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 1030 — Nutrition for Food Service Prs** **3 credit hours**
Lecture Hours:3; Lab Hours: 0 This course covers nutrients, including functions, factors affecting their use, food sources, dietary allowances, food habits, special needs in the lifecycle, current issues in nutrition, and marketing nutrition in the food service industry.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1040 — Animal Behavior** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides a detailed analysis of non-human animal behavior with emphasis on vertebrate behavior.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1060 — Principles of Biology I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course for non-science majors introduces general biological concepts including biochemistry, cell structure, cellular metabolism, photosynthesis, cellular respiration, the life cycle of the cell, genetics, evolution, and ecology.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1070 — Principles of Biology I Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 Topics in this accompanying lab course include prokaryotic and eukaryotic cell structure, plant and animal cell structure, the properties of enzymes, respiration and photosynthesis, the cell cycle, genetics and inheritance.
**Co-requisite(s):** BIOL 1060
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 1080 — Principles of Biology II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course for non-science majors introduces students to evolution, animal behavior, phylogeny, and biodiversity, including a survey of viruses and the five kingdoms.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1090 — Principles of Biology II Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 Topics in this accompanying lab course include plant and animal tissues and organ systems, animal development, a field study of animal behavior, and a survey of specimen representing the five kingdoms.
**Co-requisite(s):** BIOL 1080
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 1100 — General Biology I** **3 credit hours**
Lecture Hours:3; Lab Hours: 0 This course introduces students to animal and plant structure and function from the cellular level through organ systems. Topics include digestion, circulation, respiration, excretion, chemical and neural coordination, sensory systems and effectors, reproduction, and development.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1110 — General Biology I Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 This accompanying lab course demonstrates several of the principles discussed in BIOL 1100, including the structure of plants and animals at the cell, tissue, and organ levels. Lab experiments explore functions of plants and animals and collect and analyze quantitative data. Other topics include control of the internal environment, organismic integration, the cell cycle, and animal development.
**Co-requisite(s):** BIOL 1100
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 1200 — General Biology II** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course introduces the student to organismal biology. It considers the theory of evolution and its historical development and provides the framework for a survey of the diversity encountered in the five kingdoms. It also introduces basic principles of genetics and their relation to the process of evolution.
**Pre-requisite(s):** BIOL 1100, BIOL 1110
**Schedule type:** Independent Study, Lecture, Web

**BIOL 1210 — General Biology II Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 This accompanying lab course studies representatives of the groups of organisms discussed in BIOL 1200 and includes taxonomy, genetics and evolution.
**Co-requisite(s):** BIOL 1200
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 1500 — Nutrition and Diet Therapy** **3 credit hours**
lecture Hours:3; Lab Hours:0 This course involves the principles of nutrition and their application in maintaining health and providing diet therapy. It focuses on the basic concepts of nutrition and its application to a balanced diet and healthy weight. The class entails a detailed study of nutrition with emphasis on metabolic pathways and relationships between nutritional intake and normal and pathological changes in the human organism.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2000 — Microbiology** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course addresses general concepts of microbiology including microbe structure and function, genetics, metabolism and diversity, host-microbe interactions, pathogens, and immunology.
**Pre-requisite(s):** BIOL 1100
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2010 — Microbiology Laboratory** **1 credit hour**
Lecture Hours: 3; Lab Hours: 1 This accompanying lab covers general concepts of microbiology including microbe structure and function, genetics, metabolism and diversity, host-microbe interactions, pathogens, and immunology.
**Co-requisite(s):** BIOL 2000
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 2050 — Genetics** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course covers cell division, Mendelian, molecular, and population genetics, and their applications in biotechnology.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2200 — Louisiana Wetlands Ecology** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course examines the Louisiana wetlands, the delta formation, problems related to human activities, and the consequences of wetland loss.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2210 — Environmental Science** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. The course is cross-listed as ENVN2210. Credit will not be awarded for both courses.
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2220 — General Botany** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course explores the ecology and distribution of vascular plants and includes the basic principles and methods of plant taxonomy: identification, classification, morphology, and herbarium techniques. This course includes lab and field experiences.
**Co-requisite(s):** BIOL 2230
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2230 — General Botany Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 3 This laboratory will explore the ecology and distribution of vascular plants. It will include basic principles and methods of plant taxonomy and will include identification, classification, morphology, and herbarium techniques. This course will also include planting for and care of various plants. Students will also perform propagation techniques.
**Co-requisite(s):** BIOL 2220
**Schedule type:** Laboratory

**BIOL 2300 — Human Anatomy & Physiology I** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course provides a detailed study of the structure and function of the cell and skeletal, muscular, nervous, and integumentary systems.
**Pre-requisite(s):** BIOL 1100
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2310 — Human Anatomy & Phys I Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 This accompanying lab course includes gross and microscopic study of the skeletal, muscular, nervous, and integumentary systems.
**Co-requisite(s):** BIOL 2300
**Schedule type:** Independent Study, Laboratory, Web

**BIOL 2400 — Human Anatomy & Phys II** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course covers the structure and function of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems.
**Pre-requisite(s):** BIOL 2300
**Schedule type:** Independent Study, Lecture, Web

**BIOL 2410 — Human Anatomy & Phys II Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours:1 This accompanying lab course includes dissections and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory and reproductive systems.
**Co-requisite(s):** BIOL 2400
**Schedule type:** Independent Study, Laboratory, Web

# Business (BUSN)

**BUSN 1100 — Introduction to Business** **3 credit hours**
This course provides a general survey of the functions and practices of a business. It introduces students to the functional activities of business organizations and to the external factors that affect the operation of business units. It provides an overview of accounting, marketing, general management, human resource management, finance, purchasing, and production and operations management.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1150 — Survey of Microcomputer App** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a survey of computer applications for business and personal use. Topics include introduction to microcomputer operation, Windows, word processing, spreadsheets, data management, web page authoring, internet, and email. Students work in a computer lab using PCs and a Popular integrated program such as Microsoft Office. This course will prepare students for the Microsoft Office Specialist (MOS) exams.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1175 — Customer Service,Sales,Skills** **3 credit hours**
This course introduces students to various topics such as customer and human relations management, leadership, and sales through a series of lectures, class participation, and possible simulations. Emphasis will focus on maintaining healthy, productive, and professional relationships with both internal and external customers, understanding gender and cultural influences, preventing and resolving conflicts, listening and feedback skills, increasing productivity through motivation, training, and evaluation, understanding the importance of both consumer behavior and product knowledge, and the methods for improving customer service systems.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1330 — Personal Finance** **3 credit hours**
This course surveys family finances and personal money management, including budgeting, housing, insurance, taxes, investments, and estate planning. It also examines the relationship between consumer finance and the economy.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1500 — Intro to Entrepreneurship** **3 credit hours**
This course is designed to introduce the student to early development, planning, formation, and management of entrepreneurial ventures. Emphasis will focus on: fundamental business concepts; start-up team issues; entrepreneurial thinking and creativity, business plan creation; life-cycle of opportunity and assessment; feasibility analysis; business implementation; new product introduction; and seeking funds.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1510 — Small Business Management** **3 credit hours**
This course introduces students to the essentials of small business start-up Management. Students will learn the importance of developing a small business and the creation of a business plan.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1520 — Marketing for Entrepreneurs** **3 credit hours**
This course introduces students to marketing for small and start-up businesses through a series of lectures, class participation, and computer simulations. Emphasis will focus on the principles of marketing, the marketing mix, demography, marketing strategies, Bootstrap and Guerilla marketing, social media marketing, e-marketing, SWOT analysis, niche marketing, and various pricing strategies. Additionally, students will develop and present a marketing plan.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1530 — Retailing** **3 credit hours**
This course introduces students to current relevant topics within the area of Entrepreneurship. Topics will vary by semester but will help to build and reinforce skills within the field. With the approval of the Vice Chancellor for Academic and Student Affairs, this course may be repeated for credit and applied to the degree if the repeated course is on a different topic.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1600 — Word Processing** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on creating and managing professional looking reports and documents, multi-column newsletters, resumes, and business correspondence using Microsoft Word. Topics include formatting text, paragraphs, and sections, creating tables and lists, applying references, and inserting and formatting various objects.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1610 — Spreadsheets** **3 credit hours**
This course focuses on creating and managing worksheets and workbooks, creating and managing cells and ranges, creating and managing tables, applying formulas and functions, and creating charts and objects using Microsoft Excel. Topics include formulas, functions, spreadsheet formatting, graphs, data projection, data analysis, creating Excel web pages, and file management.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1620 — Presentations** **3 credit hours**
This course focuses on creating and managing presentations, inserting and formatting shapes and slides, creating slide content, applying transitions and animations, and managing multiple presentations using Microsoft PowerPoint. Topics include planning, programming, and delivering a PowerPoint presentation.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1630 — Databases** **3 credit hours**
This course focuses on creating and managing a database, building tables, creating queries, forms, and reports using Microsoft Access. Topics include database terminology, database design and creation, forms, queries, reports, macros, switchboards, web databases, file management, and database management.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1640 — DataTasking,Email,Collab** **3 credit hours**
This courses focuses on managing the OneNote environment, sharing and collaborating with other users, organizing and finding notes, and editing and linking content in OneNote using Microsoft OneNote. Continuing, the courses focuses on managing the Outlook environment, messages, schedules, and contacts and groups of people using Microsoft Outlook. Topics include email, scheduling, and listing contacts. Furthermore, this course focuses on creating and formatting content, managing SharePoint sites, participating in user communities, and configuring and consuming site search results using Microsoft SharePoint.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 1800 — Introduction to Hospitality Management** **3 credit hours**
This course provides an understanding of the scope and complexity of the hospitality industry, and introduces key hospitality definitions, the opportunities available, and the training necessary to achieve a successful hospitality management career. The class will follow the American Hotel and Lodging Association (AHLA) curriculum. At the completion of the class, students will test for the Certified Guest Service professional (CGSP) industry based certification.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2000 — Marketing** **3 credit hours**
This course takes a managerial approach to marketing functions. It emphasizes market-related variables including place, product, price, and promotion.
**Pre-requisite(s):** BUSN 1100
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2100 — Management** **3 credit hours**
BUSN 2100 – Management Lecture Hours: 3; Lab Hours: 0 This course covers management processes such as planning, organizing, staffing, influencing, and controlling. It examines relationships between supervisors and employees, as well as among the members of groups in the business society. It establishes operating principles and policies through examining case material.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2150 — Human Resource Management** **3 credit hours**
This course is designed to provide the student with the concepts, theories, principles and techniques of personnel administration, including job analysis; employment law; recruitment; selection, training and development; employee motivation and performance appraisal; compensation and employee benefit programs; grievances; and labor relations. The course focuses on selecting employees; employee training, development and retention; compensation, performance appraisal, and promotion; employment law; and the modern-day importance of strategic human resource management.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2190 — Legal Environment of Business** **3 credit hours**
This course covers the fundamental legal principles and issues facing businesses. It introduces the student to legal institutions and agencies, as well as to business-related topics such as ethics, torts, labor law, employment law, and environmental law.
**Pre-requisite(s):** BUSN 1100
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2200 — Business Law** **3 credit hours**
This course covers the legal concepts related to contracts, negotiable instruments and secured transactions, and sales. Topics also include the forms of business organizations and agency law.
**Pre-requisite(s):** BUSN 1100
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2400 — Business Communication** **3 credit hours**
This course addresses the theory and application of oral and written communication in business. It includes various media used in business communication.
**Pre-requisite(s):** ENGL 1010, ENGL 1009
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2500 — Financing for Entrepreneurs** **3 credit hours**
This course introduces students to the various financial options and strategies available for entrepreneurs through a series of lectures, class participation, and computer simulations. Emphasis will focus on principles of entrepreneurial finance, venture capital, angel and institutional investors, private equity, measuring and evaluating financial performance, and the importance of cash flow. Additionally, students will develop and present a funding proposal.
**Pre-requisite(s):** BUSN 1100
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2550 — Foundtn Strategic Mgmt Entrepr** **3 credit hours**
This capstone course in the Entrepreneurship Track will allow students to develop, implement, and manage a new venture via a simulation platform. Participants will be learning the strategic level decision-making elements of running a virtual startup business. Also, this course can be viewed as an opportunity to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, and practice at a higher level to provide "the culmination" of the student's studies.
**Pre-requisite(s):** BUSN 1500, BUSN 1510
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2600 — Advanced Word Processing** **3 credit hours**
This course focuses on managing and sharing documents, designing advanced documents, creating advanced references, and creating custom Word elements using Microsoft Word. Topics in this course include merging, advanced text editing and writing tools, online documents and forms, and Visual Basic applications.
**Pre-requisite(s):** BUSN 1600
**Schedule type:** Lecture, Web

**BUSN 2610 — Advanced Spreadsheets** **3 credit hours**
This course focuses on managing and sharing workbooks, applying custom formats and layouts, creating advanced formulas, creating advanced charts and tables using Microsoft Excel. Topics include spreadsheet databases, macros, Visual Basic applications, formulas, using multiple worksheets, pivot tables, pivot charts, and templates.
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2620 — Advanced Databases** **3 credit hours**
This course focuses on understanding core database concepts, creating database objects, manipulating data, understanding data storage, and administering a database using Microsoft SQL Server. Topics include database applications and the use of Structured Query Language.
**Pre-requisite(s):** BUSN 1630
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2630 — MS Windows OS Fundamentals** **3 credit hours**
This course focuses on understanding operating system configurations, installing and upgrading client systems, managing applications, managing files and folders and devices, understanding operating system maintenance, understanding server installations, server roles, active directory, storage, server performance management, and server maintenance using the Microsoft Operating System.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2640 — Networking & Security Fund.** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on understanding network infrastructures, network hardware, protocols and services, security layers, operating system security, network security, security software using Microsoft Windows Server. Topics include general security concepts, it addresses communication security, infrastructure security, cryptography basics, and operational/organizational security.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2650 — Web Development Fundamentals** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on programming web applications, working with data and services, troubleshooting and debugging web applications, working with client-side scripting, configuring and deploying web applications, understanding .NET Framework concepts, namespaces and classes in the .NET Framework, .NET code compilation, I/O classes in the .NET Framework, .NET security .NET languages, and memory management using Microsoft Visual Studio.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2660 — Software Dev Fundamentals** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on understanding core programming, object-oriented programming, general software development, web applications, desktop applications, understanding databases, game design, hardware, graphics, and animation using Microsoft Visual Studio.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2670 — Config. & Supporting Windows** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on installing and upgrading to the latest Microsoft Operating System software, configuring hardware, applications, network connectivity, accessibility to resources, remote access and mobility, system and data recovery options, monitoring and maintaining Windows client, and supporting the operating system and installations, resource access, and client and various devices using the Microsoft Windows platform.
**Pre-requisite(s):** BUSN 1150
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2700 — Foundt Stratg Mgmt Bus Admin** **3 credit hours**
This capstone course will allow students to develop, implement, and manage a full-scale business via a simulation platform. Participants will be learning the strategic-level decision-making elements of running a virtual business. This course is an opportunity for students to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, and practice at a higher level to provide the culmination of the student's studies.
**Pre-requisite(s):** BUSN 1100, BUSN 2000, BUSN 2100
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2800 — Lodging Management** **3 credit hours**
This course provides a detailed presentation of lodging operations management in specific areas including front office operations; housekeeping and sanitation; food and beverage; and facility operations, including risk management/security, accounting/financial operations, and hospitality services. In addition to the hotel and motel industry, other topical areas also include vacation ownership (time-share) industry and the casino and resort industry.
**Pre-requisite(s):** BUSN 1100, BUSN 1800
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2820 — Marktng for Hospitality & Tourism** **3 credit hours**
This course examines the marketing of hospitality and tourism operations. Students explore destination-oriented marketing goals and strategies, trend issues, and challenges influencing hospitality and tourism destination organizations. Specific topics include fundamental marketing principles as they apply to hospitality and tourism services, customer behavior, advertising, publicity, and public relations.
**Pre-requisite(s):** BUSN 1100
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2890 — Found.of Strat. Mgmt for Hospi** **3 credit hours**
This capstone course in the Hotel, Restaurant, and Tourism Administration Track will allow students to develop, implement, and manage a new hospitality-based company via a simulation platform. Participants will be learning the strategic level decision-making elements of running a virtual hospitality business. Also, this course can be viewed as an opportunity to showcase the learning and skill sets developed in previous business courses in the curriculum and apply, make connections, clarify, and practice at a higher level to provide the culmination of the student's studies.
**Pre-requisite(s):** BUSN 1800, BUSN 2800, BUSN 2820
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2900 — Business Plan Basics** **1 credit hour**
Lecture Hours: 1; Lab Hours: 0 This course will discuss the necessary steps to create your business plan. Students will create a functional business plan that includes an Executive Summary, Company Overview, a Business Environment section, a Company Description section, a Company Strategy section, a Financial section, an Action Plan section, and an Appendix.
**Pre-requisite(s):** BUSN 1500, BUSN 1520
**Schedule type:** Independent Study, Lecture, Web

**BUSN 2999 — Business Capstone** **3 credit hours**
The capstone course is a multidisciplinary course that is required of both Business Administration and Entrepreneurship candidates. The purpose of this course is to tailor a program of study designed specifically with their personal interests in mind. The capstone course assesses a candidates' fluency in topics covered throughout the Business Administration or Entrepreneurship concentration and covers aspects of marketing, management, accounting, business law, entrepreneurship, and economics. This course may include assignments, the creation of a business plan, quizzes, research papers, projects, or presentations, simulations, publications, and journals. This course is designed to be completed in the last term before graduation.
**Pre-requisite(s):** BUSN 1100, BUSN 2100, BUSN 1500, BUSN 1510
**Schedule type:** Lecture, Web

# Care & Dev. of Young Children (CDYC)

**CDYC 1015 — Strengthening the CDYC I** **3 credit hours**
CDYC 1015- Strengthening the Care and Development of Young Children I Lecture Hours: 3; Lab Hours: 0 This course addresses the requirements for a CDA credential for Infant-Toddler and Preschool. Students will identify typical and atypical intellectual, physical, emotional, and social development for children from birth to age five. Candidates will apply an understanding of the principles of child development and learning to identify, explain, and practice appropriate teaching strategies and resources that support typical and atypical development for children ages birth to age five.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1025 — Strengthening the CDYC II** **3 credit hours**
CDYC 1025- Strengthening the Care and Development of Young Children II Lecture Hours: 3; Lab Hours: 0 Students will develop and implement lesson plans that demonstrate an understanding of strategies that will advance children's learning and development in a holistic manner (physical, intellectual, social and emotional) and are aligned with the Louisiana Birth to Five Early Learning and Development Standards. Students will observe, record, and assess children's behavior and development, and when necessary use child observation to monitor and address atypical child development and practice the recommended intervention strategies.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1035 — Strengthening the CDYC III** **3 credit hours**
CDYC 1035- Strengthening the Care and Development of Young Children III Lecture Hours: 3; Lab Hours: 0 Students will study the design and implementation of safe and healthy learning environments that meet the needs of all children in the early learning setting. Students will identify and practice strategies for managing an effective program operation that supports children's development as guided by the Louisiana Birth to Five Standards. Students will synthesize and apply key concepts from all three Strengthening the Care and Development of Young Children courses in practice, including participation in a formal observation and feedback process.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1050 — Intro to Care&Dev of Yng Child** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course provides an overview of early childhood education, from birth to age eight. Students explore philosophies, methods, materials, and activities appropriate to support the development of children in child-care centers and preschools.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1110 — Observation & Participation** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course provides laboratory experiences for systematic, objective observation and assessment of children's development in a school or childcare setting and use of assessment information in planning appropriate learning activities.
**Pre-requisite(s):** CDYC 1050
**Co-requisite(s):** PSYC 2100, PSYC 2200
**Schedule type:** Externship, Independent Study, Web

**CDYC 1120 — Health,Safety&Nutr for Yng Chl** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course focuses on issues of health, safety, and nutrition facing children ages 0-8, especially in a group care setting. It emphasizes practical information and techniques. It also reviews current child-care licensing regulations and school health and safety standards.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1300 — Intro to Children w/Exception** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course provides students with a thorough introduction to the field of special education and focuses on infants, toddlers, and preschoolers with known and suspected developmental disabilities.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1410 — Creative Experienc in EarlyChl** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course explores the creative development of young children, focusing on general principles, teaching materials, and experiences for supporting children's creative development through the arts. It includes discussion of visual arts, music, dance, and dramatic expression.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 1810 — Math & Science in Early Child** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course explores the stages of children's math and science concept development. Students explore developmentally appropriate methods and materials for math and science teaching.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2130 — Infant & Toddler Curr Developm** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course focuses on planning appropriate environments, activities, materials, and interactions for children from birth to three years.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2300 — Lit & Lang Dev in Early Child** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course explores the stages of children's language and cognitive development and discusses the selection, evaluation, and use of books and materials to support this development.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2610 — Families in the Educ Process** **3 credit hours**
Lecture Hours:3; Lab Hours0 This course explores how involving families in children's learning can support positive outcomes. It employs case studies and field experiences. It addresses methods of family/teacher communication and school/family partnerships. Students research and compile community referrals and resources.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2730 — Curr & Teach Mat in Early Chld** **3 credit hours**
Lecture Hours:3; Lab Hours:0 In this course, students synthesize knowledge of how young children learn and grow into an understanding of age-appropriate curricula covering all areas of development. Students create materials and units for children's hands-on learning.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2800 — Adm Early Childhood Programs** **3 credit hours**
Lecture hours:3; Lab Hours:0 This course provides an overview of the responsibilities of administration in an early childhood program. It examines professionalism, budget, personnel decisions, development of staff and parent handbooks, and state and local regulations.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2850 — Guiding & Managing Child Behav** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course introduces students to typical age-related behavior patterns, child guidance practices and their consequences, and techniques and procedures for successful classroom management.
**Schedule type:** Independent Study, Lecture, Web

**CDYC 2980 — Practicum** **6 credit hours**
Lecture Hours:0; Lab Hours:6 This course provides students with supervised work experience.
**Pre-requisite(s):** CDYC 1050, CDYC 1110
**Schedule type:** Independent Study, Lecture, Practicum, Web

# Chemistry (CHEM)

**CHEM 1003 — Gen, Organic & Biochemistry** **3 credit hours**
A survey of general, organic, and biochemistry, primarily for nursing and allied health.
**Schedule type:** Independent Study, Lecture, Web

**CHEM 1100 — General Chemistry I** **3 credit hours**
This course introduces the fundamentals of chemistry including properties of matter, nomenclature, structure of elements and compounds, laws, theories, general principles, and problem-solving techniques.
**Pre-requisite(s):** MATH 1300, MATH 1299
**Schedule type:** Independent Study, Lecture, Web

**CHEM 1110 — General Chemistry I Lab** **1 credit hour**
This accompanying laboratory emphasizes basic calculations and equations, laboratory safety, and fundamental chemical operations.
**Co-requisite(s):** CHEM 1100
**Schedule type:** Independent Study, Laboratory, Web

**CHEM 1200 — General Chemistry II** **3 credit hours**
This course addresses topics in organic and inorganic chemistry, including oxidation reduction, acid-base chemistry, electrochemistry, ionic equilibrium, and properties of the groups of elements.
**Pre-requisite(s):** CHEM 1100
**Schedule type:** Independent Study, Lecture, Web

**CHEM 1210 — General Chemistry II Lab** **1 credit hour**
This accompanying laboratory uses experiments that include redox reactions, kinetic, equilibrium and thermochemical determinations, acid analysis, and synthesis of selected common compounds.
**Co-requisite(s):** CHEM 1200
**Schedule type:** Independent Study, Laboratory, Web

**CHEM 2200 — Organic Chemistry I** **3 credit hours**
Organic Chemistry I Lecture Hours: 3; Lab Hours: 0 This course introduces the concept of carbon compounds and their differences from inorganic compounds. The structure, stereochemistry, reactivity, and synthesis of aliphatic compounds will be discussed. The concept of functional groups and their reactivity will be examined. An introduction to structure elucidation through spectroscopy will be included.
**Pre-requisite(s):** CHEM 1100
**Schedule type:** Independent Study, Lecture, Web

**CHEM 2210 — Organic Chemistry Laboratory** **1 credit hour**
Organic Chemistry Laboratory Lecture Hours: 0; Lab Hours: 3 This accompanying lab course involves the preparation of compounds and reactions basic to organic chemistry. Emphasis on preparation, isolation, and purification of compounds will be examined.
**Co-requisite(s):** CHEM 2200
**Schedule type:** Laboratory

# Cloud Computing (CCOM)

**CCOM 1001 — Intro to Information Technolog** **3 credit hours**
This course introduces students to the fundamentals of computer hardware and software, mobile devices, basic security and networking concepts. Various Computer Operating Systems will be introduced, such as Linux and Microsoft Desktop and Server Operating Systems. This will also include the concept of Virtual Machines.
**Schedule type:** Independent Study, Web

**CCOM 1002 — PC Hardware and Software Lab** **3 credit hours**
CCOM 1002 is the lab portion of CCOM 1001. The focus of this course is to gain additional hands-on experience to the material that has been presented in CCOM 1001. That course introduced students to the fundamentals of computer hardware and software, mobile devices, basic security and networking concepts. CCOM 1001 covered various Computer Operating Systems, including Linux, as well as Microsoft Desktop and Server Operating Systems. This included the concepts of virtualization and Virtual Machines.
**Schedule type:** Independent Study, Laboratory, Web

**CCOM 1004 — Intro to Programming&Scripting** **3 credit hours**
This course introduces students to basic programming languages and their inherent logic structures (variable types, variable declaration and assignment, looping and branching structures). The students will develop an understanding for local and global variables and will select the correct looping and branching structures and apply them as needed. Programming languages such as Visual Basic and Python may be used for this purpose. This will allow for the introduction of Structured Programming with Pseudo Code as well as Object Driven Programming (On Click). The students will also learn how to automate repetitive tasks within Computer Operating Systems through the use of Shell Scripts in Linux and the Power Shell in Microsoft Windows Operating Systems
**Schedule type:** Independent Study, Web

**CCOM 1021 — Fund of AWS Cloud Services** **3 credit hours**
This course will introduce the students to the resources and services that constitute the AWS Cloud. Beginning with the building block of Elastic Cloud Compute (EC2) which is the configuration and provisioning of virtual servers in the Amazon Cloud. Next the concept of Elastic Block Storage (EBS) volumes will be shown to the students. The students will then be introduced to the Simple Storage Service (S3) and the Amazon Global Infrastructure, consisting of AWS Regions, AWS Availability Zones, and AWS Edge Locations and their functions. The students will be shown the configuration of the Amazon Virtual Private Cloud (VPS) which allows for total customization of the network configuration within the AWS Cloud. This will be followed by AWS Security Groups, which are essentially firewalls within the AWS Cloud. Other concepts that will be introduced to the students are AWS Application Load Balancer, which creates advanced routing rules to EC2 services. The course will continue with an introduction to AWS Route 53, an advanced DNS service for applications within the AWS Cloud, AWS Lambda, which allows the execution of code in a serverless environment, Amazon Relational Database Service (RDS), which greatly simplifies the administration of Relational Database Management Systems. Other topics that will be part of this course are AWS Auto Scaling, AWS Elastic Beanstalk, Amazon Simple Notification Service (SNS), Amazon Cloud Watch, an advanced monitoring service for resource usage, Amazon Cloud Front, which is used at Amazon Edge Locations, and AWS Cloud Formation which automates Resource Provisioning. Students will be introduced to the three ways to access AWS services (AWS Console, CLI, and APIs).
**Pre-requisite(s):** CCOM 1001
**Schedule type:** Independent Study, Web

**CCOM 1023 — Intro to Networking** **3 credit hours**
The course will introduce the students to LAN and WAN networking concepts for a small to medium sized network. The course will cover the OSI Layer model in great detail and describe the function of each layer. It will also introduce the concepts of Encapsulation (when sending data) and De-Encapsulation (when receiving data). The course will cover the networking processes on OSI Layers 2, 3, and 4. The functions of MAC addresses on Layer 2, and IPv4, IPv6, ARP, RARP, and NDP on Layer 3 will be discussed to a great depth. The Layer 4 protocols of TCP and UDP will be introduced. The students will be introduced to Wired Network Topologies (Bus, ring, Star, Mesh). The function and basic configuration of Layer 2 Switches and Routers will be covered, to include VLANs, Port Security, Static Routing and Dynamic Routing with RIP version 2 and RIP NG. The course will also introduce cabling media with a focus on UTP Straight Through and UTP Crossover cables. Students should have completed CCOM1001 and CCOM 1002 successfully. The students will also be introduced to Wireless Network Topologies. Basic network security will also be included in this course.
**Pre-requisite(s):** CCOM 1001, CCOM 1002
**Schedule type:** Independent Study, Web

**CCOM 1027 — Windows Client Server 1** **3 credit hours**
This course will introduce the student to the installation and configuration of Windows 10 Operating System (the client) and Windows Server 2016 R2 Operating System (the server). The students will be introduced to the different editions of Windows 10 and Windows Server 2016 R2 and the hardware required to complete a successful installation of the different editions. Network Configuration of Windows 10 to a Workgroup Network and a Domain Network will be covered, including the configuration of the IPv4 address, IPv4 Subnet Mask, IPv4 Gateway and IPv4 DNS Server. Students will be introduced to Built-In User Accounts and Groups, Local User Accounts and Groups, and Domain User Account, Domain Local Groups, Domain Global Groups and how to administer their Access Privileges, Passwords, and Security. Windows File Systems (FAT32 and NTFS) will be introduced and the advantages and disadvantages of Basic Disks and Dynamic Disks will be shown. The students will configure Partitions for Basic Disks and Volumes for Dynamic Disks. The students will be introduced to Fault Tolerance configuration with RAID 0, RAID 1, and RAID 5 on Dynamic Disks. The students will be introduced to Remote Access to Windows 10 and Windows Server 2016 R2 with Remote Desktop. Backup and Restore Functions will be demonstrated as well as the configuration of Restore Points in Windows 10. The administration of Windows 10 and Windows Server 2016 R2 with MMC Snap-Ins will be demonstrated. The students will be introduced to the configuration of Windows Server 2016 R2 Infrastructure Server roles (File and Print Sharing, DHCP Server, DNS Server). Security and Firewall configuration for Windows 10 and Windows Server 2016 R2 will be demonstrated. The students will then be introduced to the concept of Active Directory and the Domain Controller Server role.
**Pre-requisite(s):** CCOM 1001, CCOM 1002, CCOM 1004
**Schedule type:** Independent Study, Web

**CCOM 1030 — Linux Desktop & Server OS** **3 credit hours**

The course will introduce the Linux Operating System as a Client Operating System with GUI as well as a Server Operating System with or without GUI. The students will be introduced to the CentOS Linux flavor, as it closely resembles the Red Hat Linux distribution, which is the most popular Linux distribution in North American production environments. Alternatively, the instructor may elect to use Novell's SUSE Linux distribution which is also popular in North America. The students will be introduced to the installation of Linux as a Client Operating System and the installation of Linux as a Server Operating System. Both installation options will have a greatly different selection of Operating System elements - i.e. Packages to be installed. The students will then be introduced to the Linux Boot Process and the function of the Bootloader (GRUB). The different Linux Run levels will be discussed and how to configure or change the Default Run level in the /etc/inittab file. The function of the K and S pointers for the start or non-start of different background services will be discussed. The students will then be shown how to manipulate the /etc/fstab file to account for the mounting of different file system. The students will be shown that Linux Operating Systems have a separate partition for Virtual Memory. The students will then be introduced to the Command Line Interface and the most common Linux commands. The vi text editor will be covered in great detail, as it is included on all distributions of Linux and it will be used throughout the course to edit Linux Configuration files. The students will be shown how to set file and folder permissions with the chmod command using Absolute (Numbers) and Symbolic Notations (RWX). The students will configure the Linux Server to share folders via NFS and to create a centralized user and group database with NIS. The Linux Client will mount the shared home directories of the Linux Server via NFS. The Linux Server machine will be configured to host DNS (named) and E-mail (sendmail) services. The students will be shown the sharing of folders and printers of the Linux Server with Microsoft Windows machines through the SAMBA service. Remote Access to the Linux Server and the Linux Client via SSH will be demonstrated. The students will be shown how to host multiple web sites on the Linux Server through the Apache Web Server.

**Pre-requisite(s):** CCOM 1023, CCOM 1027
**Co-requisite(s):** CCOM 1033
**Schedule type:** Independent Study, Web

**CCOM 1033 — Intermediate Networking** **3 credit hours**

Whereas CCOM 1023 Introduction to Networking placed its focus on Local Area Networks, this course, CCOM 1033 will predominantly address Wide Area Network concepts. The students will perform IPv4 CIDR subnetting tasks, implement them on Cisco routers and switches, and test their connectivity. The students will do the same for IPv6 design objectives. The students will be introduced to Remote Access to Cisco routers and switches via SSH/Telnet. The students will be shown how to configure Static Routes for IPv4 and IPv6 on Cisco routers. They will learn how to configure RIP version 2, OSPF, and EIGRP routing for IPv4 on Cisco routers. The students will then learn how to configure RIP NG and OSPF v.3 routing for IPv6. The students will be introduced to Standard, Extended, and Named IPv4 Access Control Lists. They will also be shown how to implement Access Control Lists for IPv6 on Cisco routers. The students will be shown hot create IPv4 tunnels for IPv6 and IPv6 tunnels for IPv4 on Cisco routers. The students will be introduced to the configuration of different WAN protocols on Cisco routers. The configuration of Port Security, VLAN's, and Ether Channel on Cisco switches will be demonstrated.

**Schedule type:** Independent Study, Web

**CCOM 1037 — Windows Client Server 2** **3 credit hours**

This course will use the foundation of CCOM 1027 and focus exclusively on the Windows Server 2016 R2 Domain Controller server role. The course will deepen the student's understanding of classful and classless IPv4 configuration as well as IPv6, and how to apply this to a Windows Server 2016 R2 domain. The function of DNS will be discussed as a pre-requisite for the Domain Controller server role and the importance of a correct DNS Naming Convention for User Principal Names and other objects in a Windows Server 2016 R2 domain. The importance of correct DNS Forward and Reverse Lookup Zones will be covered. The students will then be shown how to implement the DNS role on a Windows Server 2016 R2 Operating System. Next, the students will be introduced to the process of implementing the Domain Controller server role and how to integrate a second Windows Server 2016 R2 domain controller into an existing Windows domain. The students will configure the DHCP server role and authorize it in Active Directory. The students will be introduced to the structure of Active Directory consisting of Container and Leaf objects, and their properties as defined by the Active Directory Schema. The function of Domain Container Objects and Organizational Unit Container Objects in building a logical structure in which the Active Directory database should be organized. The students will be shown how this structure is used for the configuration of User Rights and Access Privileges to Domain resources. The students will be shown how Domain Controllers share the Active Directory database and replicate any changes among them. The students will be introduced how the Active Directory database is replicated between Active Directory Sites. The students will be shown the function of the Global Catalogue and the Flexible Single Master Operation Roles within Active Directory.. The students will be introduced to the concept of delegation of Administrative Privileges for specific Organizational Unit Container objects. The students will then learn how to use Group Policies for the administration of User and Group Rights and Access to Domain resources. Finally, the students will be introduced to Active Directory Maintenance tasks, how to Troubleshoot errors, and how to perform Disaster Recovery in case of failure.

**Schedule type:** Independent Study, Web

**CCOM 1045 — Introduction to Security** **3 credit hours**

This course will introduce the students with the concepts of IT Security. As such it will survey the most common security practices with regard to Linux and Windows Operating System security. The students will be shown how to perform Vulnerability Scans of both Operating System platforms and the generally accepted configuration options to harden these Operating System. The security configuration of Database servers and Web Servers will be part of this introduction. The students will be introduced to LAN and WAN security including the configuration of Firewall Appliances, Intrusion Detection System, Intrusion Prevention Systems, and Router Security. The course will also introduce some common Hacking Techniques to familiarize the students will the tools of the trade. The students will be introduced to Forensic Analysis and what to do and what not to do in case a system or network has been penetrated so as not to contaminate any evidence. The students will also be made to understand that IT Security is a process that demands constant attention. the students will also learn that proper documentation of all Security Techniques applied is of utmost importance.

**Pre-requisite(s):** CCOM 1030, CCOM 1033, CCOM 1037
**Schedule type:** Independent Study, Web

# Coastal Studies (CSTL)

**CSTL 1013 — Coastal Science** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course addresses ecological engineering/ecosystem restoration. Topics include river restoration, wetland creation and restoration, coastal restoration, and treatment wetlands.
**Schedule type:** Independent Study, Lecture, Web

**CSTL 1114 — Computer Graphs & Maps** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 Introductory review of the application of computers to the production of graphs and thematic maps for geographical analysis. Spreadsheets, ArcGIS, and other data visualizations software will be used to produce graphs, charts, and maps.
**Schedule type:** Web

**CSTL 1123 — Fundamentals of Mapping & GIS** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Lecture and project-based introduction to the basic concepts and technologies important to mapping, geographic information systems (GIS), and image analysis. Topics include map design fundamentals, thematic mapping, statistical cartography, the relationship of mapping to GIS, essential elements of GIS, data acquisition and analysis, visualization of output, remotely sensed imagery and GIS, GIS functions and associated applications, and spatial decision support systems. This course will meet the needs not only of students who intend to do additional work in geographic techniques, but those who need only a one-semester survey of concepts.
**Schedule type:** Lecture, Web

**CSTL 1213 — Water Treatment I** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 The material that will be covered in this program is presented to provide the student with an understanding of the basic operation and maintenance aspects of a water treatment plant, and solve operational and maintenance problems. This course also prepares students for the Mandatory Certification Examination if required.
**Schedule type:** Independent Study, Lecture, Web

**CSTL 1223 — Water Production I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The material that will be covered in this program is presented to provide the student with an understanding of the basic operation and maintenance aspects of a water production plant, and solve operational and maintenance problems. This course also prepares students for the Mandatory Certification Examination if required.
**Schedule type:** Independent Study, Lecture, Web

**CSTL 1233 — Water Distribution I** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 The material that will be covered in this program is presented to provide the student with an understanding of the basic operation and maintenance aspects of a water distribution plant, and solve operational and maintenance problems. This course also prepares students for the Mandatory Certification Examination if required.
**Schedule type:** Independent Study, Lecture, Web

**CSTL 1243 — Wastewater Treatment I** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 The content of this course will provide the student with the information needed to operate wastewater treatment plants as efficiently as possible, to understand the basic operational aspects of a plant, to analyze and solve operational problems. This course will prepare students for the Mandatory Certification Examination.
**Schedule type:** Independent Study, Lecture, Web

**CSTL 1253 — Wastewater Collection I** **3 credit hours**
Lecture Hours:3; Lab Hours:0 The content of this course will provide the student with the information needed to operate wastewater collection plants as efficiently as possible, to understand the basic operational aspects of a plant, to analyze and solve operational problems. This course will prepare students for the Mandatory Certification Examination.
**Schedule type:** Independent Study, Lecture, Web

**CSTL 1311 — Surveying Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 The course consists of lab work with surveying instruments and the procedures used to conduct precise and accurate measurements with tapes, levels, theodolites and total stations.
**Schedule type:** Laboratory

**CSTL 1313 — Surveying** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Practical surveying measurement techniques are presented with suitable office computation methods for boundary, construction, and topographic surveys. State coordinate systems are introduced with proper use of geodetic datums.
**Schedule type:** Lecture, Web

**CSTL 2020 — Field & Research Methods** **3 credit hours**
This course provides students with an understanding of how to evaluate, conduct, write and design research with an emphasis in environmental science. It introduces with the why, when and how quantitative and qualitative methods are used as investigative tools. The course follows the scientific method and focuses on how to search the literature, write a literature review, formulate research questions/hypotheses, and design experiments to test these hypotheses.
**Pre-requisite(s):** CSTL 1013, BIOL 2200

**CSTL 2133 — Remote Sensing I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 A comprehensive introductory course that deals with fundamental physical principles of the science of remote sensing, the theory and practice of image interpretation, and information extraction techniques for aerial photos and satellite imagery. Includes remote sensing applications pertaining to management of natural resources and contemporary environmental issues. Practical exercises expose students to image processing and interpretation techniques.
**Schedule type:** Lecture, Web

**CSTL 2142 — GIS Theories and Concepts** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Detailed lecture and lab-based examination of theories and concepts important to geographic information systems (GIS). Topics include GIS as a communication system, data acquisition and management, error management, GIS functions, GIS-based spatial analysis, GIS and regional scale, visualization concepts, and the role of GIS in spatial decision support.
**Schedule type:** Lecture, Web

**CSTL 2143 — GIS Theories and Concepts** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Detailed lecture and lab-based examination of theories and concepts important to geographic information systems (GIS). Topics include GIS as a communication system, data acquisition and management, error management, GIS functions, GIS-based spatial analysis, GIS and regional scale, visualization concepts, the role of GIS in spatial decision support.
**Pre-requisite(s):** CSTL 1123
**Schedule type:** Lecture, Web

**CSTL 2153 — Remote Sensing II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This second course of remote sensing is focused on computational and applied aspects of remotely sensed digital satellite imagery. The course is designed to provide an understanding of digital image processing, analysis, and interpretation techniques. Topics covered in this course include radiometric correction, geometric correction, enhancement, manipulation, and information extraction techniques.
**Pre-requisite(s):** CSTL 2133
**Schedule type:** Lecture, Web

**CSTL 2163 — Master Planning for Fed Fac** **3 credit hours**
This course introduces the unique concepts and policies of Federal and Military Master Planning. Topics include Military Master Planning theory and principals, Mission-Based and Defensible Planning, the Federal Planning Process, Regional and Area Development Plan development for Federal and Military Facilities, Geospatial Analysis, and use of graphics. In addition, the course covers topics in Land Use and Environmental Planning and policy as it relates to Federal and Military facilities both throughout the Continental US and overseas. Though not a traditional service learning course, successful students may earn the opportunity of internships to work with the instructor's firm on Site Level and Comprehensive Military Master Planning projects.
**Pre-requisite(s):** CSTL 1123
**Schedule type:** Lecture

**CSTL 2321 — Drone Surveying Lab** **1 credit hour**
Lecture Hours:0; Lab Hours:1 The course consists of lab work with UAS and the procedures used to conduct aerial surveys.
**Pre-requisite(s):** CSTL 2323
**Schedule type:** Laboratory, Web

**CSTL 2323 — Introduction to sUAS** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is designed to introduce students to properly and safely operating an sUAS in both a recreational and professional endeavor. The course will include training focused on aviation fundamentals that are required to pass the FAA part 107 exam.
**Schedule type:** Lecture

**CSTL 2333 — Hydrographic Surveying** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers the fundamentals of hydrographic surveys performed to measure the depth and bottom configuration of water bodies in support of nautical charting and other areas of marine geomatics, as well as marine construction, benthic habitat mapping, marine spatial planning, and bathymetric mapping of rivers and lakes.
**Schedule type:** Lecture

**CSTL 2410 — Coastal Restoration** **3 credit hours**
Coastal Restoration covers policy, project design, implementation, and management, with a focus on needs and policies specific to the Louisiana coastal zone. Students walk through a coastal restoration project from concept through the project life, and includes the use of tools and programs necessary to complete these tasks.
**Pre-requisite(s):** CSTL 1013, BIOL 2200
**Schedule type:** Lecture

# Construction Technology (CNST)

**CNST 1000 — Introduction to Construction** **5 credit hours**
This course introduces industry trends, career levels, and future trends in construction.
**Schedule type:** Independent Study, Lecture, Web

**CNST 1010 — Basic Tools** **3 credit hours**
This course covers basic skills in math, print reading and sketching, general safety, materials, and project construction using power tools and hand tools.
**Schedule type:** Independent Study, Lecture, Web

**CNST 1020 — Blue Print Reading** **2 credit hours**
Students who complete this course are able to read and sketch simple plans.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**CNST 1030 — Carpentry 1** **5 credit hours**
This course serves as the introductory course in Carpentry and leads an NCCER Carpentry 1 certification when taken alongside NCCER Core. In this course, students will learn about carpentry tools and materials, residential framing, and construction drawings. Students will take nine module exams and build a mini house.

**CNST 1040 — Intro to Construction Mgmt** **3 credit hours**
This is the first construction management course and introduces students to management careers in the construction field. This course will utilize the NCCER Project Management curriculum and will award a credential upon completion. Topics covered include: introduction to the field, safety, interpersonal skills, issues and resolutions, construction documents, construction planning, estimating and cost control, scheduling, resource control, quality control, and continuous improvement.
**Schedule type:** Lecture, Web

# Cooperative Education (COOP)

**COOP 1310 — Applied Science & Technology** **3 credit hours**
**Schedule type:** Internship/Coop

**COOP 2010 — Co-Operative Ed in Business** **5 credit hours**
**Schedule type:** Internship/Coop

**COOP 2015 — Exp Ed in the Social Sciences** **3 credit hours**
**Schedule type:** Internship/Coop

**COOP 2310 — Intermed Cooperative Education** **3 credit hours**
**Schedule type:** Internship/Coop

# Credit by Examination (CREN)

**CREN 1000 — Credit by Examination** **0 credit hours**
A Nunez Community College student who believes he/she is qualified to earn college credit for experience or previous training may request credit by examination. A student who wishes to apply for credit by examination must be approved in advance by the Chair of the Department in which the course is offered. If the examination involves shop or laboratory activities, a brief description of the examination also must be approved by the Department Chair. Credit by examinations must test all the competencies required to pass a course as currently required for regularly enrolled students. Referred to a current catalog for other regulations.

# Cross Enrollment (CRSS)

**CRSS 1000 — Cross Enrollment TO UNO** **3 credit hours**
Cross enrollment course with the University of New Orleans for 3 credit hours.
**Schedule type:** Independent Study, Lecture, Web

**CRSS 1001 — Crss Enrl UNO BA 2780** **3 credit hours**
**Schedule type:** Lecture, Web

**CRSS 1002 — Crss Enrl DCC - PHIL 101** **3 credit hours**
**Schedule type:** Lecture, Web

**CRSS 1003 — Crss Enrl DCC-PHIL 112** **3 credit hours**
**Schedule type:** Lecture, Web

**CRSS 1004 — Crss Enrl DCC- MATH 120** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1005 — Crss Enrl UNO EDUC 2100** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1006 — Crss Enrl UNO EDUC 1010** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1010 — Cross Enrollment to SUNO** **3 credit hours**
**Schedule type:** Lecture, Web

**CRSS 1011 — Cross Enrollment to SUNO Lab** **1 credit hour**
**Schedule type:** Laboratory, Web

**CRSS 1012 — Crss Enrl UNO MATH 2124** **4 credit hours**
**Schedule type:** Lecture

**CRSS 1013 — Crss Enrl UNO Physics 1031** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1014 — Crss Enrl UNO Physics 1033** **1 credit hour**
**Schedule type:** Laboratory

**CRSS 1015 — Crss Enrol DCC-MATH 221** **5 credit hours**
**Schedule type:** Lecture, Web

**CRSS 1016 — CRSS ENRL SUNO-CHEM 241** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1017 — CRSS ENRL SUNO-CHEM 241L** **1 credit hour**
**Schedule type:** Laboratory

**CRSS 1018 — CRSS ENRL -DCC - OCTA 201** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1019 — CRSS ENRL- UNO - CHEM 2217** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1020 — CRSS ENRL-DCC-BIOL II** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1021 — CRSS ENRL-DCC-PSYC240** **3 credit hours**
**Schedule type:** Web

**CRSS 1022 — CRSS ENRL SUNO- PSYC 268** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1030 — CRSS ENRL - UNO - CHEM 2017** **1 credit hour**
**Schedule type:** Laboratory

**CRSS 1031 — Crss Enrl UNO BIOL1073** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1032 — CRSS ENRL-DCC-PHYS141** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1033 — CRSS ENRL-DCC-PHYS143** **1 credit hour**
**Schedule type:** Laboratory

**CRSS 1034 — CRSS ENRL-DCC-CHEM141** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1035 — CRSS ENRL-DCC-CHEM143** **1 credit hour**
**Schedule type:** Laboratory

**CRSS 1036 — CRSS ENRL-DCC-PHYS 101** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1037 — CRSS ENRL-UNO-PHYS 1031** **3 credit hours**
**Schedule type:** Lecture

**CRSS 1038 — CRSS ENRL-UNO-PHYS 1033** **1 credit hour**
**Schedule type:** Laboratory

**CRSS 2200 — Crss Enrl UNO EDUC 2200** **3 credit hours**

**CRSS 2206 — Crss Enrl UNO EDUC 2206** **3 credit hours**

# Culinary Arts (CULA)

**CULA 1000 — Introduction to Culinary Arts** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides students with a basic understanding of the hospitality industry and serves as a foundation for later specialized courses in the food service industry.
**Schedule type:** Independent Study, Lecture, Web

**CULA 1020 — Basic Food Preparation** **3 credit hours**
Lecture Hours: 2; Lab Hours: 3 This introductory-level cooking skills course covers methods, measurement, vocabulary terms, standard recipes, preparation, and presentations of soups, salads, meats, poultry, fish, vegetables, starches, sandwiches, hors d'oeuvres, breakfast, international cuisine, and baked products.
**Co-requisite(s):** CULA 1050
**Schedule type:** Independent Study, Lecture, Web

**CULA 1050 — Sanitation** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course covers safe food- handling procedures and microbiological concerns. Students take a certification examination upon completion of the course.
**Co-requisite(s):** CULA 1020
**Schedule type:** Independent Study, Lecture, Web

**CULA 1100 — Culinary Nutrition** **3 credit hours**
Discussion of the Food Pyramid, essential nutrients, and the importance of meeting nutritional needs throughout the life cycle when planning menus. The goal of this course is to understand the science of how nutrients in food are ingested, digested, absorbed, transported and utilized to build and maintain the body.
**Schedule type:** Lecture, Web

**CULA 1500 — Baking** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course provides students with an overview of baking. Students perform practical baking applications. The course also includes the physical and chemical nature of yeast products, quick breads, cakes and icings, cookies, and pies.
**Schedule type:** Independent Study, Web

**CULA 1600 — Advanced Baking** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course provides students with an in-depth study, including both theory and hands-on experience, of baking and performing advanced baking applications. These more complex areas of baking include artisan breads, specialty breads, brioche, Danish pastry, croissants, genoise, puff pastry, and gingerbread display pieces.
**Schedule type:** Independent Study, Web

**CULA 1650 — World Cuisines** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides a history and progression of world cuisines, including influences of geography, politics, religion, and cultural characteristics. Emphasis is placed on international and regional America foodways.
**Schedule type:** Lecture

**CULA 1700 — Food Service Management I** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course covers the principles and practices of food, beverage, equipment, and supply purchasing for hotel and restaurant operations. It also covers U.S.D.A. grades for produce and meats.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**CULA 1750 — Meat, Poultry, and Seafood** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course helps students develop the skills necessary to identify types of meat, poultry, and seafood; to evaluate grade, quality, and yield percentages; and to perform advanced preparations and presentations.
**Pre-requisite(s):** CULA 1000, CULA 1020, CULA 1050
**Schedule type:** Hybrid less than 50%, Independent Study, Web

**CULA 1800 — Soups, Stocks, and Sauces** **3 credit hours**
Lecture hours:3; Lab Hours:0 This course covers the foundations of basic stocks and their relationship to classic soups and sauces. Students prepare soups, stocks, and sauces in a commercial kitchen.
**Pre-requisite(s):** CULA 1000, CULA 1020, CULA 1050
**Schedule type:** Independent Study, Web

**CULA 1900 — Garde Manger Management** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course includes preparations from the pantry station including hors d'oeuvres, patés, galantines, mousses, vegetable carvings, and tallow sculptures.
**Pre-requisite(s):** CULA 1000, CULA 1020, CULA 1050
**Schedule type:** Independent Study

**CULA 2020 — Externship Program** **2 credit hours**
Lecture Hours:0; Lab Hours: 2 Under the supervision of a professional chef or manager in a related field, the student works for a minimum of 250 hours in a commercial food service establishment approved by the program manager. This externship provides students with the opportunity to develop speed with manual skills, to increase their professional experience, and to work in real-life situations.
**Pre-requisite(s):** CULA 1500, CULA 1750, CULA 1800
**Schedule type:** Externship, Independent Study, Lecture, Web

**CULA 2710 — Food Service Management II** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course addresses the methods of controlling cost in the food service industry through the four steps of establishing standards, training, monitoring, and correcting. These steps are applied to purchasing, receiving, and accounting for food, beverages, and labor.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**CULA 2730 — Food Service Management III** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course establishes principles of effective supervision, including human relations, motivation, communication, correct training principles, interview of staff, and discipline. It emphasizes working with supervisors in the food service and hospitality industries.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**CULA 2750 — FSM IV- Hosp & Rest Mgmt** **3 credit hours**
Lecture Hours:3; Lab Hours: 0 This course focuses on Hospitality Management and Restaurant Management topics. It includes essential content plus learning activities, case studies, professional profiles, research topics and more that support course objectives.
**Schedule type:** Independent Study, Lecture, Web

**CULA 2770 — Desserts and Patisserie** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This is a hands-on course in the production of classic desserts, including international and domestic desserts.
**Schedule type:** Independent Study, Lecture, Web

**CULA 2800 — Culinary Seminar** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course acquaints students with trends and issues in the food service industry through workshops, demonstrations, and guest speakers. Topics include the marriage of food and wine, legal issues of the server's responsibility with alcoholic beverages, and food-service computer applications.
**Schedule type:** Independent Study, Lecture, Web

**CULA 2850 — Culinary Practicum** **3 credit hours**
Lecture Hours: 0; Lab Hours :3 This practical course uses kitchen and dining room areas to prepare and serve high-quality lunches. Students are involved in the planning, organizing, preparation, service, and sanitation of every function. Managerial concepts of food and labor cost, scheduling, purchasing, and menu planning are an integral part of this course.
**Schedule type:** Independent Study, Laboratory, Practicum

**CULA 2900 — International Cuisine** **3 credit hours**
Lecture Hours: 1; Lab Hours: 2 This is an advanced level cooking skills course covering the evolving nature of world cuisines. It will introduce preparation, taste, and evaluation of cuisines of Asia, the Mediterranean, and the Americas. The emphasis is ingredients, flavor profiles, preparation and techniques representative of food pathways leading toward modern fusion cuisines.
**Pre-requisite(s):** CULA 1750, CULA 1800
**Schedule type:** Practicum, Web

# Economics (ECON)

**ECON 2000 — Microeconomics** **3 credit hours**
This course covers the principles of economics including the market structure of American capitalism, the economics of the firm, market demands, the cost of production, product pricing, and the employment of resources.
**Schedule type:** Independent Study, Lecture, Web

**ECON 2020 — Macroeconomics** **3 credit hours**
This course covers the theory of aggregate income, employment and price level, economic stabilization policies, and economic growth and development.
**Schedule type:** Independent Study, Lecture, Web

**ECON 2250 — Money and Banking** **3 credit hours**
This course is a survey of money, commercial banking, financial institutions, the Federal Reserve System, and the formulation and execution of monetary and economic stabilization policy.
**Pre-requisite(s):** ECON 2000, ECON 2020
**Schedule type:** Independent Study, Lecture, Web

# Electrical Technology (ELEC)

**ELEC 1000 — Electrical Construction I** **6 credit hours**
Lecture Hours: 3; Lab Hours: 6 This course is designed as the first training course for entry level electrical construction workers. Topics include an overview of electrical construction, safety, electricity, electrical circuits, the National Electrical Code (NEC), device boxes, bending conduit, cable raceways, conductors, and cables, electrical construction drawing, residential electrical services, and electrical testing equipment. Successful students in this course will receive NCCER Electrical Level 1 Certification.
**Co-requisite(s):** CNST 1000
**Schedule type:** Independent Study, Lecture

**ELEC 1010 — Electrical Construction II** **8 credit hours**
Lecture Hours: 4; Lab Hours: 4 This is the second training course for entry level electrical construction workers. Topics include: (AC) alternating current, electric motors, lighting, pull boxes and junction boxes, conductor installation methods, cable trays, conductor terminations and splices grounding and bonding, circuit breakers and fuses, and control systems. Successful students in this course will receive NCCER Electrical 2 Certification.
**Pre-requisite(s):** CNST 1000, ELEC 1000
**Schedule type:** Independent Study, Lecture

**ELEC 1210 — Intro to Elect Construction** **3 credit hours**
This course provides students with specialized instruction that emphasizes safety and efficient work practices.
**Schedule type:** Independent Study, Lecture, Web

**ELEC 1230 — Basic Electrical Theory** **3 credit hours**
This course provides lectures and discussion to train students in the knowledge and practice of electrical theory in both DC and AC circuits.
**Pre-requisite(s):** ETRN 1112
**Schedule type:** Independent Study, Lecture, Web

**ELEC 1250 — Proper Use Tools & Equipment** **3 credit hours**
This course provides lectures, hands-on demonstration, and discussion on safety and the proper methods for use of both power-operated and hand tools that are the most common in the electrical industry.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**ELEC 1270 — House Wiring Fundamentals** **3 credit hours**
This course provides lectures, discussion, and hands-on experience in reading and interpreting blueline drawings for job layout, estimating the cost of the job, and ordering materials.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**ELEC 1290 — Cable Raceways & Conduits** **3 credit hours**
This course provides lectures and discussion regarding the selection of conduit and other raceways as well as requirements for installation and compliance with the National Electrical Code.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**ELEC 1400 — House Wiring Methods** **3 credit hours**
This course provides specialized instruction, discussion, and hands-on training in the proper selection and installation of materials that conform to the National Electrical Code.
**Pre-requisite(s):** MATH 1150, ELEC 1210, ELEC 1290
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**ELEC 1420 — Understand Meters & Instrument** **3 credit hours**
This course trains students in the methods and procedures for reading the meters and instruments most common in the electrical industry.
**Pre-requisite(s):** MATH 1150, ELEC 1210, ELEC 1290
**Schedule type:** Independent Study, Lecture, Web

**ELEC 1440 — Understand Natl. Elec. Code** **3 credit hours**
This course provides specialized instruction and discussion concerning the use of the National Electrical Code for all wiring applications.
**Pre-requisite(s):** ELEC 1420
**Co-requisite(s):** ENGL 1000
**Schedule type:** Independent Study, Lecture, Web

**ELEC 1460 — Electric License Exam Review** **3 credit hours**
This course provides a thorough review of the National Electrical Code and related textbooks. It also covers the areas that are included in the Journeyman's Class "A" License examination.
**Pre-requisite(s):** MATH 1150, ELEC 1210, ELEC 1290
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**ELEC 2000 — Electrical Construction III** **8 credit hours**
Lecture Hours: 4; Lab Hours: 4 This course is for Commercial Electrical Construction and includes: load calculations, branch and feeder circuits, conductors, lighting, hazardous locations, distribution, transformers, commercial services, motor, and motor controls. Successful students in this course will receive NCCER Electrical Level 3 Certification.
**Pre-requisite(s):** CNST 1000, ELEC 1010
**Schedule type:** Independent Study, Lecture

**ELEC 2010 — Electrical Construction IV** **9 credit hours**
Lecture Hours: 4; Lab Hours: 5 This course covers advanced commercial and industrial electrical issues and includes: health care facilities, emergency systems, specialty transformers, advanced controls, heat tracing and freeze protection, motor operation and maintenance, medium-voltage terminations/splices, special locations, and fundamentals of crew leadership. Successful students in this course will receive NCCER Electrical Level 3 Certification.
**Pre-requisite(s):** CNST 1000, ELEC 2000
**Schedule type:** Independent Study, Lecture

# Emergency Science (EMSE)

**EMSE 1010 — Emergency Medical Responder** **3 credit hours**
Lecture Hours: 2; Lab Hours: 3 This course covers emergency conditions of victims of a medical or trauma emergency in the pre-hospital environment. It emphasizes scene stabilization, initial management of mass casualty incidents, recognition of patient condition or extent of injuries relative to airway, breathing and circulation, and skills fundamental to the role of a first responder. Course content adheres to the National Standard Curriculum and prepares students for state and national registry.

**EMSE 1020 — Emergency Medical Technician I** **3 credit hours**
Lecture Hours: 4; Lab Hours: 6 This course covers the foundations of Emergency Medical Services and the EMT's role within the system. Airway management, respiration and ventilation along with patient assessment and basic pharmacology for the EMT are also presented.
**Co-requisite(s):** EMSE 1030
**Schedule type:** Lecture, Web

**EMSE 1021 — Emergency Medical Tech II** **3 credit hours**
This course builds on the foundation of EMT training covered in EMSE 1020 and presents the pathophysiology, assessment and current treatment modalities for the out of hospital medical, trauma and special populations patient.
**Pre-requisite(s):** EMSE 1020, EMSE 1030
**Schedule type:** Lecture, Web

**EMSE 1030 — Emergency Med Tech Lab I** **1 credit hour**
This skills lab will present the static skills of air way management, oxygen administrations, management of shock, vital signs and lifting and moving.
**Co-requisite(s):** EMSE 1020
**Schedule type:** Laboratory, Lecture

**EMSE 1031 — Emergency Medical Tech II Lab** **1 credit hour**
This skills lab will present the static skills of medical and trauma assessment, cardiac arrest management and splinting.
**Pre-requisite(s):** EMSE 1020, EMSE 1030
**Co-requisite(s):** EMSE 1021

**EMSE 1040 — Emergency Med Tech Capstone** **1 credit hour**
This course is required to sit for the national and state certification exams. It will include standardized preparation modules for the written exam as well as a mock skills exam. Hazmat awareness and defensive driving certification will also be included.
**Pre-requisite(s):** EMSE 1020, EMSE 1030
**Co-requisite(s):** EMSE 1021, EMSE 1031
**Schedule type:** Capstone

**EMSE 1100 — Adv Emergency Med Technician** **8 credit hours**
This course prepares the Advanced EMT student to provide out of hospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Pre-Requisite: Student must be currently Louisiana licensed and National registered as EMT. Completion of BIOL 1010 & BIOL 1020 with a C or better within the last 3 years.
**Pre-requisite(s):** BIOL 1010, BIOL 1020

**EMSE 1120 — Adv Emerg Med Tech Capstone** **1 credit hour**
This clinical and field practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites. It will include standardized preparation modules for the written exam as well as mock skills exam and is required to sit for the national and state certification exams.
**Pre-requisite(s):** EMSE 1100
**Schedule type:** Practicum

**EMSE 1200 — Principles of Paramedic Care** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course presents preparatory and fundamentals of community paramedicine. Topics include EMS systems, roles and responsibilities, communication, documentation and the medical legal aspects of out of hospital care with an emphasis on personal well-being, injury prevention, research and ethics. The foundation of patient assessment is strengthened with concepts in cellular pathophysiology, pharmacology, and airway assessment. PREREQUISITE: Student must be currently Louisiana licensed and National registered as EMT or Advanced EMT or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a "C" or better with in the last 3 years; and eligibility for ENGL 1010 and MATH 0990.
**Pre-requisite(s):** BIOL 1010, BIOL 1020, MATH 0980
**Co-requisite(s):** EMSE 1210
**Schedule type:** Lecture

**EMSE 1210 — Princ. of Paramedic Care Lab** **2 credit hours**
Lecture Hours: 0; Lab Hours: 4 This laboratory course develops the skills of IV access, fluid resuscitation, medication administration, and airway management. Students develop the techniques of history taking, physical exam, patient assessment, and therapeutic communications. PREREQUISITE: Student must be currently Louisiana licensed and National registered as EMT or Advanced EMT or receive permission of the instructor. BIOL 1010 and BIOL 1020 or their equivalents with a "C" or better within last 3 years; and eligibility for ENGL 1010 and MATH 0990 1200
**Pre-requisite(s):** BIOL 1010, BIOL 1020, MATH 0980
**Co-requisite(s):** EMSE 1200
**Schedule type:** Laboratory

**EMSE 1300 — Cardiac & Resp Emergencies** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course presents the pathophysiology, assessment, and current treatment modalities for the out of hospital cardiac and respiratory patient. Emphasis is placed on recognition and etiology of life-threatening cardio-pulmonary emergencies and current treatment modalities for these patients.
**Pre-requisite(s):** EMSE 1200, EMSE 1210
**Co-requisite(s):** EMSE 1310, EMSE 1320
**Schedule type:** Lecture

**EMSE 1310 — Cardiac & Resp Emerg Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 3 This laboratory course develops student skills in cardiac and respiratory patient assessment. Students learn ECG monitoring and interpretation, defibrillation, cardio-version and non-invasive external cardiac pacing. Advanced topics in 12-lead acquisition and interpretation are also introduced. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.
**Pre-requisite(s):** EMSE 1200, EMSE 1210
**Co-requisite(s):** EMSE 1300, EMSE 1320
**Schedule type:** Laboratory

**EMSE 1320 — Paramedic Internship I** **1 credit hour**
Lecture Hours: 0; Lab Hours: 8 This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.
**Pre-requisite(s):** EMSE 1200, EMSE 1210
**Co-requisite(s):** EMSE 1300, EMSE 1310
**Schedule type:** Practicum

**EMSE 1500 — Medical Emergencies** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course covers medical emergencies relating to neurology, endocrinology, immunology, gastroenterology, hematology, toxicology, urology and nephrology. It also presents the assessment and management of the infectious patient as well as the behavioral patient.
**Pre-requisite(s):** EMSE 1300, EMSE 1310
**Co-requisite(s):** EMSE 1510, EMSE 1520
**Schedule type:** Lecture

**EMSE 1510 — Medical Emergencies Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 3 This laboratory course develops student skills in medical patient assessment. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.
**Pre-requisite(s):** EMSE 1300, EMSE 1310
**Co-requisite(s):** EMSE 1500, EMSE 1520
**Schedule type:** Laboratory

**EMSE 1520 — Paramedic Internship II** **1 credit hour**
Lecture Hours: 0; Lab Hours: 8 This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other
**Pre-requisite(s):** EMSE 1300, EMSE 1310
**Co-requisite(s):** EMSE 1500, EMSE 1510
**Schedule type:** Practicum

**EMSE 2200 — Special Populations in EMS** **4 credit hours**
Lecture Hours: 4; Lab Hours: 4 This course presents the pathophysiology, assessment and current treatment modalities for the out of hospital pediatric and geriatric patient. Special considerations in EMS including victims of abuse, neglect and the chronic care patient in the home setting are also covered.
**Pre-requisite(s):** EMSE 1500, EMSE 1510
**Co-requisite(s):** EMSE 2210, EMSE 2220
**Schedule type:** Lecture

**EMSE 2210 — Special Populations in EMS lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 3 This laboratory course develops student skills in the assessment and care of the obstetrical, pediatric, geriatric, and chronic care patients. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.
**Pre-requisite(s):** EMSE 1500, EMSE 1510
**Co-requisite(s):** EMSE 2200, EMSE 2220
**Schedule type:** Laboratory

**EMSE 2220 — Paramedic Internship III** **1 credit hour**
Lecture Hours: 0; Lab Hours: 8 This clinical practicum at approved sites provides the student with patient-care experiences with patients of various ages under a preceptor. Sites include area hospitals, EMS providers and other approved clinical sites.
**Pre-requisite(s):** EMSE 1500, EMSE 1510
**Co-requisite(s):** EMSE 2200, EMSE 2210
**Schedule type:** Internship/Coop, Practicum

**EMSE 2300 — Trauma Emergencies** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course presents the pathophysiology, assessment, and current treatment modalities for the out of hospital trauma patient. Lecture includes kinematics of trauma, hemorrhagic shock, burn management, and environmental trauma. It also covers musculoskeletal injuries, trauma to the spine, soft tissue, and abdomen.
**Pre-requisite(s):** EMSE 2200, EMSE 2210
**Co-requisite(s):** EMSE 2310, EMSE 2320
**Schedule type:** Lecture

**EMSE 2310 — Trauma Emergencies Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 3 This laboratory course develops student skills in the assessment and care of the trauma patient. The course presents the assessment, treatment, and pharmacological intervention through simulations in which students must demonstrate proficiency prior to performance in the clinical setting.
**Pre-requisite(s):** EMSE 2200, EMSE 2210
**Co-requisite(s):** EMSE 2300, EMSE 2320
**Schedule type:** Laboratory

**EMSE 2320 — Paramedic Field Practicum I** **1 credit hour**
Lecture Hours: 0; Lab Hours: 8 This field practicum at approved EMS agencies provides the student with patient care experiences in EMS. The student will function as part of the healthcare team as an entry level paramedic under the guidance of an approved preceptor.
**Pre-requisite(s):** EMSE 2200, EMSE 2210
**Co-requisite(s):** EMSE 2300, EMSE 2310
**Schedule type:** Practicum

**EMSE 2400 — EMS Operations&Paramedic Rev** **2 credit hours**
Lecture Hours: 2; Lab Hours: 0 This course presents topics in EMS Operations including management of rescue, hazmat, mass casualty, triage, and terrorism utilizing the incident command system. It also includes a review of assessment based management of patient conditions covered in previous course work utilizing simulations and case studies in preparation of NREMT certification exams.
**Pre-requisite(s):** EMSE 2300, EMSE 2310
**Co-requisite(s):** EMSE 2420
**Schedule type:** Lecture

**EMSE 2420 — Paramedic Field Practicum II** **1 credit hour**
This field practicum (CAPSTONE) at approved EMS agencies is the culmination of the student's paramedic education. In this course the student will experience various pre-hospital patient care experiences as part of the healthcare team functioning as an entry level paramedic under the guidance of an approved preceptor. The student will demonstrate their competence in the affective, cognitive, and psychomotor areas from the material covered in the previous EMSE courses.
**Schedule type:** Practicum

# English (ENGL)

**ENGL 0990 — Foundations of English Writing** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 A performance-based course designed to develop students' critical reading and academic writing skills. This course includes essential concepts of critical reading, grammar, usage, and writing mechanics. This is a skills improvement course that may not be used as credit for a certificate or degree.
**Schedule type:** Lecture, Web

**ENGL 1000 — Applied Writing** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Applied Writing emphasizes basic writing and communication skills for the certificate level and specialized vocational and technical areas. Credit in this course does not satisfy the general education requirements in English for an Associate Degree or Certificate of Applied Science program.
**Schedule type:** Independent Study, Lecture, Web

**ENGL 1008 — English Comp I Lab** **3 credit hours**
English 1008 is a corequisite English Composition Lab course taught concurrently with English Composition I (English 1010), covering essential content about the writing process, rhetorical styles, grammar review, reading strategies, and research skills with extra support students may need to write successfully at the college level. Students cover the same learning outcomes as in English Composition I. Students must be concurrently enrolled in both English 1010 and English 1008.
**Schedule type:** Lecture, Online, Web

**ENGL 1009 — Intensive English Comp I** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 ENGL 1009– Intensive English Composition I Introduces students to critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including essay writing as a process, audience awareness and an intensive review of grammar.
**Schedule type:** Independent Study, Lecture, Web

**ENGL 1010 — English Composition I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course, which emphasizes expository writing and effective reading, is an introductory course in writing for those students who demonstrate the ability to write at the expected college level.
**Schedule type:** Independent Study, Lecture, Web

**ENGL 1020 — English Composition II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 A continuation and intensification of material and strategies covered in English Composition I. Its primary emphasis is on writing argumentation, evaluation, and analysis. It also includes a research paper with multiple academic sources.
**Pre-requisite(s):** ENGL 1010, ENGL 1010, ENGL 1009
**Schedule type:** Independent Study, Lecture, Web

**ENGL 1150 — Traditional Grammar** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on traditional grammar and usage. It is intended to give students a strong foundation in the basics of Standard English grammar. This course can be used as an elective. Credit in this course does not satisfy the general education requirements in English for an Associate Degree or Certificate of Applied Science program.
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2010 — Survey of English Literature I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers selected works from Beowulf through the eighteenth century.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2020 — Survey of English Lit II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers selected works from the eighteenth century through the present.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2030 — Major British Writers** **3 credit hours**
This course examines British Literature as it has developed through the ages against an historical and cultural backdrop. It exposes students to classic works of fiction and nonfiction, including epics, legends, poetry, histories, novels, and drama from what is considered the beginning of English texts to post-modern works.
**Co-requisite(s):** ENGL 1020
**Schedule type:** Lecture, Web

**ENGL 2100 — Short Story and Novel** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to the study of the short story and the novel.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2110 — Poetry and Drama** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to the study of poetry and drama.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2150 — Intro to Fiction Writing** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to the theory and technique of fiction writing.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2210 — Major American Writers** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This is a study of major American writers from the Colonial period to the present.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2220 — Survey of African American Lit** **3 credit hours**
This course is designed to provide an overview of African American literature from the Colonial period to the present by exploring ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Lecture, Web

**ENGL 2300 — Technical Writing** **3 credit hours**
This course introduces students to the practices of technical and workplace communicators so that they may learn to successfully negotiate the complexities of writing for a variety of professional audiences and for a variety of purposes. Students learn how to compose various technical and workplace documents: résumés, business correspondence, memoranda, work orders, informational reports, progress reports, analytical reports, technical manuals, procedures, proposals, and graphical communication. The process of writing these documents will also teach students how to conduct and document purposeful research. Students also learn how to conduct interviews and how to design and deliver digital and oral presentations. After successfully completing the course, students will be work-ready communicators.
**Pre-requisite(s):** ENGL 1010
**Schedule type:** Lecture, Web

**ENGL 2600 — World Literature I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course explores major trends and movements in the history of literature from its beginnings to the Renaissance.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

**ENGL 2610 — World Literature II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course continues the exploration of major trends and movements in the history of literature from the Renaissance to the present.
**Pre-requisite(s):** ENGL 1020
**Schedule type:** Independent Study, Lecture, Web

# Environmental Technology (ENVN)

**ENVN 1010 — Environmental Hlth and Safety** **3 credit hours**
This course studies health and safety in the environment and in the workplace by focusing on topics of risk assessment, job safety analysis, safety audits for the workplace, appropriate laws that guide safety in the workplace, and mechanisms for a safe working environment.
**Schedule type:** Independent Study, Lecture, Web

**ENVN 1030 — Environmental Law** **3 credit hours**
This course provides an introduction to the major federal and Louisiana environmental agencies, programs, statutes, and case law, and their impact on both the public and private sector.
**Schedule type:** Independent Study, Lecture, Web

**ENVN 2010 — Prin of Industrial Hygiene** **3 credit hours**
This course studies the monitoring, recognition, evaluation, and control of workplace health hazards. Topics include current OSHA regulations, professional standards, permissible exposures, and workers' right-to-know.
**Pre-requisite(s):** ENVN 1010
**Schedule type:** Independent Study, Lecture, Web

**ENVN 2020 — Introduction to Toxicology** **3 credit hours**
This course introduces the basic principles and aspects of mammalian toxicology. It discusses exposure, dose-response and distribution of toxicants, metabolism and detection of toxic agents, factors that affect toxicity, and chemical carcinogenesis.
**Pre-requisite(s):** BIOL 1100, BIOL 1110, CHEM 1100, CHEM 1110
**Schedule type:** Independent Study, Lecture, Web

**ENVN 2050 — Environmental Sampling** **3 credit hours**
Students in this course learn the methodology of sampling, analyzing, and interpreting results of environmental surveys through required field projects.
**Pre-requisite(s):** BIOL 1100, BIOL 1110
**Schedule type:** Independent Study, Lecture, Web

**ENVN 2210 — Environmental Science** **3 credit hours**
This environmental biology course addresses ecosystems, population, major environmental pollutants, and human health effects. The course is cross-listed as BIOL 2210. Credit will not be awarded for both courses.
**Schedule type:** Independent Study, Lecture, Web

# Finance (FINA)

**FINA 2000 — Funding & Financng for Entrepr** **3 credit hours**
This course develops the student's understanding of the basics of financial planning, financial reporting, and required capital for new ventures. It focuses on projection of revenues, expenses, capital expenditures, cash flows, and balance sheet amounts; and the creation of required financial statements.
**Schedule type:** Independent Study, Lecture, Web

**FINA 2010 — Finance** **3 credit hours**
This course covers the organization of business firms, financial planning, funds for operation, short- and long-term capital, long-term debt, and business expansion.
**Pre-requisite(s):** ACCT 2010
**Schedule type:** Independent Study, Lecture, Web

# Fine Arts (FIAR)

**FIAR 1000 — Introduction to Drawing** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course provides an introduction to the materials and techniques of basic drawing. It develops observational skills while exploring aesthetic issues that pertain to drawing. The course covers a range of techniques and media and includes still life, landscape, and portraiture.
**Schedule type:** Independent Study, Laboratory, Lecture, Web

**FIAR 1010 — Sculpture Fundamentals** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course introduces the concepts of three-dimensional art and includes technical and historical information. Studio assignments explore the elements, principles, and basic construction of 3- dimensional forms and structures.
**Schedule type:** Independent Study, Laboratory, Lecture

**FIAR 1150 — Figure Drawing** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course focuses on drawing the human form. It uses live models, the skeleton, and a variety of drawing media for gesture and for short and long poses. It emphasizes basic anatomy, structure, and proportion.
**Pre-requisite(s):** FIAR 1000
**Schedule type:** Independent Study, Laboratory, Lecture

**FIAR 1200 — Art Appreciation** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces the origins and historical development of art. It emphasizes the relationship of design principles to various art forms, including but not limited to sculpture, painting, and architecture.
**Schedule type:** Independent Study, Lecture, Web

**FIAR 1600 — Introduction to Painting** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course introduces the basic principles, media, and techniques of painting. It emphasizes the development of understanding color mixing, exploration of form, content and space while working from realistic and abstract subject matters. It includes technical and historical information and uses a survey of selected painting traditions to build visual vocabulary.
**Schedule type:** Independent Study, Laboratory, Lecture

**FIAR 1700 — Introduction to Ceramics** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course provides an introduction to basic techniques for the forming, firing, and surfacing of clay. It includes technical and historical information. Students complete hand-building projects that further their individual technical and creative skills.
**Schedule type:** Independent Study, Laboratory, Lecture

**FIAR 1710 — Intermediate Ceramics** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course provides an introduction to basic techniques for forming, firing, and surfacing clay. It includes technical and historical information. The course emphasis will be in the use of the pottery wheel.
**Pre-requisite(s):** FIAR 1700
**Schedule type:** Independent Study

**FIAR 1800 — Digital Photography** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course introduces students to the fundamental tools of digital photography. Students will receive instruction in manual camera function, picture making techniques, photographic composition, editing and image control, digital image correction, image output and basic photography history. **This course requires students to have an approved camera with full manual functions and Camera Raw capabilities**

**FIAR 1850 — Introduction to Digital Art** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course is intended to introduce students to basic digital imaging manipulation skills within the Fine Art context of creative expression. Focus on digital imaging manipulation techniques learned within a raster-based environment, primarily including the fundamentals of various special effects, filters, layers, and masks used to explore the creation of artistically expressive images. Students will use current computer-imaging software to create original art in a variety of final output formats. Hardware and image input processes are also discussed.

**FIAR 1900 — Intro to Printmaking** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course provides an introduction to a wide variety of printmaking processes. Topics include relief, intaglio, lithography, and mono printing. Students focus on the comprehension of techniques and materials, and the relationship to the printed image and visual concepts.

**FIAR 1910 — Screen Printing** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course is an exploration of basic screen printing techniques with emphasis on preparing screen-process stencils (photo and hand-cut film stencil), drawing fluid, color registration, and photo emulsion processes. Students will develop a series of a range of single, and multiple colored-run edition prints while exposed to various techniques for making silkscreen prints and basic mastery of these processes. Students are encouraged to investigate their own interests, conceptual ideas in terms of content, and image making in the printing.

**FIAR 2100 — Intermediate Drawing** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course emphasizes the enhancement of technical skill while developing representational and subjective drawing using various media and techniques.
**Pre-requisite(s):** FIAR 1000
**Schedule type:** Independent Study, Laboratory, Lecture

**FIAR 2400 — Survey of Visual Arts to 1400** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course traces the history of art from antiquity through the Middle Ages with a focus on visual analysis.
**Schedule type:** Independent Study, Lecture, Web

**FIAR 2410 — Survey of Vis. Arts from 1400** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers the history of art from the Renaissance to the 21th Century with special attention to visual analysis.
**Schedule type:** Independent Study, Lecture, Web

**FIAR 2500 — Watercolor** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course introduces the basic techniques and processes of watercolor. Students work from realistic and abstract subject matters to develop an understanding of color and to explore form, content and space.
**Schedule type:** Independent Study, Laboratory, Lecture

**FIAR 2720 — Independent Study In Ceramics** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 A studio course that focuses on the exploration of specific topics related to ceramics. Content will change from semester to semester. May be repeated for a total of nine credit hours, as topics vary.
**Schedule type:** Independent Study

**FIAR 2850 — Intermediate Digital Art** **3 credit hours**
Lecture Hours: 2; Lab Hours: 4 This studio course explores creative and advanced practices in photo manipulation, illustration, video, sound, and animation within a Fine Art context. We will primarily focus on the applications within Adobe Creative Suite, including: Photoshop, Illustrator, After Effects, Premiere Pro, Animate, and Audition. Focus will be placed on the interconnectedness of cross-programming, using multiple programs simultaneously, in order to produce high quality time based artworks.
**Schedule type:** Independent Study

# French (FREN)

**FREN 1010 — Elementary French I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a study of basic skills of listening, speaking, reading, and writing that emphasizes basic language acquisition as well as an appreciation for French culture.
**Schedule type:** Independent Study, Lecture, Web

**FREN 1020 — Elementary French II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a continuation of the study of elementary French with emphasis on francophone culture.
**Pre-requisite(s):** FREN 1010
**Schedule type:** Independent Study, Lecture, Web

# Geography (GEOG)

**GEOG 1200 — World Regional Geography** **3 credit hours**
In this course, you will study the following central elements of world geography: area and population; physical geography and human adaptations; cultural and historical geographies; economic geography; and geopolitical issues.
**Schedule type:** Independent Study, Lecture, Web

**GEOG 1201 — World Regional Geography I** **3 credit hours**
This course is designed to introduce students to the basic concepts in regional geography, as well as to provide an understanding of the different geographic regions of our contemporary world. In this course, North America, Middle America, Latin America, Europe, the realm of former Soviet Union and central Asia (Eurasia), and the Pacific realm will be discussed from an economic, resource, political, cultural, and physical perspective.
**Schedule type:** Independent Study, Lecture, Web

**GEOG 1202 — World Regional Geography II** **3 credit hours**
This course is designed to introduce students to the basic concepts in regional geography, as well as to provide an understanding of the different geographic regions of our contemporary world. In this course, Middle East and North Africa (MENA), Sub-Saharan Africa, South Asia, East Asia, and the realm of Southeast Asia, will be discussed from an economic, resource, political, cultural, and physical perspective.
**Schedule type:** Independent Study, Lecture, Web

**GEOG 2100 — Elements of Physical Geography** **3 credit hours**
An examination of the fundamentals of physical landscape and processes that create and modify the physical landscape. Includes weather and climate processes, global climate patterns, earth's physical systems and processes that drive the physical systems on earth, soil and vegetation types, and biodiversity.
**Schedule type:** Independent Study, Lecture, Web

# Geology (GEOL)

**GEOL 1010 — Physical Geology** **3 credit hours**
Lecture Hours:3; Lab Hours:0 This course includes the study of the formation of rocks, minerals and land forms. Topics include the geological process of weathering, physical agents causing change, and the interpretation of evidence for these processes.
**Schedule type:** Independent Study, Lecture, Web

**GEOL 1020 — Historical Geology** **3 credit hours**
Lecture Hours: 1; Lab Hours: 0 A study of the origin and history of the Earth and the development of life on Earth as revealed in the rocks and fossils.
**Schedule type:** Lecture, Web

**GEOL 1030 — Physical Geology Lab.** **1 credit hour**
Lecture Hours: 0; Lab Hours:1 This accompanying laboratory uses physical and chemical techniques to study rocks and minerals. It incorporates maps to demonstrate formation and change in land forms.
**Co-requisite(s):** GEOL 1010
**Schedule type:** Independent Study, Laboratory, Web

**GEOL 1040 — Historical Geology Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 A study and applied principles of historical geology as they apply to the interpretation of rocks and fossils.
**Schedule type:** Laboratory, Web

# Health Service Office Mgt (HSOM)

**HSOM 1020 — Medical Terminology I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers basic medical terminology and focuses on work analysis, spelling, and pronunciation, as well as an explanation of medical terms used to describe health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular systems.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 1030 — Medical Terminology II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 HSOM 1030 is a continuation of HSOM 1020. It covers the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy, pharmacology, and psychiatry.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 1110 — Basic CPT Coding** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers basic procedural coding guidelines and techniques for physician services and procedures. It provides an explanation of the HCPCS coding system for durable medical equipment, drugs, and select procedures.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2010 — Legal Aspects of Medical Ofc** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course discusses legal issues that may arise in the medical office, including responding to subpoenas, patients' rights, required record keeping, confidentiality, risk management, and collection of debts.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2040 — Computerized Patient Billing** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course teaches general concepts to cover most patient accounting software intended for health care providers. Students learn how to input and manage data, file claims, and generate reports.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2050 — Medical Office Management** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course teaches the efficient and successful operation of a medical practice through basic management principles. It focuses on the business aspects of a medical practice, including such topics as staff recruiting, development and management, office systems, revenue enhancement, regulatory compliance, quality and risk management, and cost containment.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2090 — Advanced Medical Coding** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course addresses comprehensive coding scenarios, coding problems, primary and secondary procedures and services, over and under coding, claim denials, audits, and revenue loss. It also enhances technical skills and improves efficiency and accuracy by reinforcing coding guidelines.
**Pre-requisite(s):** HSOM 1110, HSOM 2700
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2100 — Reimbursement Strategies** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course explores the important aspects of the reimbursement process of third-party payers, Medicare, and Medicaid, from creating efficient patient information forms to claims monitoring and appeals. It emphasizes compliance techniques, managed care competition, precertification, prior authorization, and utilization review. In this course, students learn to increase billing efficiency through appropriate documentation and effective accounts-receivable management operations.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2150 — Reimbursement/Patient Billing** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course teaches general concepts in reimbursement and patient billing. It covers most patient accounting software intended for healthcare providers, and it explores the important aspects of the reimbursement process of third-party payer, Medicare, and Medicaid, from creating efficient patient information forms to claims monitoring and appeals. It emphasizes compliance techniques, managed care competition, precertification, prior authorization, and utilization review. Students learn to increase billing efficiency through appropriate documentation and effective accounts-receivable management operations.
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2600 — Human Disease for Allied Hlth** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course prepares students for the changing healthcare field. It covers current disease pathology information and ICD-9 CM and ICD-10 CM codes for more than 500 commonly encountered conditions with essential of human disease and conditions.
**Pre-requisite(s):** HSOM 1110
**Schedule type:** Independent Study, Lecture, Web

**HSOM 2700 — Basic ICD-10CM Coding** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to the International Classification 10-CM and PCS of disease diagnostic and procedural coding guidelines and techniques. Students learn to translate written medical terminology into numeric and alphanumeric codes, as well as compilation of data and reimbursement.
**Schedule type:** Independent Study, Lecture, Web

# Heating, Air Conditioning, and Refrigeration (HACR)

**HACR 1150 — HVAC Introduction** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to the HVAC industry.
**Schedule type:** Independent Study, Lecture, Web

**HACR 1160 — Principles of Refrigeration I** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course presents the proper and safe use of hand tools, including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications.
**Schedule type:** Independent Study

**HACR 1170 — Principles of Refrigeration II** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course provides students with the skills and knowledge to install, repair and service major components of a refrigeration system. Topics include compressors, evaporators, condensers, metering devices, service procedures, refrigeration systems, refrigeration cycle, enthalpy and safety.

**HACR 1180 — Princip. of Refrigeration III** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course provides students with the skills and knowledge to evacuate, charge, and leak check a sealed system according to EPA and Industry standards. Topics include Triple Evacuation, Burn-out cleanup of system, weigh-in charging, Superheat settings and Subcool adjustments and safety.

**HACR 1210 — Electrical Fundamentals** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, ohms law, electric meters, electric diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.
**Schedule type:** Lecture, Web

**HACR 1220 — Electrical Components** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

**HACR 1230 — Electric Motors** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

**HACR 1240 — Applied Electricity& Troublesh** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, troubleshooting procedures, solid state controls, system wiring, control circuits, and safety.

**HACR 1410 — Domestic Refrigeration** **2 credit hours**
Lecture Hours: 1; Lab Hours: 1 This course presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

**HACR 1420 — Room Air Conditioners** **2 credit hours**
Lecture Hours: 1; Lab Hours: 1 This course includes the operation, diagnosis, and science of room air conditioning, with emphasis on how to diagnosis and repair.

**HACR 2510 — Residential Central A/C** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course presents the study and theory of the major components and functions of central air conditioning systems. Topics include the study of different air conditioning systems types and the proper and safe use of instruments and safety.

**HACR 2520 — Residential Central A/C II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 1 This course presents the operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems and safety principles.

**HACR 2530 — Residential System Design** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course presents theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

**HACR 2540 — Residential Heating** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course covers theory and study of the principles and practices for the operation, diagnosis and service of residential and small commercial heating systems. Topics covered will include electrical controls, gas valves, piping, venting, code requirements, and principles of combustion and safety for gas and electrical heating.

**HACR 2560 — Residential Heat Pumps** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course presents the theory and study of heat pumps and related systems, providing information for the fundamentals of heat pump operation and diagnosis techniques. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included.

# History (HIST)

**HIST 1010 — History of Western Civ I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course examines the development of the western heritage--a political, literary, and philosophical legacy--from prehistoric times to the Renaissance.
**Schedule type:** Independent Study, Lecture, Web

**HIST 1020 — History of Western Civ II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course surveys the changes in the western heritage from the Renaissance to the twenty-first century and explores the influence that this heritage has had on world history.
**Schedule type:** Independent Study, Lecture, Web

**HIST 1042 — History of Oil** **3 credit hours**
This course is a survey of World History from the late 19th century to the present with a special emphasis on oil and the important role it has played in shaping society.
**Schedule type:** Independent Study, Lecture, Web

**HIST 1200 — The Hist.of St.Bernard Parish** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course will cover the history of St. Bernard Parish from prehistoric times to the present.
**Schedule type:** Lecture, Web

**HIST 1500 — World History I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course is a survey from the origins of civilizations to the Age of Exploration focusing on geography, culture, and economics.
**Schedule type:** Independent Study, Lecture, Web

**HIST 1510 — World History II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course is a survey of world history beginning with the Age of Exploration and focusing on geography, culture, and economics.
**Schedule type:** Independent Study, Lecture, Web

**HIST 2010 — American History to 1865** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course is a survey of American history from European colonization to the Civil War.
**Schedule type:** Independent Study, Lecture, Web

**HIST 2020 — American History from 1865** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course is a survey of American history from Reconstruction to the twenty-first century.
**Schedule type:** Independent Study, Lecture, Web

**HIST 2100 — Louisiana History** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The course explores major political, economic, and cultural influences on the development of Louisiana.
**Schedule type:** Independent Study, Lecture, Web

# Human Development (HUDV)

**HUDV 1000 — Success in College** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 This is a study-skills course covering time management, note taking, preparing for and taking exams, listening skills, and the use of the library and other campus resources. This is a skills-improvement course that may not be used as credit for a certificate or degree.
**Schedule type:** Independent Study, Lecture, Web

**HUDV 1050 — Career Success Seminar** **1 credit hour**
Lecture Hours: 1; Lab Hours: 0 Students complete assessments and activities designed to measure and improve workplace skills, including cognitive abilities, information literacy, and other job readiness skills, such as interviewing and writing résumés. This is a skills improvement course that may not be used as credit for a certificate or degree.
**Schedule type:** Independent Study, Lecture, Web

**HUDV 1070 — Living-Learning-Working Skills** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Students engage in discussions of study skills, communication, values, problem solving, decision-making, and career goals. This is a skills improvement course that may not be used as credit for a certificate or degree.
**Schedule type:** Independent Study, Lecture

# Humanities (HMAN)

**HMAN 1100 — Survey of World Religions** **3 credit hours**
**Schedule type:** Independent Study, Lecture, Web

# Industrial Technology (INDT)

**INDT 1030 — Industrial & Plant Safety** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations.
**Schedule type:** Independent Study, Lecture, Web

**INDT 2070 — Quality Control** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces many process industry quality-related concepts, including operating consistency, continuous improvement, plant economics, team skills, and statistical process control.
**Schedule type:** Independent Study, Lecture, Web

**INDT 2630 — Fluid Mechanics** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course addresses fluids, fluid types, and the chemical and physical natures and factors affecting fluids while in motion. It reviews basic calculations relative to flow and volume. It also addresses such topics as laminar/turbulent flow, viscosity, and Reynolds Number.
**Pre-requisite(s):** PTEC 1010, MATH 1300, MATH 1299, PHSC 1000, PHSC 1100, PHYS 1100, PHYS 1110, PTEC 1010, MATH 1300, MATH 1299
**Schedule type:** Independent Study, Lecture, Web

**INDT 2900 — Job Readiness Skills** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course prepares students for pre-employment tests for the oil, gas, and petrochemical industries by strengthening mechanical knowledge through exercises in spatial relations, reasoning with symbols, and mechanical aptitude. It also develops job-seeking skills, such as résumé writing and interviewing.
**Pre-requisite(s):** PTEC 1010
**Schedule type:** Independent Study, Lecture, Web

# Instrumentation (INST)

**INST 1010 — NCCER Instrument Level I** **6 credit hours**
Lecture Hours: 4; Lab Hours: 6 Key content includes hand tools for instrumentation, electrical safety, power tools for instrumentation, electrical systems for instrumentation, metallurgy for instrumentation, fasteners, instrumentation drawings and documents, part one, gaskets and packing, lubricants, sealants, and cleaners, flow, pressure, level, and temperature, tubing, piping — 2" and under and hoses.
**Co-requisite(s):** CNST 1000
**Schedule type:** Web

**INST 1020 — NCCER Instrument Level II** **8 credit hours**
Lecture Hours: 4; Lab Hours: 7 Key content includes Craft-Related Mathematics, Instrumentation Drawings and Documents, Part Two, Principles of Welding for Instrumentation, Process Control Theory, Detectors, Secondary Elements, Transducers, and Transmitters, Controllers, Recorders, and Indicators, Control Valves, Actuators, and Positioners, Relays and Timers, Switches and Photoelectric Devices, Filters, Regulators, and Dryers, Analyzers and Monitors, Panel-Mounted Instruments, Installing Field-Mounted Instruments and Raceways for Instrumentation.
**Pre-requisite(s):** INST 1010

**INST 1030 — NCCER Instrument Level III** **8 credit hours**
Lecture Hours: 4; Lab Hours: 7 Key content includes Instrument Fitter's Math, Layout and Installation of Tubing and Piping Systems, Clean, Purge, and Test Tubing and Piping Systems, Receive, Inspect, Handle, and Store Instrumentation, Instrumentation Electrical Circuitry, Grounding and Shielding of Instrumentation Wiring, Terminating Conductors and Protective Measures for Instrumentation.
**Pre-requisite(s):** INST 1020
**Schedule type:** Web

**INST 1040 — NCCER Instrument Level IV** **8 credit hours**
Lecture Hours: 4; Lab Hours: 7 Key content includes Digital Logic Circuits, Instrument Calibration and Configuration, Performing Loop Checks, Troubleshooting and Commissioning a Loop, Tuning Loops, Programmable Logic Controllers, Disturbed Control Systems and Analyzers.
**Pre-requisite(s):** INST 1030
**Schedule type:** Web

# Mathematics (MATH)

**MATH 0900 — Basic Mathematics** **3 credit hours**
Basic Mathematics is a review of basic mathematics skills, including the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The course also covers ratio andproportion, percent, systems of measurement, and an introduction to algebra. This is a skills-improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.
**Schedule type:** Lecture, Web

**MATH 0980 — Foundations of Algebra I** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course is designed as a foundation of algebraic concepts for students with limited algebraic background, but who possess a foundation in arithmetic. The major topics include algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations.
**Schedule type:** Lecture, Web

**MATH 0990 — Foundations of Algebra II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers algebra topics, including graphing lines, solving inequalities and systems of equations and inequalities, rational algebraic expressions, roots of numbers, radicals, rational and negative exponents, quadratic equations, complex numbers, and an introduction to functions. MATH 0990 is a skills improvement course that may not be used as credit for a certificate or degree. Satisfactory performance on a proficiency examination is required to receive credit for this course.
**Pre-requisite(s):** MATH 0980
**Schedule type:** Lecture, Web

**MATH 1150 — Math for Technology** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course includes topics in arithmetic, algebra, geometry, and trigonometry with applications to technology. This course may not be used to fulfill the mathematics general education requirement in associate degree or certificate of applied science programs.
**Pre-requisite(s):** MATH 0980, MATH 0990, MATH 1300, MATH 1299
**Schedule type:** Independent Study, Lecture, Web

**MATH 1190 — Math for Allied Health** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Students in this course study applications of mathematics related to allied health. Topics include the metric system, with a focus on unit conversions by proportionalities, as well as dimensional analysis, dosage calculations, representations of linear functions verbally, graphically, numerically and algebraically. It also includes medication calculations and drip rates.
**Schedule type:** Independent Study, Lecture, Web

**MATH 1198 — Survey of Mathematical Con Lab** **3 credit hours**
Survey of Mathematical Concepts Lab will cover topics to reinforce foundational concepts, such as problem solving, applications in problem solving, selected branches of mathematics including sets, logic, probability and statistics with examples and problems in each. Survey of Mathematical Concepts Lab is required for students who do not have sufficient test scores to be placed into MATH 1200. MATH 1198 is a co-requisite for MATH 1200.
**Schedule type:** Lecture, Online, Web

**MATH 1199 — Surv of Math Conc w/Support** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course is a survey of selected branches of mathematics, including sets, logic, probability, and statistics, with examples and problems in each.
**Pre-requisite(s):** MATH 0980
**Schedule type:** Lecture, Web

**MATH 1200 — Survey of Mathematical Concept** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a survey of selected branches of mathematics including sets, logic, probability, and statistics, with examples and problems in each.
**Pre-requisite(s):** MATH 0980
**Schedule type:** Independent Study, Lecture, Web

**MATH 1201 — Applied Algebra Lab** **3 credit hours**
Applied Algebra Lab will cover topics to reinforce foundational concepts, such as solving linear equations and inequalities including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions. Applied Algebra Lab is required for students who do not have sufficient test scores to be placed into MATH 1203. MATH 1201 is a co-requisite for MATH 1203.
**Co-requisite(s):** MATH 1203
**Schedule type:** Lecture, Online, Web

**MATH 1202 — Applied Algebra w/Support** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 This course covers solving linear equations and inequalities, including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions, including linear and quadratic, values of exponential and logarithmic functions.
**Pre-requisite(s):** MATH 0980
**Schedule type:** Lecture, Web

**MATH 1203 — Applied Algebra** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers solving linear equations and inequalities, including absolute values, solving quadratic equations with complex numbers, solving systems of equations, graphing functions including linear and quadratic, values of exponential and logarithmic functions.
**Pre-requisite(s):** MATH 0990
**Co-requisite(s):** MATH 1201
**Schedule type:** Independent Study, Lecture, Web

**MATH 1298 — College Algebra Lab** **3 credit hours**
College Algebra Lab will cover topics to reinforce foundational concepts, such as solving linear equations and inequalities, simplifying quadratic, polynomial, rational, exponential and logarithmic expressions, complex numbers and solving quadratic, polynomial, rational, exponential and logarithmic equations. College Algebra Lab is required for students who do not have sufficient test scores to be placed into MATH 1300. MATH 1298 is a co-requisite for MATH 1300.
**Co-requisite(s):** MATH 1300
**Schedule type:** Lecture, Online, Web

**MATH 1299 — Coll. Algebra w/ Support** **4 credit hours**
Lecture Hours: 4; Lab Hours: 0 College Algebra covers topics in algebra including solving and graphing equations and inequalities and working with functions, including quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations.
**Pre-requisite(s):** MATH 0980
**Schedule type:** Lecture, Web

**MATH 1300 — College Algebra** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 College Algebra covers topics in algebra, including solving and graphing equations and inequalities and working with functions, such as quadratic, polynomial, rational, exponential, and logarithmic functions. It also covers complex numbers as roots for quadratic equations.
**Pre-requisite(s):** MATH 0990
**Schedule type:** Independent Study, Lecture, Web

**MATH 1400 — College Trigonometry** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a study of trigonometric functions, identities, and equations. It also covers angle measure, graphing of trigonometric functions, inverse functions, polar coordinates, limits, and continuity. This is a course for students who plan to study Calculus.
**Pre-requisite(s):** MATH 1300, MATH 1299
**Schedule type:** Independent Study, Lecture, Web

**MATH 1600 — Elementary Number Structures** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers topics that prepare teachers in elementary education. Topics include logic, sets, numeration systems, elementary number theory, rational numbers, and real numbers. This course may not be used to fulfill the mathematics general education requirement in associate degree or certificate of applied science programs.
**Pre-requisite(s):** MATH 1300, MATH 1299
**Schedule type:** Independent Study, Lecture, Web

**MATH 1630 — Elem Geometry & Statistics** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers topics in Euclidean geometry, the coordinate plane, and probability and statistics. It is designed to provide students with an understanding of the nature of mathematics.
**Pre-requisite(s):** MATH 1300, MATH 1299
**Schedule type:** Independent Study, Lecture, Web

**MATH 1700 — Finite Math** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an overview of some or all of the following topics: systems of linear equations, vectors, matrices, and matrix algebra; it may also cover linear inequalities, counting techniques, including permutations and combinations probability, as well as basic concepts in mathematics finance (annuities included), and an introduction to statistics.
**Pre-requisite(s):** MATH 0990
**Schedule type:** Independent Study, Lecture, Web

**MATH 2000 — Statistics** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This introduction to the study of probability and statistics emphasizes the relationship between them. Topics covered include discrete random variables, distributions (including the Binomial Distribution), sampling theory, testing of hypotheses, regression, correlation, and analysis of variance. The course gives special attention to decision-making and problem-solving related to business and experimentation.
**Pre-requisite(s):** MATH 1300, MATH 1299, MATH 1203, MATH 1202
**Schedule type:** Independent Study, Lecture, Web

**MATH 2010 — Calculus I** **5 credit hours**
Lecture Hours: 5; Lab Hours: 0 This course covers the limits and continuity of functions, an introduction of derivatives, techniques of differentiation, Chain rule, implicit differentiation, differentiation of transcendental and inverse functions, and applications of differentiation: concavity; relative extrema. It also covers maximum and minimum values of a function, optimization, anti-differentiation, definite integrals, as well as Fundamental Theorem of Calculus, applications of definite integrals, and work and volume.
**Pre-requisite(s):** MATH 1400, MATH 1299, MATH 1300
**Schedule type:** Independent Study, Lecture, Web

**MATH 2100 — Calculus II** **5 credit hours**
Lecture Hours: 5; Lab Hours: 0 This course covers definite integrals, transcendental functions, and applications of derivatives and integrals.
**Pre-requisite(s):** MATH 2010
**Schedule type:** Independent Study, Lecture, Web

# Music (MUSC)

**MUSC 1000 — Intro to Music Industry Studie** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides an overview of the music industry, its multiple sectors, the skills and knowledge they require, and the careers they offer. The course touches on all topics in the curriculum going forward, including legal issues, recording and songwriting contracts, publishing, songwriting, copyright and licenses, music for film and TV, distribution, marketing and entrepreneurship; the artist's team (managers, lawyers, agents, producers); and touring, merchandising and group issues. It is taught from the standpoint of the performer (the incipient small business entrepreneur) as well as from the standpoint of the non-performer (the incipient music industry professional and entrepreneur). Students will see the big picture, the larger "creative economy" of which you are a part, and begin to understand the foundations, economics, functions and methods of the music, art and entertainment industries. Students will appreciate the value of entrepreneurship and the economic value of self-expression, and see the opportunities available to you in the music industry program, on this campus, and in this city. Students will learn about the many kinds of jobs in the creative economy and develop some understanding of the skills, information and knowledge needed to perform them.
**Schedule type:** Independent Study, Lecture, Web

**MUSC 1013 — Music Appreciation** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Basic elements and vocabulary of music; appreciation and understanding of diverse styles of music past and present; developing listening skills. Includes opportunities for experiencing music (recorded and/or live).
**Schedule type:** Independent Study, Lecture, Web

**MUSC 1100 — Music Fundamentals** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers the fundamentals of music including introductions to rhythm, melody, harmony and form, through note-reading, scales and chords, listening, sight-singing, and ear training.
**Schedule type:** Independent Study, Lecture, Web

**MUSC 1400 — Survey of Music Med. to Class.** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course studies the music and musicians of the pre-Renaissance, Renaissance, Baroque, and classical eras. Listening is an integral part of the course.
**Schedule type:** Independent Study, Lecture, Web

**MUSC 1500 — Survey Music fr Rom to Pres** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course studies the music and musicians of the Romantic and Contemporary periods. Listening is an integral part of the course.
**Schedule type:** Independent Study, Lecture, Web

# Nursing (NURS)

**NURS 1000 — Nursing Assistant** **4 credit hours**
The Nursing Assistant Course prepares students for employment in long-term care facilities and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and functions, infection control, and the job-seeking process. Students participate in clinical activities and lab skills under the supervision of the instructor.
**Schedule type:** Lecture

**NURS 1011 — Fundamentals of Nursing** **9 credit hours**
Classroom instruction in this course includes an introduction to professional nursing, health care, basic nursing skills, body structure and functions, infection control, nursing theories, nursing process, concepts related to health, behavior and cultural diversity, nursing theory, and higher levels of skills required of the licensed professional nurse. This course also provides a basic knowledge of microbes including their role in health and illness, modes of transmission, methods of control or destruction, with an instructional focus on concepts essential for the safe performance of nursing procedures and for the prevention of illness and/or the transfer of disease to others. The course includes concepts related to health and adaptations. It develops basic level skills through the application of the nursing process to assist and manage clients of all ages in long-term health-care settings. The course includes a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, Subpart I - Practical Nurses, vocational adjustment. It presents and discusses concepts related to health, behavioral psychology, adjustment, preventative measures, client-nurse communication, and the application of the nursing process. It also develops advanced skills through the application of the nursing process to assist and manage clients of all ages in a variety of healthcare settings. Supervised lab performance (80 hrs) is an integral part of this course. Concurrent enrollment in NURS 1020 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** BIOL 1010, BIOL 1500
**Co-requisite(s):** NURS 1020

**NURS 1020 — Fund of Nursing I Clinical** **1 credit hour**
This course provides clinical experience to enhance the understanding of and adeptness in basic nursing-assistant-level skills. It emphasizes hygiene, comfort measures, infection control, body mechanics, and medical asepsis. Students in this course are required to perform forty (40) hours of nursing home clinical. Concurrent enrollment in NURS 1011 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** BIOL 1010, BIOL 1500
**Co-requisite(s):** NURS 1011
**Schedule type:** Clinical

**NURS 1030 — Med-Surg Nursing I Theory** **9 credit hours**
This course offers concurrent nursing theory and clinical experience, emphasizing the study and application of management principles, identification of the LPN's role as a member of the health care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgement and critical-thinking skills in the care of adult patients who are adapting to acute and chronic health problems. This course concentrates on the health care needs and nursing care of hospitalized adult and geriatric patients. Focus areas include first-aid, fluid and electrolyte imbalances, Cardiac Part I (hypertension, congestive heart failure, and occlusive disorders), respiratory, endocrine, integument, gastrointestinal, stoma care, reproduction, and the care of the surgical patient. This course introduces and implements medical terminology. It emphasizes concepts of gerontological nursing. Concurrent enrollment in NURS 1040 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1500, NURS 1011, NURS 1020
**Co-requisite(s):** NURS 1040
**Schedule type:** Lecture

**NURS 1040 — Med-Surg Nursing I Clinical** **6 credit hours**
This course provides clinical experience in general medical-surgical, telemetry, oncology, neurological, ventilator, and orthopedic units emphasizing the care of the hospitalized adult and geriatric patient. The focus of the course is on the application of the nursing process in the care of patients with chronic and acute illnesses primarily affecting the cardiovascular, respiratory, gastrointestinal, integumentary, and endocrine systems, as well as patients with fluid and electrolyte imbalances. Concurrent enrollment in NURS 1030 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1500, NURS 1011, NURS 1020
**Co-requisite(s):** NURS 1030
**Schedule type:** Clinical

**NURS 1051 — Med-Surg Nursing II Theory** **8 credit hours**
This course offers concurrent nursing theory and clinical experience emphasizing the study and application of management principles, identification of the LPN's role as a member of the health care team, and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgement and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. This course concentrates on the health care needs and nursing care of the adult and geriatric patients in multiple health care settings. Focus areas include Cardiac Part II (cardiac dysrhythmias, surgical interventions, valve disorders, inflammatory and infectious cardiac vascular disorders), genitourinary, pain, shock syndromes, hematology, immunotherapy, neurology, muscular skeletal, care of the dying patient, complementary alternative medicine, oncology, and community nursing. Concurrent enrollment in NURS 1060 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1030, NURS 1040, NURS 1210
**Co-requisite(s):** NURS 1060
**Schedule type:** Lecture

**NURS 1060 — Med-Surg Nursing II Clinical** **6 credit hours**
This course offers concurrent nursing theory and clinical experience, emphasizing the study and application of management principles, identification of the LPN'S role as a member of the health care team and effective communication and collaborative techniques. It provides opportunities for the student to develop nursing judgment and critical-thinking skills in the care of adult patients adapting to acute and chronic health problems. Clinical experience provides students with training in the hospital, home health, hospice, clinic, ambulatory surgery, health department, and school-based health centers. Students also participate in community events such as health fairs, health screening, immunizations, and other community education-based services. Concurrent enrollment in NURS 1051 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1030, NURS 1040, NURS 1210
**Co-requisite(s):** NURS 1051
**Schedule type:** Clinical

**NURS 1090 — Mental Health Nursing Theory** **2 credit hours**
This course emphasizes common psychiatric problems, therapies, nursing approaches and management, methods of treatment, and community resources. The clinical experience associated with this course enhances the student's conceptual knowledge and use of psychiatric theories. Concurrent enrollment in NURS 1150 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500
**Co-requisite(s):** NURS 1150
**Schedule type:** Lecture

**NURS 1100 — Maternal/Newborn NursingTheory** **3 credit hours**
This course concentrates on the health-care needs and nursing care of families during the child-bearing experience and on the hospitalized newborn, infant, child, and adolescent. Pharmacology topics related to maternal-child care are included throughout the course. Concurrent enrollment in NURS 1110 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500
**Co-requisite(s):** NURS 1110
**Schedule type:** Lecture

**NURS 1110 — Maternal/Newborn Nurs Clinical** **1 credit hour**
This accompanying clinical experience enhances the student's understanding of the health-care needs and nursing care of families during the child-bearing experience and of the hospitalized newborn, infant, child, and adolescent. Concurrent enrollment in NURS 1100 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500
**Co-requisite(s):** NURS 1100
**Schedule type:** Clinical

**NURS 1115 — Nursing Care of Children Thry** **3 credit hours**
This course offers nursing theory regarding growth and development and nursing care of children. Opportunities are provided for the student to develop nursing judgment and critical thinking skills in the care of pediatric patients adapting to acute and chronic health problems. Medical terminology and pharmacology are integrated throughout the course. Concurrent enrollment in NURS 1125 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500
**Co-requisite(s):** NURS 1125
**Schedule type:** Lecture

**NURS 1125 — Nursing Care of Child.Clinical** **1 credit hour**
The clinical experience provides opportunities for the student to develop nursing judgment and critical thinking skills in the care of pediatric patients adapting to acute and chronic health problems in the clinical setting. Concurrent enrollment in NURS 1115 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500
**Co-requisite(s):** NURS 1115
**Schedule type:** Clinical

**NURS 1130 — PN Professionalism &Leadership** **2 credit hours**
This course is designed to prepare the future LPN for compliance with the laws, rules, and regulations that govern licensure to practice practical nursing in the state of Louisiana. It includes a review of the Louisiana Revised Statues, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII.Nursing, subpart 1-Practical Nurses. It also discusses the procedures that facilitate the necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the obligations that accompany the privilege of service in health care. The course emphasizes legal responsibilities, confidentiality, and ethical practice along with concepts of management and supervision. It introduces preparation for employment by requiring students to evaluate job opportunities, compile a résumé, and outline information essential to finding, applying for and terminating employment in the healthcare industry. This course includes a 40-hour clinical component. Concurrent enrollment in NURS 1135 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1030, NURS 1040, NURS 1210
**Co-requisite(s):** NURS 1135
**Schedule type:** Lecture

**NURS 1135 — PN Prof & Leadership Clinical** **1 credit hour**
This clinical experience is in the leadership/management role in the nursing home setting with delegation of duties to support staff. The clinical experience will enhance the understanding of the professional practical nurse's role in medication administration and leadership responsibilities, including supervision and delegation. Concurrent enrollment in NURS 1130 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1030, NURS 1040, NURS 1210
**Co-requisite(s):** NURS 1130
**Schedule type:** Clinical

**NURS 1150 — Mental Health Nursing Clinical** **1 credit hour**
This clinical experience, which accompanies Mental Health Nursing Theory, enhances the student's knowledge, understanding, and application of nursing care for the client with mental illness. Clinical experience provides the student with clinical opportunities in long-term, short-term, and/or acute treatment facilities. Concurrent enrollment in NURS 1090 is required. These are linked courses requiring passing grades in both to receive credit for either.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500
**Co-requisite(s):** NURS 1090
**Schedule type:** Clinical

**NURS 1210 — Intravenous Therapy** **1 credit hour**
This course discusses the role of the practical nurse, legal implications of intravenous (IV) therapy, equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy. Supervised lab performance (20 hours) is an integral part of this course.
**Pre-requisite(s):** NURS 1011, NURS 1020, NURS 1500

**NURS 1500 — Pharmacology and Math Nursing** **6 credit hours**
This course provides students with the concepts of basic pharmacology, terminology, classification of drugs, dosage calculations, math for nursing, and principles of medication administration. It reviews the Apothecary system, medical terminology, the metric system, and common measurements germane to the administration of medication. This course enhances the development of skills related to the interpretation and transcription of medication for administration, documentation of medication administration and nursing interventions, and patient outcomes related to medication administration. It includes an overview of actions, uses, side effects, and nursing implications for system-related medications.
**Pre-requisite(s):** BIOL 1010, BIOL 1500

# Office Administration (OADM)

**OADM 1450 — Medical Typing** **3 credit hours**
This course sharpens the typing skills required in a medical office and reviews the proper format of professional emails, letters, memos, and medical documents, including but not limited to Chart Notes and History and Physical Examination Reports. It also provides a background in medical office procedures and introduces medical terms.
**Schedule type:** Independent Study, Lecture, Web

**OADM 1500 — Administrtv Office Procedures** **3 credit hours**
This course familiarizes students with professional responsibilities and duties in a modern office environment, including work ethic; office procedures; and time, stress, and records management.
**Schedule type:** Independent Study, Lecture, Web

**OADM 1510 — Legal Typing** **3 credit hours**
This course sharpens the typing skills required in a legal office and provides background in legal procedures. It familiarizes the student with legal terminology and emphasizes speed and accuracy when typing legal correspondence and pleadings, and professional emails. Lab Fee.
**Schedule type:** Independent Study, Lecture, Web

**OADM 1700 — Legal Terminology & Transcript** **3 credit hours**
This course familiarizes students with legal terminology and provides transcription practice that simulates the transcription of a legal secretary/ transcriptionist. It includes pronunciation of legal terms, transcription tests, and transcribing of legal cases. The course emphasizes speed and accuracy when transcribing legal documents. Lab fee
**Pre-requisite(s):** OFCR 1200
**Schedule type:** Independent Study, Lecture, Web

**OADM 1800 — Medical Term and Transcription** **3 credit hours**
This course familiarizes students with a broad base of medical terms through transcription of realistic cases. It includes pronunciation of medical terms, transcription tests, and transcribing of patient cases. The course emphasizes speed and accuracy when transcribing medical documents.
**Pre-requisite(s):** OFCR 1200
**Schedule type:** Independent Study, Lecture, Web

# Office Careers (OFCR)

**OFCR 1400 — College Keyboarding** **3 credit hours**
This course teaches keyboard mastery, techniques, rhythm, speed, and accuracy in the operation of the computer keyboard and in the typing of business letters, memoranda, and reports. Lab Fee
**Schedule type:** Independent Study, Lecture, Web

**OFCR 1450 — Speed-Building Strategies** **3 credit hours**
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 weakness for a dramatic reduction in errors and a substantial increase in speed. The course may be repeated for credit but may count only once toward the completion of a certificate or degree. Lab Fee
**Schedule type:** Independent Study, Lecture, Web

**OFCR 2100 — Advanced Typing** **3 credit hours**
This course emphasizes speed and accuacy in the production of multi-page documents, including emails, letters, memos, reports, and tables with proofreaders' marks. It also covers the production of business, MLA, and APA style reports, including headers/footers, footnotes, citations, and reference pages. It reinforces the techniques, knowledge, and skills necessary to produce such documents, including but not limited to Agendas, Minutes, Cover Pages, and Resumes using MS Word. Lab Fee.
**Schedule type:** Independent Study, Lecture, Web

# Paralegal (PARL)

**PARL 1000 — Intro to Law and the Para Prof** **3 credit hours**
This course presents a general overview of the legal system in the United States. It contains a special unit on legal ethics for paralegals. The course also focuses on the various opportunities in the legal field and the necessary skills to obtain employment in the field.
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 1050 — Litigation** **3 credit hours**
This course presents an overview of civil litigation. It places special emphasis on the discovery component. It also covers selected portions of the Federal Rules of Civil Procedure and the Louisiana Code of Civil Procedure.
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 1100 — Legal Research** **3 credit hours**
This course introduces the fundamental skills necessary to research legal issues. Students learn to use the law library resources effectively as well as the computerized research engine WESTLAW. An assigned research paper is a course requirement.
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 1200 — Business Associations** **3 credit hours**
This course serves as an introduction to various business entities and the laws that structure them. Among the topics covered are sole proprietorships, partnerships, corporations, Subchapter “S” corporations, and unincorporated associations. Students draft partnership agreements, articles of incorporation, and related documents.
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 1300 — Legal Ethics** **3 credit hours**
This course introduces students to the study of legal ethics. It will focus on the concept of "ethics" and "being ethical." Students will research, read and study the rules of professional responsibility that pertain to paralegals (and lawyers) in our state.
**Schedule type:** Independent Study, Lecture, Web

**PARL 1500 — Constitutional Law** **3 credit hours**
This course is designed to introduce students to the underlying political structure of the American judiciary and to explore the political and legal foundations for constitutional law in the American political system.
**Schedule type:** Independent Study, Lecture, Web

**PARL 2000 — Case Analysis and Writing** **3 credit hours**
This course emphasizes the proper analysis of current case law and effective legal writing. Students are required to do research projects, draft legal memoranda, write opinion letters and prepare transaction documents.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 2050 — Evidence** **3 credit hours**
This course introduces students to the federal and state rules of evidence and their applicability to civil and criminal litigation. It includes recent developments and current case law dealing with evidentiary issues.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 2100 — The Law of Torts and Prod Liab** **3 credit hours**
This course introduces students to the general law of tort liability. It examines the topics of intentional torts, negligence, strict liability, and products liability through selected case law.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Externship, Independent Study, Lecture, Web

**PARL 2150 — Insurance Law** **3 credit hours**
This course presents an overview of Insurance law in Louisiana, concentrating on state jurisprudence and statutory law. The specific topics it includes are the Direct Action Statute, Automobile Liability Insurance, Commercial Liability Policies, Life Insurance, Health and Accident Insurance, and Property Insurance.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 2200 — Contracts** **3 credit hours**
This course introduces the general principles of contract law. It also examines the specific Louisiana law on contracts contained in the Obligations section of the Louisiana Civil Code.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Independent Study, Lecture, Web

**PARL 2250 — Criminal Procedure** **3 credit hours**
This course focuses on the major issues in American criminal procedure. It covers recent developments in U.S. and Louisiana case law. It also examines selected portions of the Louisiana Code of Criminal Procedure.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Independent Study, Lecture, Web

**PARL 2300 — Domestic Law and Litigation** **3 credit hours**
This course focuses on the current case law involving marriage, divorce, and community property regimes. It also covers the ancillary topics of child support, alimony, custody and visitation.
**Pre-requisite(s):** PARL 1000
**Schedule type:** Externship, Independent Study, Lecture, Practicum, Web

**PARL 2350 — Special Topics: Discovery** **3 credit hours**
This course allows students and graduates to pursue special topics of interest in the legal field. It is offered as opportunity and need arise. With the approval of the Vice Chancellor for Academic and Student Affairs, this course may be repeated for credit and applied to the degree if the repeated course is on a different topic. May be used as: Special Topics: Notary Prep or Special Topics: Discovery
**Schedule type:** Lecture, Web

**PARL 2400 — Legal Drafting** **3 credit hours**
This course is an introduction to the skills essential to the effective identification and drafting of legal documents. Students will learn to draft such legal documents as Last Will and Testaments, Divorce and Successions. Completion of this course will result in a professional portfolio showcasing the student's legal writing skills, which can be used for interviewing purposes and everyday job performance. Pre-requisite: PARL 1100
**Pre-requisite(s):** PARL 1100
**Schedule type:** Independent Study, Lecture, Web

**PARL 2500 — Paralegal Practicum** **3 credit hours**
This course presents an opportunity for students to work in one of the many different areas open to paralegals. Students are placed with area law firms and government offices, which provide them exposure to real-life paralegal work experiences prior to embarking on a career as a paralegal or legal assistant.
**Schedule type:** Externship, Independent Study, Practicum, Web

**PARL 2600 — Notary Public Law & Prep** **3 credit hours**
This course introduces, explains, summarizes and amplifies the text: Fundamentals of Louisiana Notarial Law and Practice, which is the Louisiana Notary Public Examination Official Study Guide. Topics covered will include the role of the Notary Public in Louisiana and other civil law jurisdictions; Civil Code Concepts; and Notarial Practice, as outlined in the text.
**Schedule type:** Lecture, Web

# Philosophy (PHIL)

**PHIL 1100 — Intro to Philosophy** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to philosophical thought from the Greek philosophers to the present. It exposes students to thinkers, history, and culture through the ages and reinforces the process of critical thinking.
**Schedule type:** Independent Study, Lecture, Web

**PHIL 1130 — World Religions** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a survey of the world's major religions, including their historical developments, doctrines, philosophies, and impacts on society. It introduces students to the three great monotheistic religions (Judaism, Christianity, and Islam) and to other religions that have a plurality of gods or other foci of worship (Hinduism, Buddhism, Confucianism, Taoism, Jainism, and the New Age). It also examines the role these religions play in society today.
**Pre-requisite(s):** MATH 0980, MATH 0990
**Schedule type:** Independent Study, Lecture, Web

**PHIL 2200 — Ethics** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an introduction to the philosophical study of morality, including the theory of right and wrong behavior, the theory of value (goodness and badness), and the theory of virtue and vice. Besides providing familiarity with the primary questions addressed within moral philosophy and the most influential answers given by well-known philosophers, this course is designed to help students develop their abilities to read, explicate, analyze, and evaluate philosophical literature, as well as write and express themselves well about their own ethical positions, and think critically and analytically about ethical issues.
**Schedule type:** Lecture, Web

# Physical Science (PHSC)

**PHSC 1000 — Physical Science** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces the basic principles and general concepts in physics and chemistry, with practical applications to everyday life.
**Schedule type:** Independent Study, Lecture, Web

**PHSC 1100 — Physical Science I Lab** **1 credit hour**
Lecture: 0; Lab Hours: 3 This accompanying laboratory course uses hands-on activities, internet activities, and a project to introduce basic concepts of chemistry and physics.
**Co-requisite(s):** PHSC 1000
**Schedule type:** Independent Study, Laboratory, Web

**PHSC 1200 — Physical Science II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces the basic principles and general concepts of earth science and astronomy, with practical applications to everyday life.
**Pre-requisite(s):** PHSC 1000
**Schedule type:** Independent Study, Lecture, Web

**PHSC 1300 — Physical Science II Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 3 This accompanying laboratory course involves hands-on activities, internet activities, and a project to introduce basic concepts of earth science and astronomy. Lab fee
**Co-requisite(s):** PHSC 1200
**Schedule type:** Independent Study, Laboratory, Web

# Physics (PHYS)

**PHYS 1010 — Elementary Physics** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 Introductory physics focuses on fundamental problem-solving strategies, motion in one and two dimensions, mechanical and gravitational energies, and the conservation of energy and momentum. Students without high school physics may use this course to prepare for PHYS 1100.
**Pre-requisite(s):** MATH 1150
**Schedule type:** Lecture, Web

**PHYS 1070 — Elementary Physics Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 This accompanying laboratory involves experiments that emphasize scientific method, data collection, and basic calculations as applied to basic physics.
**Co-requisite(s):** PHYS 1010
**Schedule type:** Laboratory, Web

**PHYS 1100 — General Physics I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces the science student to Vectors, Kinematics, Work, Newton's Laws,Gas Laws, Impulse and Momentum, thermodynamics , and fluid mechanics.
**Pre-requisite(s):** PHYS 1010
**Co-requisite(s):** MATH 1400
**Schedule type:** Independent Study, Lecture, Web

**PHYS 1110 — General Physics I Laboratory** **1 credit hour**
Lecture Hours: 0; Lab Hours: 0 This accompanying laboratory applies the principles of Newton's Laws, Impulse and Momentum, Gas laws, Fluid and thermodynamics.
**Pre-requisite(s):** PHYS 1010
**Co-requisite(s):** PHYS 1100
**Schedule type:** Independent Study, Laboratory, Web

**PHYS 1200 — General Physics II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces the science student to the theories of Simple Harmonic motion, Light and Sound Waves, Electricity, and Magnetism.
**Pre-requisite(s):** PHYS 1100
**Schedule type:** Independent Study, Lecture, Web

**PHYS 1210 — General Physics II Laboratory** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 This accompanying laboratory applies the principles of Simple Harmonic Motion, Light Diffraction, Electricity, and Magnetism.
**Co-requisite(s):** PHYS 1200
**Schedule type:** Independent Study, Laboratory

**PHYS 1500 — Physics of Music** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces History and development of the science of sound and music, physical concepts necessary for the study of wave motion, mechanics of the construction of sound and musical tones, and basic physical principles involved in the production of sound in instruments and the human voice, including studies of the production of language. A good understanding of the composition of sounds and musical tones is obtained without detailed mathematics through experiments carried out in the home or other locations using the student's instrument of study.
**Schedule type:** Independent Study, Lecture

# Political Science (POLI)

**POLI 1100 — American Government** **3 credit hours**
This course provides a survey of the structure of the American government.
**Schedule type:** Independent Study, Lecture, Web

**POLI 2610 — Constitutional Law** **3 credit hours**
This course presents an overview of the police powers of the state and their limitations. It pays particular attention to due-process privileges and immunities of criminal defendants and prisoners afforded by the U.S. Constitution.
**Schedule type:** Independent Study, Lecture, Web

# Process Technology (PTEC)

**PTEC 1000 — Intro to Hazardous Materials** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course provides an overview of hazardous materials. It discusses the health effects of these substances on the ecosystem and introduces the legislation intended to minimize risks to the population at large. HAZWOPER Certification available.

**PTEC 1010 — Intro to Process Technology** **3 credit hours**
Lecture Hours:3; Lab Hours: 0 This course introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate.
**Schedule type:** Web

**PTEC 1030 — Industrial and Plant Safety** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces various types of plant hazards, safety and environmental systems and equipment, and industry regulations. OSHA certification available upon completion of course.
**Schedule type:** Independent Study

**PTEC 1040 — Lab Technician** **3 credit hours**
Lecture Hours:0: Lab Hours: 3 The course familiarizes students with different petroleum refinery laboratory techniques involving products such as gasoline, kerosene, jet fuel, and diesel as well as product quality control. It emphasizes the theory, operation, and significance of each test covered
**Schedule type:** Independent Study

**PTEC 1330 — Process Instrumentation** **2 credit hours**
Lecture Hours: 2; Lab Hours: 0 This course is designed to introduce the student to the equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits
**Pre-requisite(s):** PTEC 1010, MATH 0990, MATH 1299, MATH 1300
**Co-requisite(s):** PTEC 1331
**Schedule type:** Lecture, Web

**PTEC 1331 — Process Instrumentation Lab** **2 credit hours**
Lecture Hours: 0; Lab Hours: 2 This course is designed to introduce the student to laboratory exercises and activities involving equipment and methodologies used by the industry for monitoring performance and controlling processes. Topics addressed include common terminologies, basic principles of measurement and instrumentation, specific hardware, performance characteristics, control loops, typical applications and operating limits.
**Pre-requisite(s):** MATH 0990, MATH 1300, MATH 1299
**Co-requisite(s):** PTEC 1330
**Schedule type:** Independent Study, Laboratory, Web

**PTEC 1630 — Process Equipment** **2 credit hours**
Lecture Hours: 2; Lab Hours: 0 This course is a study of process plant equipment including their construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, red furnaces, steam and gas turbines.
**Pre-requisite(s):** MATH 0990
**Schedule type:** Lecture, Web

**PTEC 1631 — Process Equipment Lab** **2 credit hours**
Lecture Hours: 0; Lab Hours: 2 This course is a study of process plant equipment and is designed to introduce he student to laboratory exercises and activities involving equipment materials of construction, principles of operations, maintenance and utilization within the process industry. Equipment to be studied includes piping, valves, pumps, compressors, heat exchangers, red furnaces, steam and gas turbines.
**Co-requisite(s):** PTEC 1630
**Schedule type:** Independent Study, Laboratory, Web

**PTEC 1640 — Oil and Gas Production I** **3 credit hours**
Lecture Hours:3: Lab Hours: 0 This course familiarizes students with the job of the oil and gas production technician. Students learn the history of the oil market, concepts surrounding exploration and geology, and the fundamentals of drilling and well completion. Upon completion of the course, they are able to describe and operate the equipment and systems used by the oil and gas production technician today. Schedule Types: Lecture/Lab
**Schedule type:** Independent Study

**PTEC 2070 — Quality Control** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course introduces many process industry related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control.

**PTEC 2420 — Process Technology II:Systems** **3 credit hours**
Lecture Hours: 2; Lab Hours: 0 PTEC 2420 – Process Technology II (Unit Systems) This course studies the interrelation of process equipment and process systems by arranging process equipment into basic systems, describing the purpose and function of specific process systems, explaining how factors affecting process systems are controlled under normal conditions, and recognizing abnormal process conditions. It also introduces the concept of system and plant economics.
**Pre-requisite(s):** PTEC 1010, MATH 0990
**Schedule type:** Independent Study, Web

**PTEC 2421 — Process Tech II: Systems Lab** **1 credit hour**
Lecture Hours: 0; Lab Hours: 1 Provides laboratory exercises and activities involving the interrelation of process equipment and process systems that complement the content of PTEC 2420, Process Technology Systems II. Covers arranging process equipment into basic systems; the relationship between different pieces of equipment in systems; safety, health, and environmental concerns associated with process systems and the roles of the operator.
**Schedule type:** Independent Study, Laboratory, Web

**PTEC 2430 — Process Tech III: Operations** **2 credit hours**
Lecture Hours: 3; Lab Hours: 0 PTEC 2430 – Process Technology III (Operations) This course teaches the operation of an entire unit within the process industry using the students' existing knowledge of equipment, systems, and instrumentation. It also examines concepts related to equipment, systems, and instrumentation. It also examines concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit.
**Schedule type:** Lecture, Web

**PTEC 2431 — Process Tech III:OperationsLab** **2 credit hours**
Lecture Hours: 0; Lab Hours: 2 This course is designed to introduce students to laboratory exercises, process simulations and other activities that occur within the process industry using existing knowledge of equipment, systems, and instrumentation. Concepts covered will be related to commissioning, normal startup, operations, normal shutdown, turnarounds, safety, environmental, and abnormal situations, as well as the process technician's daily roles and responsibilities in performing tasks associated with concepts utilized within an industrial processing unit.
**Pre-requisite(s):** PTEC 2420, PTEC 2421
**Co-requisite(s):** PTEC 2430
**Schedule type:** Laboratory

**PTEC 2440 — Process Troubleshooting** **3 credit hours**
Lecture Hours: 2; Lab Hours: 1 This course applies a six-step troubleshooting method for solving and correcting operation problems. It focuses on malfunctions as opposed to process design or configuration improvements. It uses data from the instrumentation to determine the cause for abnormal conditions in an organized and regimented way.
**Pre-requisite(s):** PTEC 2420
**Schedule type:** Lecture, Web

**PTEC 2630 — Fluid Mechanics** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course addresses fluids, fluid types, and the chemical and physical natures and factors affecting fluids while in motion. It reviews basic calculations relative to flow and volume. It also addresses such topics as laminar/turbulent flow, viscosity, and Reynolds Number.
**Pre-requisite(s):** PTEC 1010, MATH 1300, INDT 1010, MATH 1300
**Schedule type:** Web

**PTEC 2910 — Process Technology Internship** **3 credit hours**
Lecture Hours: 0; Lab Hours: 9 Students work a minimum of 135 supervised hours in a local industrial setting. If an internship is not available, students complete an internal independent study.
**Schedule type:** Internship/Coop, Laboratory

# Psychology (PSYC)

**PSYC 1100 — Introduction to Psychology** **3 credit hours**
This is an introductory course in the understanding, prediction, and control of human behavior, with special emphasis on personality development, motivation, and learning.
**Schedule type:** Lecture, Web

**PSYC 1130 — Psychology of Personal Adjustm** **3 credit hours**
This course covers the psychology of daily living with emphasis on identifying and coping with the stressors of life. Topics include personality, stress and anxiety, interpersonal relationships, and substance abuse.
**Schedule type:** Independent Study, Lecture, Web

**PSYC 2000 — Social Psychology** **3 credit hours**
This course studies social and cultural factors as they impact the thoughts, behaviors, and interpersonal relationships of individuals.
**Pre-requisite(s):** PSYC 1100, SOCI 1100
**Schedule type:** Independent Study, Lecture, Web

**PSYC 2100 — Human Growth and Development** **3 credit hours**
This course explores the psychology of human development through the major phases of the lifespan. Topics include theories of development and genetic and cultural influences on behavior.
**Pre-requisite(s):** PSYC 1100
**Schedule type:** Independent Study, Lecture, Web

**PSYC 2200 — Child Psychology** **3 credit hours**
This course studies the physical, cognitive, and social-emotional growth and development of children from conception through adolescence.
**Pre-requisite(s):** PSYC 1100
**Schedule type:** Independent Study, Lecture, Web

**PSYC 2220 — Adolescent Psychology** **3 credit hours**
This course studies the physical, cognitive, social, and psychological development of the adolescent.
**Pre-requisite(s):** PSYC 1100
**Schedule type:** Independent Study, Lecture, Web

**PSYC 2250 — Educational Psychology** **3 credit hours**
This course studies the psychological aspects of teaching, including learning processes and individual differences.
**Schedule type:** Independent Study, Lecture, Web

# Sociology (SOCI)

**SOCI 1100 — Introduction to Sociology** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course covers the fundamental concepts and basic principles underlying human social relations. It includes basic understandings and theories from anthropology, biology, history and psychology.
**Schedule type:** Independent Study, Lecture, Web

**SOCI 1510 — Sociology of Sexual Behavior** **3 credit hours**
Lecture Hours: 3; Lab Hours:0 This course covers topics related to the sexual behavior of human beings. It explores concepts in human sexuality from such diverse subject areas as biology, anthropology, history, psychology, and sociology.
**Schedule type:** Independent Study, Lecture, Web

**SOCI 2090 — Criminology** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The primary focus of this course is on the criminal justice system in the United States from its inception to the present day. The course examines various criminological theories and the process by which definitions of criminal behavior emerge. It also addresses the operation of criminal justice systems.
**Pre-requisite(s):** SOCI 1100
**Schedule type:** Lecture, Web

**SOCI 2100 — Social Problems** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course analyzes the maladjustments found in contemporary society and emphasizes the institutional and personal causes of various social problems. Topics include crime, sexual deviance, drug abuse, inequality, and mental illness. The course also covers various theories relating to social problems as well as their political implications.
**Schedule type:** Independent Study, Lecture, Web

**SOCI 2200 — Marriage and the Family** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course examines various aspects of family life. Areas of discussion include the courtship process, marital adjustment and problems, and parenting issues. Family theories are an integral part of the course.
**Schedule type:** Independent Study, Lecture, Web

**SOCI 2220 — Drug Abuse** **3 credit hours**
Lecture Hours: 3; Lab Hours: 1 This course is an overview of drug problems in the United States. It covers the history and philosophy of drug control legislation. It examines theories of drug use as well as the impact of the media on the public's perception of drug use.
**Schedule type:** Independent Study, Lecture, Web

**SOCI 2300 — Society and the Person** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides an overview of the relationship between society and the person. It will examine human behavior and how one's feelings and actions can be influenced by others.
**Pre-requisite(s):** PSYC %, SOCI %
**Schedule type:** Independent Study, Lecture, Web

**SOCI 2400 — Juvenile Delinquency** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course examines the nature and extent of juvenile delinquency in the United States. It discusses theories of delinquency and provides a historical perspective on the juvenile justice system in America.
**Schedule type:** Independent Study, Lecture, Web

**SOCI 2500 — Sociology of Deviant Behavior** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides an overview of the sociological study of deviance. It examines various definitions of deviance within the context of individuals, behaviors, and groups who are considered deviant as well as of those who apply the deviant label. It explores a variety of theoretical perspectives of deviance and social control in order to better understand the social construction of deviance, the enforcement of social norms, and the social control systems that are established to respond to deviance.
**Schedule type:** Independent Study, Lecture, Web

# Spanish (SPAN)

**SPAN 1010 — Elementary Spanish I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is an Introduction to the Spanish Language. It addresses the four basic skills of listening, speaking, reading and writing and develops an appreciation of Hispanic culture.
**Schedule type:** Independent Study, Lecture, Web

**SPAN 1020 — Elementary Spanish II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a continuation of the study of elementary Spanish with an emphasis on Hispanic culture.
**Pre-requisite(s):** SPAN 1010
**Schedule type:** Independent Study, Lecture, Web

**SPAN 2010 — Intermediate Spanish I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course continues the development of the language skills of speaking, listening, writing, and reading and the appreciation of Hispanic culture.
**Pre-requisite(s):** SPAN 1020
**Schedule type:** Independent Study, Lecture, Web

**SPAN 2020 — Intermediate Spanish II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a continuation of the study of intermediate Spanish with an emphasis on Hispanic culture.
**Pre-requisite(s):** SPAN 2010
**Schedule type:** Independent Study, Lecture, Web

# Special Topics (SPTP)

**SPTP 1000 — Intro to Amer. Sign Language** **3 credit hours**
**Schedule type:** Lecture, Web

**SPTP 1010 — Intro to Networking** **3 credit hours**
Upon completion of this course, students will have a basic understanding of the function and operation of the major elements of personal computer systems, laptops, tablets and mobile devices, and how to localize and correct common hardware and software problems. Students will have hands-on, real-world experience to reinforce the concepts. Students will also gain experience setting up a Local Area Network (LAN), understanding configurations, the architecture, structure, functions, components, and models of the Internet and other computer networks; the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations; beginning router and switch configuration; and implementation of IP addressing schemes. Special emphasis will be placed on how systems are configured, modified, and expanded to meet new requirements. Lab Fee: $20.00 (Fees are subject to change) Fees cover, but are not limited to: CAT 5 crimpers and CAT 5 cable strippers, cables, termination ends, misc.equipment. 3.00 Lecture Hours 0.00 Lab Hours 3.00 Total Hours Not Transferable PREREQUISITE: BUSN 1150 and completion of all required developmental coursework. Level: Undergraduate
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1110 — History of Oil** **3 credit hours**
The course is a survey of World History from the late 19th century to the present with a special emphasis on oil and the important role it played in hsaping society.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1111 — Integrated Humanities III** **3 credit hours**
Review of the period of 1300 to 1700 CE characterized by an outburst of complex international political, cultural and biological exchanges when Afro-Eurasia and the Americas collided. Hauntings of "Civic" Memory in Global Capitalist Modernity, 1700-1900. This class is consider the :long Twentieth century" as the period of post-Reconstruction up to the present.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1112 — World War Two** **3 credit hours**
**Schedule type:** Lecture

**SPTP 1120 — History of Hurricanes** **3 credit hours**
the course explores the history of the major hurricanes that have affected the Gulf Coast since the 18th century as well as how these hurricanes have changed society.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1130 — Long Ride to Freedom:Plessy's** **3 credit hours**
Plessy's Legacy and the Black Freedom Struggle in New Orleans and Beyond. This course starts from the idea that the condition of the Americas is grounded in histories of profound un-freedom, and in histories of struggle to achieve freedom; these struggles are then grounded not only in an analysis of what the problems are but also in visions for what a better future might look like. Our task in this course is to chart out an understanding of what Robin D.G. Kelley calls the "freedom dreams" that have been guiding Black Americans' struggles from the beginning of their presence in the Americas to the present, as well as the conditions that have necessitated these efforts, and our study will revolve around a particular local site and the multiple ways in which it is situated in these larger histories and power relationships.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1140 — Integrated Humanities III** **3 credit hours**
**Schedule type:** Lecture

**SPTP 1150 — Encounter/Consequenc 1300-1700** **3 credit hours**
**Schedule type:** Lecture

**SPTP 1160 — Integrated Humanities IV** **3 credit hours**
This course enables students to gain a critical understanding and interpretation of the 18th centuries. This course focuses on humanity in a global context, though it also works to specifically situate the beginning of the history of the Unites States within this larger view.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1170 — CDYC Planning & Documentation** **3 credit hours**
In this course students learn planning, assessment and documentation strategies consistent with current initiatives in licensing and industry best practices.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1180 — Paralegal Internship** **3 credit hours**
**Schedule type:** Internship/Coop

**SPTP 1200 — HVAC Level II** **7 credit hours**
This course introduces commercial HVAC and is the second level of HVAC training. Topics include Alternating Current (AC); Compressors; Refrigerants and Oils; Leak Detection, Evacuation, Recovery, and Charging; Metering Devices; Heat Pumps; Basic Maintenance; Chimneys, Vents, and Flues; Sheet Metal Duct Systems; Fiberglass and Flexible Duct Systems; Commercial Airside Systems; Air Quality Equipment; and Introduction to Hydronic Systems. Successful students in this course will receive NCCER HVAC Level II Certification. Course Fee: $15.00 (Fees are subject to change) 4.00 Lecture Hours 6.00 Lab Hours 7.00 Credit Hours Not Transferable
**Pre-requisite(s):** HVAC 1020

**SPTP 1410 — Life and Career Skills** **2 credit hours**
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1510 — Women's Studies** **3 credit hours**
This course aims to introduce the study of sexuality and gender. Questions such as "Is there a third gender?" "How are women represented in the media?" and "What is gender?" will be examined within a cross-cultural framework. This class will explore the experiences of women in the U.S and in other cultures. In order to engage critically with cross-cultural constructions of sexuality, gender and womanhood, we will examine both literary and artistic representations of gender (documentaries, films, visual art) throughout the semester.
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1520 — Have U Heard from Johannesburg** **3 credit hours**
A seminar on the transatlantic connections between America and South Africa. This interdisciplinary course explores the historical connections between South Africa and the US. The course will examine the ways in which cultural, political and economic exchanges have shaped the two countries over the past four centuries, from the early days of Dutch and British colonialism, through Jim Crow and Apartheid, into the globalized present in which both countries are intertwined in ways that are not often recognized or analyzed. Specific New Orleans-area connections that would be addressed would include an examination of Zulu identity in South Africa and New Orleans, and research on the anti-apartheid movement in the U.S. in the archives of the Amistad Research Center
**Schedule type:** Independent Study, Lecture, Web

**SPTP 1530 — Commun & Interact Early Childh** **3 credit hours**
In this course, students will explore the development sequences of language acquisition, expression, and reception. Students will examine the principles and practices of prosocial behavior, conflict resolution, and problem solving in the early childhood setting.
**Schedule type:** Lecture, Web

**SPTP 1610 — EMT- Intermediate** **6 credit hours**
**Schedule type:** Laboratory, Practicum

**SPTP 1611 — EMT-Intermediate Practicum** **1 credit hour**
**Schedule type:** Laboratory, Practicum

**SPTP 2010 — Introduction to Routing** **3 credit hours**
SPTP 2010-01 Introduction to Routing The course will cover CISCO router hardware (including expansion slots as well as storage areas – NVRAM and FLASH), router configuration modes (user mode, privileged exec mode, interface configuration mode, router configuration mode), router security (console, auxiliary, and telnet or ssh password configuration, enable secret password), interface configuration (IPv4 and IPv6 settings, converting a WAN Interface card to provide timing), configuration of static routes, default routes, routing protocols (RIP version 2, OSPF, EIGRP), and configuration of WAN protocol encapsulation (Frame-Relay, PPP, HDLC). The course will also cover the Router-on-a-Stick configuration to allow for inter-VLAN communication. Students will have hands-on experience working with real routers as well as virtual routers in a simulator. In addition, the course will also cover the configuration of CISCO switches – i.e. switch security (console, auxiliary, and telnet or ssh password configuration, enable secret password), VLAN configuration, VLAN interface assignment, VLAN Trunking Protocol, as well as Port Security settings. This should serve as a good foundation for the CCENT certification.
**Schedule type:** Independent Study, Lecture

**SPTP 2100 — HVAC Level III** **7 credit hours**
**Schedule type:** Independent Study

**SPTP 2110 — Intermediate French** **3 credit hours**
Special Topics in French: Intermediate French Continuation of the development of language skills: speaking, understanding, writing, and reading.
**Schedule type:** Lecture

**SPTP 2120 — Rise of N Socialism &Holocaust** **3 credit hours**
After their disastrous defeat in World War I, Germany looked for a solution to their rampant unemployment, devastating inflation, and lack of leadership. Some argued that Germany did not lose the war militarily, but that a betrayal by the “November Criminals” proved to be the culprit for Germany’s surrender and eventual collapse under the conditions of the dreaded Treaty of Versailles. “The Rise of National Socialism and the Holocaust” investigates this turbulent period of history where the world would be engulfed in another world war at the hands of an ideology that professed hate for one particular ethnic group – the Jews. Covering the period in European history from 1919 to 1945, “The Rise of National Socialism and the Holocaust” will begin with the origins of Adolf Hitler and the Nazi Party and culminating with the total hynosis of the German people into believing that their destiny lay in the promotion of anti-Semitism, the theories of eugenics, and the glorification of the “Aryan Master Race.” 3.00 Lecture Hours 0.00 Lab Hours 3.00 Credit Hours Special Topics Course
**Schedule type:** Lecture

**SPTP 2150 — Race and Ethnicity** **3 credit hours**
This course examines the historical, political, economical and sociological dynamics of racial and ethnic relations in the United States. It investigates how race and ethnicity are created and re-created in society, particularly by culture and institutions, and the way these "social constructions" perpetuate social inequality. Students will attempt to understand and critically examine what happens in societies where people are "colored" by the myths and contradictions of race and ethnicity.
**Schedule type:** Lecture, Web

**SPTP 2210 — General Physics III** **3 credit hours**
This course is a continuation of General Physics II. Therefore, we recommend that the student enroll in this course only after the successful completion of General Physics II or similar sophomore level General Physics course which includes the physics of vibrations, waves, thermodynamics, electricity & magnetism, electric circuits, geometrical optics, and physical optics. The calculation of the derivatives of simple functions and the solutions of linear differential equations for various physical systems will be studied. We begin by discussing the concerns of the physical scientist, the scientific method of investigation, discussion of essential differences of the physical sciences from other fields of study. We initially gain insight as we study the motion of familiar systems. Our guiding principle is to consider the universe as our laboratory. Therefore our studies will also encompass the very large (astronomical, the macrocosm) and the very small microcosm (atomic structre, electrons, protons, neutrons, and their constituent quarks). However, the various methods energy production, nuclear, fossil fuel, solar, hydro-electric, and geothermal, will be studied.
**Pre-requisite(s):** PHYS 1100, PHYS 1110
**Schedule type:** Independent Study, Lecture, Web

**SPTP 2310 — Special Topics in Elec. Constr** **6 credit hours**
**Schedule type:** Independent Study

**SPTP 2320 — HVAC Level IV** **8 credit hours**
**Schedule type:** Independent Study

**SPTP 2510 — Sociology of Religion** **3 credit hours**
The nature of religion, societal and cultural factors in religion, and the role of religion in personal and social change.
**Schedule type:** Independent Study, Lecture, Web

# Speech Communication (SPCH)

**SPCH 1100 — Fund of Effective Speaking** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course gives an overview of speech communication including theory and practice in the preparation and presentation of original speeches. It studies major philosophers, orators, and theories (classical, modern, post-modern) from the Greco-Roman-Anglo-American Western tradition of rhetoric. It also addresses the historical and philosophical relationships among public speaking, politics, and ethics.
**Schedule type:** Independent Study, Lecture, Web

**SPCH 1310 — Interpersonal Communication** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course studies the dynamics of the types of communication skills essential to one-on-one relationships. Topics include self-concept, perception, emotions, language, nonverbal communication, listening, conflict management, and intercultural communication.
**Schedule type:** Independent Study, Lecture, Web

**SPCH 1350 — Oral Comm For Classroom Tchrs** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course presents the basic principles of oral communication for classroom teachers. Topics include listening, interpersonal communication, and helping children to communicate.
**Schedule type:** Independent Study, Lecture, Web

**SPCH 2150 — Public Speaking** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course promotes the research, organization, and presentation of speeches and differing styles of oratory. It surveys continuity and change in rhetoric from the classical Greek period to modern times. It examines famous speeches.
**Schedule type:** Independent Study, Lecture, Web

**SPCH 2200 — Argumentation and Debate** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a study and application of theories of argumentation and debate and the development of critical thinking, research, and oral-advocacy skills. It includes informal and formal debating contexts as well as in-class debates.
**Schedule type:** Independent Study, Lecture, Web

# Sustainable Energy Career Academy

**SECA 1000 — Offshore Basic Training** **3 credit hours**
This course immerses students into safety in the offshore environment. Students will learn how to control and mitigate hazards encountered in the wind industry. First aid, personal safety, and responsibility in the offshore environment are emphasized. Students will learn how to work safely at heights with an emphasis on preventing musculoskeletal injury. In this offshore environment, students will learn how to prevent and extinguish fires and manage evacuations. Upon completion, students will earn the GWO Basic Safety Training certification.
**Schedule type:** Lecture

**SECA 1010 — Intro to Rescue Operations** **3 credit hours**
This course introduces students to entry-level rescue operations of an injured person specifically from a wind turbine generator (WTG). Students will be exposed to rescue operations from the different portions of the WTG, including the hub, nacelle, tower, and basement section. Topics such as single rescuer rescue strategy, safe transportation of injured persons both vertically and horizontally, utilizing relevant equipment, and communication with emergency responders will be covered. Upon completion, students will earn the GWO Advanced Rescue Training and OSHA 10 certification.
**Schedule type:** Lecture

**SECA 1020 — Adv. Rescue Ops & First Aid** **2 credit hours**
Students will learn how to assess a situation, administer lifesaving techniques in remote settings, and how to keep an injured person stable until emergency medical professionals can arrive. Students will become familiar with emergency equipment and how to effectively utilize medical communications. Upon completion, students will earn GWO Enhanced First Aid Training, CPR, and First Aid certification.
**Schedule type:** Lecture

**SECA 1030 — Introduction to Wind Energy** **3 credit hours**
This course will explore the concept of harnessing naturally occurring winds to generate electricity. Wind powered mechanisms, wind farms, and the current status of wind energy utilization will be discussed. Horizontal Axis, Vertical Axis, and other Wind Turbine designs will be covered. The history of wind energy will be included.
**Schedule type:** Lecture, Web

**SECA 1100 — Intro to Mechanical Systems** **2 credit hours**
This course introduces the students to basic mechanical systems, tools utilized, the metric system, and wind turbine drive systems. Focus will be given to the gearbox and associated mechanical systems such as the breaking and yaw systems, lubrication, and cooling system of modern turbines. Upon completion of this course and corequisite courses (SECA 1110, SECA 1120, and SECA 1130), students will earn GWO Basic Technical Training Mechanical Module certification.
**Co-requisite(s):** SECA 1110, SECA 1120, SECA 1130
**Schedule type:** Lecture

**SECA 1110 — Basics of Electric Motors** **2 credit hours**
This course introduces students to the basics of electricity, giving focus to alternating current (AC) and direct current (DC), electrical components, and circuits. Students will read sensors and perform basic electrical measurements. Upon completion of this course and corequisite courses (SECA 1100, SECA 1120, and SECA 1130), students will earn GWO Basic Technical Training Electrical Module certification.
**Co-requisite(s):** SECA 1100, SECA 1120, SECA 1130
**Schedule type:** Lecture

**SECA 1120 — Basics of Hydraulic Systems** **2 credit hours**
This course introduces students to the components of a hydraulic system, including pumps, actuators, valves, accumulators, sensor, connectors, oil and filters, and performing basic measurements. Upon completion of this course and corequisite courses (SECA 1100, SECA 1110, and SECA 1130), students will earn GWO Basic Technical Training Mechanical Module certification.
**Co-requisite(s):** SECA 1100, SECA 1110, SECA 1130
**Schedule type:** Lecture

**SECA 1130 — Installation Lab** **2 credit hours**
Taken in conjunction with Introduction to Mechanical Systems, Basics of Electric Motors, and Basics of Hydraulic Systems, students will solve basic installation tasks in a wind turbine environment. Student will be introduced to the installation environment, learn how to evaluate risks, and perform simple mechanical, electrical, and hydraulic installations. Upon completion of this course and corequisite courses (SECA 1100, SECA 1110, and SECA 1120), students will earn GWO Basic Technical Training Installation Module certification.
**Co-requisite(s):** SECA 1100, SECA 1110, SECA 1120
**Schedule type:** Laboratory

**SECA 2000 — Wind Turbine Blade Repair** **6 credit hours**
Blade repair introduces the students to how wind turbine blades are manufactured, what they are composed of, and how to perform blade inspections. Students will learn how to repair nonstructural elements of a wind turbine blade in accordance with material specifications. Upon completion, students will earn GWO Blade Repair certification.
**Schedule type:** Lecture

**SECA 2010 — WTG Hazardous Energies** **2 credit hours**
This course introduces students to the basic control of hazardous energies in the wind turbine environment. Students will explore safe practices in the electrical environment and how to manage batteries and capacitors. Students will also learn safe work practices working with fluids under pressure. Upon completion, students will earn GWO Control of Hazardous Energies (CoHE) and Lockout Tagout certification.
**Schedule type:** Lecture

**SECA 2011 — Managing Working at Heights** **4 credit hours**
Working at heights includes utilizing a crane correctly and safely. Students will be exposed to crane pre-and post-inspections, operation of the lift and maintaining the crane's components, and utilizing a crane for WTG repair. In the lab portion, students will manage lifting and decoupling various size loads from a crane, initiate safe crane movements, perform safety inspections, and comply with safety regulations. Upon completion, students will earn GWO Lift Training and GWO Slinger Signaller certification.

# Teaching & Learning (TEAC)

**TEAC 2010 — Teac. & Learn. in Diver. Set.1** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course introduces the candidate to the field of teaching by focusing on the professional responsibilities of educators and the development of elementary school children. It addresses three primary topics: professional issues for education careers, child development, and technology for teaching and learning. Instruction involves a combination of lecture, group learning, reflection, and site-based experiences within schools.
**Schedule type:** Externship, Independent Study, Web

**TEAC 2030 — Teac. & Learn. in Div. Set. 2** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course focuses on the diverse needs of students and the role of educators in recognizing and addressing learners' needs. It addresses two primary topics: diverse ways of knowing and learning and professional issues of diversity in education. Instruction involves a combination of group learning, reflection, and site-based experiences within schools.
**Schedule type:** Externship, Independent Study, Lecture, Web

# Theater (THEA)

**THEA 1000 — Intro to Theater** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 A study of the basic elements that comprise the theatre, performance and theatrical productions. This course will offer an extensive history of the theater from Indian dance drama through the 20th Century. We will cover basic aspects of the theatre and dramatic arts, past and present. Includes opportunities for experiencing live or recorded theatrical performances.
**Schedule type:** Lecture, Web

**THEA 1010 — Stagecraft** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This is an introductory course designed to present students with an overview of the physical support systems and processes involved in technical production for live theatre. Students will be introduced to several areas of live production: study of construction, electrical work, lighting, rigging, painting and manipulation of stage settings and properties with emphasis on safety and organization of stage activity.
**Schedule type:** Lecture, Web

**THEA 1100 — Classical Theater** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course provides an historical survey of all aspects of theater, the design of visual elements, acting, and directing from the time of the Greeks through the Renaissance. Includes opportunities for experiencing live or recorded theatrical performances.
**Schedule type:** Independent Study, Lecture, Web

**THEA 1300 — Introduction to Acting** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course studies the basic fundamentals of acting. It is a practical class that uses theater exercises, improvisations, and scripted materials to give students an introduction to acting and its artistry. It puts special emphasis on stretching the imagination, honing discipline, and developing voice and body awareness.
**Schedule type:** Independent Study, Lecture, Web

**THEA 1400 — Voice for the Stage** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The goal of this course is to provide the student with the understanding of the dynamics of effective voice production and articulate speech and to improve their own speaking skills onstage and off. This is an intensive training into the integration of the voice and body for the actor. The main focus of the class is the learning of voice work as preparation for performance, although the course is applicable to anyone who would like to improve their ability to speak in public.
**Schedule type:** Lecture, Web

**THEA 2100 — Direction and Production** **3 credit hours**
This is a course for students who participate in the production and direction of campus theater performances.
**Schedule type:** Laboratory, Lecture

**THEA 2110 — Advanced Acting** **3 credit hours**
This course is a detailed study of the fundamentals of performance. It is a practical course that uses theater exercises, improvisations, rigorous physical training, and scripted material as means of encouraging students to grow as professional performers. It places special emphasis on critical thinking skills, written exercise, voice/body awareness, and the field of performance in our communities.
**Pre-requisite(s):** THEA 1300
**Schedule type:** Independent Study, Lecture, Web

# Video Production (VIPR)

**VIPR 1100 — Video Production I** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This introductory course familiarizes students with basic video production techniques including pre-production activities, camera operation, and editing.
**Schedule type:** Independent Study, Lecture, Web

**VIPR 1200 — Video Production II** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 This course is a continuation of VIPR 1100. Students are responsible for organizing and producing a video production.
**Pre-requisite(s):** VIPR 1100
**Schedule type:** Independent Study, Lecture, Web

# Welding (WELD)

**WELD 1000 — Introduction to Welding** **3 credit hours**
Lecture Hours: 3; Lab Hours: 2 This course provides an introduction to welding fundamentals and safety awareness. Students will learn to use a variety of welding tools. They will also learn how to select the proper equipment needed for various fabrication tasks, how to utilize proper techniques for cutting metal, and how to perform the fundamental operations of welding, including setting up machines, striking an arc, and running a bead. This class will primarily focus on basic T-joint fillet welds. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Co-requisite(s):** WELD 1110
**Schedule type:** Web

**WELD 1110 — Shielded Metal Arc Welding I** **3 credit hours**
Lecture Hours: 0.5; Lab Hours: 2.5 In this course, students will become familiar with using welding machinery and properly setting up gas cylinders and regulators. Students will practice the basic operations of Shielded Metal Arc Welding and learn techniques and skills used for beginner-level welding positions like Flat 1G & Horizontal 2G, after which students will be able to test with an AWS inspector and earn certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1000
**Schedule type:** Independent Study

**WELD 1200 — Shielded Metal Arc Welding II** **3 credit hours**
Lecture Hours: 0.5; Lab Hours: 2.5 This course is the second level of Shielded Metal Arc Welding, which reinforces and builds upon the competencies learned in SMAW I. This second-level course offers intermediate welding applications in positions like Horizontal 2G & Vertical 3G, after which students will be able to test with an AWS inspector and earn certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1110
**Co-requisite(s):** WELD 1300
**Schedule type:** Independent Study

**WELD 1300 — Shielded Metal Arc Welding III** **4 credit hours**
Lecture Hours:0.5; Lab Hours: 3.5 This course is the third level of Shielded Metal Arc Welding, which reinforces and builds upon the competencies learned in SMAW II. This third-level course offers intermediate welding applications in positions like Vertical 3G & Overhead 4G, after which students will be able to test with an AWS inspector and earn certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1200

**WELD 1500 — Field Skills for Welders** **3 credit hours**
This course is intended to provide important supplemental skills and applications relevant to welders and often utilized in this field. The course is divided into segments, each devoted to skill-specific trainings that earn certification in each area upon successful completion. These additional trainings are meant to prep welders for other duties often encountered in the industrial workforce and supplement a welder's knowledge of other tasks they may engage in while on a jobsite. The schedule may include but is not limited to the following: rigging, scaffold safety, fall protection, forklift operation, aerial lift operation, OSHA 10 safety, etc. Though comprehensive safety is taught throughout ALL welding courses, this course will grant the student-welder with the official OSHA 10 safety card. To receive heavy equipment certification in this course, students must have a current driver's license and be at least 18 years old.
**Pre-requisite(s):** WELD 1110

**WELD 1600 — Gas Metal Arc Welding** **3 credit hours**
Lecture Hours:0.5; Lab Hours:2.5 An introduction to MIG welding; students will learn how to properly operate a MIG welder and gain experience in the different types of joints and welding positions relating to Gas Metal Arc Welding. Students will have the opportunity to test for a MIG certification with an AWS inspector. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1300
**Schedule type:** Independent Study

**WELD 1800 — Flux-Cored Arc Welding** **3 credit hours**
Lecture Hours: 0.5; Lab Hours: 2.5 An introduction to Flux-cored arc welding; students will learn how to properly operate a Fluxcore welder and gain experience in the different types of joints and welding positions relating to Flux-cored arc welding. Students will have the opportunity to test for a Flux-core certification with an AWS inspector. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1300
**Schedule type:** Independent Study

**WELD 1900 — Fitting for Welders** **3 credit hours**
This is a beginner-level course dedicated to the skill of fitting for welding applications. In this course you will learn the basic principles of fitting up metal components to execute precise welding fabrication. This skill is especially important for pipe alignment and accurate welding performance. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1300

**WELD 2000 — Open Root Welding** **4 credit hours**
Lecture Hours: 0.5; Lab Hours: 3.5 In this course, students will learn how to weld structure without the use of a backing strip. This technique is a precursor to welding pipe. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 1300

**WELD 2100 — SMAW Pipe I** **5 credit hours**
Lecture Hours: 0.5; Lab Hours: 4.5 This is the first level of pipe welding; students will learn techniques and skills associated with welding pipe, specifically in beginner positions like 2G Horizontal & 5G Vertical. Students will have the opportunity to test with an AWS inspector for certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 2000
**Co-requisite(s):** WELD 2200

**WELD 2200 — SMAW Pipe II** **5 credit hours**
Lecture Hours:0.5; Lab Hours: 4.5 This is the second level of pipe welding and reiterates the themes in SMAW Pipe I, but offers instruction in the most sought after, advanced positions of 6G Inclined & 6GR Inclined w/restriction. Students will have the opportunity to test with an AWS inspector for certification. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Co-requisite(s):** WELD 2100

**WELD 2800 — Gas Tungsten Arc Welding** **5 credit hours**
Lecture Hours: 0.5; Lab Hours: 4.5 An introduction to Tungsten Inert Gas welding; students will learn how to properly operate a TIG welder and gain experience in the different types of joints and welding positions relating to Gas Tungsten Arc welding. TIG welding requires the highest level of skill, therefore experience with welding in other forms is required for this class. Students will have the opportunity to test for a TIG certification with an AWS inspector. Safety and personal protective equipment (PPE) will be emphasized in all aspects of setup and execution throughout the course.
**Pre-requisite(s):** WELD 2200, WELD 1600, WELD 1800
**Schedule type:** Independent Study

**WELD 2900 — Blueprint Rdng for Weld&Fabric** **3 credit hours**
Lecture Hours: 3; Lab Hours: 0 The purpose of Blueprint Reading for Welding and Fabrication is to familiarize welders with the symbols used in blueprints designed for welding and metal fabrication. Students will also lean to interpret included instructions. This course is meant to give a fundamental understanding of blueprint reading for welding applications.
**Co-requisite(s):** WELD 1000
**Schedule type:** Web

# Faculty and Administration



# Faculty

**Taylor Amalfitano**
Instructor, **English**
B.A. University of New Orleans
M.A. University of New Orleans
M.L.I.S. Louisiana State University

**Steve Baiamonte, Jr.**
Instructor, **Electrical Construction**
Electrical State License (since 2010)
2002 Nunez Electrical Certificate

**Greg Bazin**
Professor, **M**athematics
B.S. Louisiana State University
M.Ed., Louisiana State University
M.S., University of New Orleans

**Nathaniel Adam Bourne**
**Program Chair: Electrical Construction and Heating, Air Conditioning, and Refrigeration**
Instructor, **Electrical Construction and Carpentry**
B.A., University of Mississippi
M.Div., New Orleans Baptist Theological Seminary

**Jason Campagna**
**Program Chair: Paralegal and Business**
Associate Professor, **Business**
B.S., Our Lady of Holy Cross College
M.B.A., University of New Orleans
Ed.D., University of Holy Cross

**Paul Campbell**
Instructor, **CNA**
L.P.N., Nunez Community College

**Ron Chapman**
Professor, **History**
B.A., University of New Orleans
M.A., University of New Orleans

**Andrew Durta**
Associate Professor, **M**athematics
M.A., Indiana University

**Lauren Englade-Franklin**
Assistant Professor, **Chemistry**
B.S., Louisiana Tech University
Ph.D., Louisiana State University

**Rose Frazier**
Professor, **Medical Billing and Coding**
B.S., Dillard University
M.A., University of Phoenix

**Brandy Freire**
Instructor, **Nursing**
ADN, Delgado Community College, Charity School of Nursing
BSN, Chamberlain University
MSN/FNP, University of South Alabama

**Carter Gordon**

Instructor, **Process Technology**
B.S., University of Southwest Louisiana

**Christine T. Griggs**
**Program Chair: Mathematics and Science**
Professor, **Mathematics**
B.S., Southeastern LA University
M.S., Southeastern LA University

**Klaus Heyer**
Professor, **Biology and Sociology**
B.A., Rhode Island College
M.A., San Jose State University
M.S., University of Rhode Island
Ph.D., University of New Orleans

**Kathleen Huff**
**Program Chair: Care & Development of Young Children, Teaching (Grades 1-5), and Social Sciences**
Assistant Professor, **Care & Development of Young Children and Teaching (Grades 1-5)**
B.A., University of New Orleans
M.Ed., University of New Orleans

**Lynn Irby**
Associate Professor, **Business and Technology**
B.S., University of New Orleans

**Juliette Paul-Jackson**
**Program Chair: English, Humanities, and Fine Arts**
**Professor, Fine Arts**
B.F.A., Louisiana State University
M.A.A.T., School of the Arts Institute of Chicago

**Duane Jardine**
Associate Professor, **Process Technology, Aerospace Manufacturing Technology, Physical Science, Mathematics**
A.A.S., Community College of the Air Force
B.S.ME, University of Texas at San Antonio
M.Sc., University of New Orleans

**Alaa Khalil**
Assistant Professor, **Biology**
Doctor of Medicine and Surgery, Al-Mustansiriya University

**Abdellah Laamarti**
Instructor, **Mathematics**
B.A., Lehman College/CUNY
M.S., University of New Orleans

**Rachel Lestelle**
Instructor, **EMSE and Paramedic**
Paramedic Certification, Delgado Community College

**Mahtab Lodhi**
Instructor, **Coastal Studies & GIS Technology**
M.A., University of Nebraska - Omaha
Ph.D., University of Nebraska – Lincoln

**Eric Mark**
**Program Chair: Culinary Arts** and **Hotel, Restaurant, and Tourism**
Assistant Professor, **Culinary Arts** and **Hotel, Restaurant, and Tourism**
A.A.S., Delgado Community College, Hospitality Management
A.A.S., Delgado Community College, Culinary Arts

**Jesus Melendez**
**Program Chair: Welding**
Assistant Professor, **Welding**
C.T.S., Nunez Community College
Certified Welder, American Welding Society
Precision Weld Testing & Training of Baton Rouge
Certified Forklift Trainer

**Donald Mieger**
**Program Director: EMSE**
Instructor, **EMS and Paramedic**
B.A., American Military University
A.A., Pearl River Community College
EMT Certification, Mississippi Gulf Coast Community College
EMT Intermediate Program, University of South Alabama
Paramedic, Mississippi Gulf Coast Community College

**Charles Miller**
Assistant Professor, **Geography and Sociology**
B.A., Tulane University
M.A., The University of Georgia
M.A., The University of New Orleans
Ph.D., The University of New Orleans

**Alex Mulvaney**
Instructor, **Instrumentation**
B.S., Murray State University

**Keith Province**
Assistant Professor, **Welding**
Certified Welding Inspector - American Welding Society
Certified Welding Educator- American Welding Society

**Brian Quat**
Assistant Professor, **English**
B.A., Franklin and Marshall College
M.A., University of New Orleans
M.Ed., Western Governors University

**Jacqueline Richard**
**Program Chair: Coastal Studies**
Instructor, **Coastal Studies and GIS Technology**
B.A., University of Kansas
M.S., University of New Orleans

**Gwendolyn Robinson**
Professor**, English**
B.A., Grambling State University
M.A., Louisiana Tech University

**Fred Sakon**
Instructor, **Mathematics**
B.A., Clemson University
M.S., Florida State University
M.S., Tulane University

**Melanie Schmill**
Clinical Coordinator, **Nursing**
Instructor, **Nursing**
BSN, Louisiana State University Health Science Center
MSN, Chamberlain University

**Karen Schubert**

Instructor, **Business Information Technology**
M.A., Ruhr University of Bochum

**Nicholas Slie**

**Program Chair: Louisiana Transfer Degrees (ASLT/AALT) and General Studies**

Professor, **Theater**
B.A., Louisiana State University
M.Phil., Trinity College Dublin

**Kyle Steib**
**Program Chair: Instrumentation and Process Technology**
Instructor, **Process Technology**
M.B.A., University of Phoenix

**Tina Tinney,** Chancellor
Associate Professor, **Biology**
B.S., University of New Orleans
M.A.S.T., University of New Orleans
Ed.D., Southeastern University

**Kaitlyn Templet**
Instructor, **Nursing**
ADN, Pearl River Community College

**Christine Todd**
Instructor**, Library Services**
B.A., Sarah Lawrence College
M.L.I.S., Louisiana State University

**Keith Tolleson**
Associate Professor, **Industrial Technology**
B.A., Nicholls State University

**Ruth Moise Varisco**
Professor, **Culinary Arts & Occupations**
C.E.P.C., American Culinary Federation
C.C.E., American Culinary Federation
B. S., Dominican College
M.Ed., University of New Orleans

**Brittney Zaffuto**
**Program Director: Practical Nursing**
Instructor, **Nursing**
B.S.N., Southeastern Louisiana University
MSN-Ed., University of Phoenix

**Anne Zavala**
Instructor, **EMSE and Paramedic**
B.S., Louisiana State University
EMT Certification, Delgado Community College
Paramedic, South Louisiana Community College

# Faculty Awards

## Excellence in Teaching Awards

Each year at graduation, an award is given to a full-time faculty member chosen by his or her peers for outstanding teaching. Significant participation in discipline-related organizations, curriculum development, implementation of innovative teaching strategies, and commitment to students both in and out of the classroom are the primary measures considered in determining the recipient of the award.

| Recipient | Date of Award |
|---|---|
| Ron Chapman | 2004 |
| William McPherson | 2005 |
| Juliette Paul | 2007 |
| Sandra LeBlanc | 2008 |
| Gwen Robinson | 2009 |
| Donalyn Lott | 2010 |
| Christine Thomas | 2011 |
| Ruth Varisco | 2012 |
| Greg Bazin | 2013 |
| Lynn Irby | 2014 |
| Earl Wilson | 2015 |
| Anthony Austin | 2016 |
| Kathleen LeBlanc | 2017 |
| Katherine Lemoine | 2018 |
| Lauren Englade-Franklin | 2019 |
| Ruth Moise Varisco | 2020 |
| Steve Baiamonte, Jr | 2021 |
| Nick Slie | 2022 |
| Alaa Khalil | 2023 |

## Freeport/McMoran Endowed Professorship

The nominees are selected by a committee of their peers in the Arts and Humanities Division. The recipient receives a cash stipend for a period of five years.

| Recipient | Date of Award |
|---|---|
| Tonia Loria | 2005 |
| Jeff Perigoni | 2009 |
| Margaret Bader | 2014 |
| Katherine Lemoine | 2017 |
| Christine Griggs | 2020 |

## Lamarque Endowed Professorship

The recipient of the Excellence in Teaching Award also receives this honor.

| Recipient | Date of Award |
|---|---|
| Ron Chapman | 2004 |
| William McPherson | 2005 |
| Juliette Paul | 2007 |
| Sandra Leblanc | 2008 |
| Gwen Robinson | 2009 |
| Donalyn Lott | 2010 |
| Christine Thomas | 2011 |
| Ruth Varisco | 2012 |
| Greg Bazin | 2013 |
| Lynn Irby | 2014 |
| Earl Wilson | 2015 |
| Anthony Austin | 2016 |
| Kathleen LeBlanc | 2017 |
| Katherine Lemoine | 2018 |
| Lauren Englade-Franklin | 2019 |
| Ruth Moise Varisco | 2020 |
| Steve Baiamonte, Jr | 2021 |
| Nick Slie | 2022 |

## Arlene Soper Meraux Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Chester Mock | 2009 |
| Donald Bordelon | 2017 |
| Andreas Pashos | 2020 |

## Duke Robin Family Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Ruth Varisco | 2005 |
| Margaret Bader | 2009 |
| Ruth Varisco | 2017 |
| Anastasia Joyner Haynes | 2020 |

## Meraux Foundation Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Ron Chapman | 2009 |
| Dr. Klaus Heyer | 2014 |
| Ron Chapman | 2017 |
| Lauren Winters | 2020 |
| Juliette Jackson | 2023 |

## Joey Georgusis Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Donalyn Lott | 2009 |
| Christine Thomas | 2014 |
| Christine Griggs | 2017 |
| Kathleen Huff | 2020 |
| Christine Griggs | 2023 |

## Jack Rowley Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Earl Wilson | 2009 |
| Sandra LeBlanc | 2014 |
| Dr. Klaus Heyer | 2017 |

| | |
|---|---|
| Stephen Waddell | 2020 |
| Donald Mieger | 2023 |

## Stewart Enterprises Endowed Professorship

| Recipient | Date of Award |
|---|---|
| William McPherson | 2009 |
| Juliette Paul | 2014 |
| Steve Waddell | 2017 |
| Klaus Heyer | 2020 |
| Alaa Khalil | 2023 |

## Tate & Lyle North American Domino Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Cliff Wilson | 2009 |
| Steve Baiamonte, Jr | 2020 |

## Nicholas P. Trist Endowed Professorship

| Recipient | Date of Award |
|---|---|
| Lynn Irby | 2005 |
| Mark Rice | 2009 |
| Rose Frazier | 2017 |
| Kathleen LeBlanc | 2020 |

# Administration and Staff

## Dr. Tina Tinney, Chancellor

Sonia Collins, Executive Assistant to the Chancellor
Kennedy Asevado, Administrative Assistant to the Chancellor

**VACANT, Director of Human Resources**
Trevor Colbert, Human Resources Coordinator
Toni Humphrey, Human Resources Coordinator

*Thomas R Warner, Chancellor Emeritus*

## Education, Training, and Student Success

**Dr. Cherie Kay LaRocca, Vice Chancellor for Education, Training, and Student Success**
**Leonard Unbehagen, Assistant Vice Chancellor for Education, Training and Student Success**
Emily Sherwood, Office Manager

**Julie Rexford, STEAM Director**
VACANT, Manager, Skillshop

**Brian Gibson, Director of Workforce Development**

**Bradley Narcisse, Director of Adult Education**
Kathleen LeBlanc, Lead Instructor

**Jacinta Massey, Director of Diversity and Inclusion, Title IX/ADA Coordinator**

**Reggie Poché, Dean of Instruction**
Samantha DaLuz, Coordinator of Instruction
Tanya Williams, Office Manager

**Leslie Sam, Head Librarian**
Christine Todd, Assistant Librarian/QEP Coordinator
Rachel Monson, Library Specialist

**Mary Fernandez, Dean of Nursing and Allied Health**
VACANT, Office Manager

**Dr. April Lavergne, Dean of Strategic Enrollment and Student Success**
Hannah Camp, Office Manager

**VACANT, Registrar**
Michéle Minor, Registrar Office Coordinator
Stephanie Hoskins, Admissions and Records Coordinator

**Natalie Haniford, Student Success Coordinator**
Laura Lancon, Student Success Coach
DeMarcus Robinson, Student Success Coach
Megan Trainor, Student Success Coach
Kody Yesenosky, Student Success Coach

**Treasure Burtchaell, Director of Financial Aid**
Kim Doty, Financial Aid Officer
Jennifer Meyer, Financial Aid Officer

**Dr. Darriona Lee, Director of IR/IE and Compliance**
VACANT, Senior Researcher
VACANT, Institutional Effectiveness Manager

*Donna Clark, Vice Chancellor Emeritus*

## Business Affairs

**Tai Nguyen, Vice Chancellor of Finance and Operations**
**Dana Littlepage, Director of Accounting and Budget**

**Wendy Frazier, Assistant Director of Purchasing**
Desiree Copping, Procurement Coordinator

**Jackie Cantrell, Assistant Director of General Accounting**
Mary Llorance, Staff Accountant
Jon Verret, Payroll and Accounts Payable Manager
VACANT, Accounting Assistant

**Tachel Jones, Assistant Director of Student Accounts and Receivables**
Terrance Phillips, Student Account Specialist
Ashleigh Jones, Accounting Clerk

**Randy Hartzog, Director of Facilities Management**
David Ballero, Facilities and Fleet Manager
Jorge Jimenez, Maintenance Assistant
Blanche Guillory, Custodian
Clara Johnson, Custodian
Cheryl Phillips, Custodian
Keithia Sylve, Custodian
Bernice Alfaro, Custodian
Cherlynn Smith, Custodian
VACANT, Custodian

**Rocky Bork, Assistant Director of Facilities**
Pattie Timmons, Property Coordinator
Randy Mire, Property Coordinator
James Harper, Police Officer
Errol Schultz, Police Officer
Raymond Theriot, Police Officer
VACANT, Police Officer

**Jason Hosch, Director of Information Technology**
Chris Hintzen, Senior Systems Administrator
Seth Braniff, IT Assistant

## Institutional Advancement

**Katherine Lemoine, Associate Vice Chancellor of Institutional Advancement**
Alex Powell, Fitness Center Manager, Special Projects Coordinator
Glenn Powell, Head Baseball Coach, Athletic Director
Dominic Curole, Baseball Assistant

**Paige Davis, Director of Development**

**Jason Browne, Director of Communications**

**Jerry Graves, Director of Grants**
Jennifer O'Sullivan, Grants Coordinator/Perkins

# Search Courses

## Welcome to Course Search

Use the search panel on the left to find and narrow down courses of interest.

# Index

## F



## G



## H



## I



## L



## M



## N



## O



## P

## R



## S



## T



## V



## W