
L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE STUDENT CATALOG

Fall 2015 - Summer 2016

A Member of the Louisiana Community & Technical College System



SOAR TO NEW HEIGHTS

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of L. E. Fletcher Technical Community College.

Questions regarding L. E. Fletcher Technical Community College's procedures, policies and operations should be directed to the Administration Office at 985-448-7900.

This catalog supersedes all catalogs previously published. The College reserves the right to make administrative and policy changes regarding any items published in this catalog.

The provisions of this catalog do not constitute a contract between the technical community college, hereafter referred to as Fletcher, and the student, but rather reflect the general nature and conditions concerning the educational services of the College in effect at this time.

Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the College or the Louisiana Community & Technical College Board of Supervisors at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty members listed in the catalog are the regular, full-time faculty of this College. Other faculty may be appointed, depending on the instructional needs of the campus.

Fletcher hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

EQUAL OPPORTUNITY STATEMENT

Fletcher Technical Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

Coordinator for Section 504 and ADA:

Name/Title: Angie Pellegrin, MA, LPC, Director of Counseling and Advising

Office Location: 1407 Hwy. 311 Schriever, LA 70395

Phone/Email: (985) 448-7943 / angie.pellegrin@fletcher.edu

Equity/Compliance Coordinator:

Name/Title: Gina Marcel, HR Director

Office Location: 1407 Hwy. 311 Schriever, LA 70395

Phone/Email: (985) 448-7929 / gina.marcel@fletcher.edu

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ACADEMIC CALENDAR

FALL 2015

AUGUST

August 10	Last day to apply for fall cross enrollment between Fletcher and Nicholls
August 12	Fall 2015 tuition and fees due by noon
		Registration turned off for deletion of schedules for which tuition and fees have not been paid
		Registration turned back on
		For any new registration activity, tuition and fees are due at the time of registration
August 12	Last day to apply for fall cross enrollment between Fletcher and South Central
August 17	First day of fall LCTCOnline Classes
August 18	Payments due by noon; Schedule removal #2 for nonpayment
August 19	Late registration, \$25 late fee applies
		First day of fall Fletcher online and campus-based classes
August 20	Late registration, \$25 late fee applies
August 21	Late registration, \$25 late fee applies
		Last day to add a fall Fletcher online or campus-based class
		Last day to drop a fall Fletcher online or campus-based class with no grade
		Last day for 100 percent refund for fall classes that are dropped
		Final application deadline for fall applicants for non-open enrollment programs
August 24	Payments due by noon; Schedule removal #3 for nonpayment

SEPTEMBER

September 1	Last day for 50 percent refund for withdrawn classes
September 2	Last day to drop a fall LCTCOnline class with no grade
September 7	Labor Day Holiday – College closed
September 8	Last day for 25 percent refund for withdrawn classes
		Fall enrollment census date
September 28	Financial aid priority deadline to file FAFSA for spring semester

OCTOBER

October 12	Mid-semester
		Application deadline for fall classes for open admissions programs - Auto, Machine Tool Technology, Marine Diesel, Welding
October 15-16	Fall Break - student holiday

NOVEMBER

November 6	Last day to withdraw from fall LCTCOnline classes with a grade W.
November 9	Advising and registration for spring classes begins for continuing students
		Last day to withdraw from a class with a grade of W
		Last day to change an “I” grade from the summer semester
November 20	Faculty advising of continuing students ends
November 23	Advising and registration for spring classes begins for re-admitted students
		Priority application deadline for general admissions for spring applicants
November 23-25	Student Holiday
November 26-27	Thanksgiving Holiday - College closed

ACADEMIC CALENDAR

DECEMBER

December 8	Final exams for fall Fletcher online and campus-based classes begin
December 10	Last day of fall LCTCS Online classes
December 14	Final exams for fall Fletcher online and campus-based classes end
December 18	Fall commencement
December 21-22	College closed
December 24-31	Holiday - College closed

SPRING 2016

(Spring dates for LCTCS Online classes are to be determined)

JANUARY

January 1	Holiday - College closed
January 11	Spring 2015 tuition and fees due by noon
Registration turned off for deletion of schedules for which tuition and fees have not been paid	Registration turned back on
For any new registration activity, tuition and fees are due at the time of registration	
January 12	Last day to apply for spring cross enrollment between Fletcher and Nicholls
	Last day to apply for spring cross enrollment between Fletcher and South Central
January 18	Martin Luther King Holiday – College closed
January 20	Late registration, \$25 late fee applies
	First day of spring Fletcher online and campus-based classes
January 21	Late registration, \$25 late fee applies
January 22	Late registration, \$25 late fee applies
	Last day to add a spring Fletcher online or campus-based class
	Last day to drop a spring Fletcher online or campus-based class with no grade
	Last day for 100 percent refund for spring classes that are dropped
	Final application deadline for spring applicants for non-open enrollment programs

FEBRUARY

February 2	Last day for 50 percent refund for withdrawn classes
February 8	Student holiday
February 9	Mardi Gras Holiday – College closed
February 10	Student holiday
February 11	Spring enrollment census date
	Last day for 25 percent refund for withdrawn classes

MARCH

March 16	Mid-semester
	Final application deadline for spring classes for open admissions programs - Auto, Machine Tool Technology, Marine Diesel, Welding
March 25	Holiday – College closed
March 28-31	Student holiday - spring break

ACADEMIC CALENDAR

APRIL

April 1	Student holiday - spring break
April 13	Advising and registration for summer/fall classes begins for continuing students
April 15	LCTCS Faculty Conference Day – student holiday
April 24	Priority application deadline for general admissions for summer applicants
April 26	Last day to withdraw from a class with a grade of W Last day to change an “I” grade from the fall semester
April 27	Faculty advising of continuing students ends Advising and registration for summer/fall classes begins for re-admitted students Priority application deadline for general admissions for summer applicants

MAY

May 13	Final exams for spring Fletcher online and campus-based classes begin
May 19	Final exams for spring Fletcher online and campus-based classes end
May 24	Last day to apply for summer cross enrollment between Fletcher and South Central
May 25	Last day to apply for summer cross enrollment between Fletcher and Nicholls
TBA	Spring commencement

SUMMER 2016

(Summer dates for LCTCS Online classes are to be determined)

JUNE

June 6	First day of summer Fletcher online and campus-based classes Late registration, \$25 late fee applies
June 7	Late registration, \$25 late fee applies Last day to add a summer Fletcher online or campus-based class Last day to drop a summer Fletcher online or campus-based class with no grade Last day for 100 percent refund for summer classes that are dropped Final application deadline for summer applicants for non-open enrollment programs
June 14	Last day for 50 percent refund for withdrawn classes Summer enrollment census date

JULY

July 1	Mid-semester Final application deadline for summer applicants for open enrollment programs - Auto, Machine Tool Technology, Marine Diesel, Welding
July 4	Independence Day Holiday - College closed
July 18	Last day to withdraw from a summer Fletcher online or campus-based class with a grade of W
July 27	Final exams for summer Fletcher online and campus-based classes begin
July 28	Final exams for summer Fletcher online and campus-based classes end

DATES SPECIFIED IN THE ACADEMIC CALENDAR ARE SUBJECT TO CHANGE

MESSAGE FROM THE CHANCELLOR



Welcome to Fletcher Technical Community College. On behalf of the faculty and staff, we thank you for choosing Fletcher to assist you in your educational needs.

Our goal is simply your success. Whether it is to achieve a degree to enter the workforce or to transfer to a four year university, we are committed to meeting your needs and the needs of the communities we serve. By forging partnerships with businesses, we ensure that our programs are relevant to the economic needs of the region. Our programs are tailored to industry specifications thus providing you the skill sets necessary to enter the workforce as a highly-trained, highly-skilled employee.

Fletcher Technical Community College is SACSCOC accredited which allows our academic course credits to transfer to other community colleges and four-year universities.

We are continuously improving and expanding our program offerings to fit the needs of our students, the community, industry partners, and the State of Louisiana. Whether you are pursuing an associate degree, diploma, certificate, or plan to transfer to a university, you can be assured that Fletcher's programs will provide the education needed to have a successful career. Remember, a student's success is our success.

Earl W. Meador, J.D.

MISSION

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering quality technical and academic programs to the citizens of south Louisiana for the purpose of preparing individuals for employment, career advancement, and lifelong learning.

VISION

Fletcher assures that its programs are responsive to the needs of the citizens, business and industry, and other educational institutions of Louisiana.

CORE VALUES

- Student Centered / Learning Centered
- Responsiveness
- Flexibility
- Collaboration with internal and external stakeholders
- Quality
- Diversity
- Innovation

HISTORY OF FLETCHER TECHNICAL COMMUNITY COLLEGE

Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, House Bill 212. The late Honorable Earl K. Long, then Governor of Louisiana, signed the bill for establishment on June 23, 1948. The school was established for the purpose of providing vocational training for the populace of an area comprised of the following five parishes: Terrebonne, Lafourche, Assumption, St. James, and St. Charles.

South Louisiana Trade School opened on July 2, 1951, at 310 St. Charles Street in Houma, Louisiana. The facility was built on a seven-acre site owned by the Terrebonne Parish School Board. Harrell P. Willis was the first director of the school and served until 1968. Full-time day preparatory classes were offered in Office Occupations, Drafting, Auto Mechanics, Welding, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation.

With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training.

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name

was changed to Louisiana Technical College - L. E. Fletcher Campus to honor L. E. Fletcher, who served as director from 1968-1984.

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003, granted approval for the request from the Board of Supervisors of the Louisiana Community & Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a “Technical Community College” within the LCTCS. This action, effective July 1, 2003, required L .E. Fletcher to transition from its association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community College. F. Travis Lavigne, Jr., was named to serve as the Chancellor of this new independent technical community college within the Louisiana Community and Technical College System.

In 2007 through Senate Bill 337 (Act 391), Fletcher received the approval of \$21.3 million for the development of a new campus on Highway 311. In 2009, L.E. Fletcher Technical Community College received Commission on Colleges Southern Association of Colleges and Schools Accreditation. On August 6, 2012, L.E. Fletcher Technical Community College opened the new campus on Highway 311 in Schriever, Louisiana. In June 2014, F. Travis Lavigne, Jr. retired and the LCTCS Board of Supervisors appointed Mr. Earl W. Meador, J. D. to serve as Chancellor.

ACCREDITATIONS

L. E. Fletcher Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of L. E. Fletcher Technical Community College.

The Commission should be contacted only for questions about the status of the college or if there is evidence supporting significant non-compliance with the Commission requirements or standards by the College. Please direct all other questions such as inquiries about admissions, financial aid, graduation requirements, or academic programs directly to the College. Fletcher Technical Community College is also recognized, approved, and/or accredited by:

- The Commission on Accreditation for Respiratory Care (COARC)– Cardiopulmonary Care Science
- National Accrediting Agency for Clinical Laboratory Sciences - Phlebotomy
- Association of Technology Management, and Applied Engineering (ATMAE) - Drafting & Design and Integrated Production Technologies
- National Automotive Technicians Education Foundation (NATEF) – Automotive Technology
- Accreditation Commission for Education in Nursing (ACEN) - Practical Nursing
- Louisiana State Board of Practical Nurse Examiners (LSBPNE) - Practical Nursing
- United States Coast Guard (USCG) - Marine Operation Courses
- Louisiana State Board of Nursing (LSBN) - Nursing
- Louisiana Department of Health & Hospitals (DHH) Health Standards Section - Nursing Assistant

FLETCHER TECHNICAL COMMUNITY COLLEGE LOCATIONS

SCHRIEVER CAMPUS

1407 Highway 311

Schriever, LA 70395

Student Services Phone: (985) 448-7917
Administration Phone: (985) 448-7900
Student Services Fax: (985) 448-7998
Business Office Fax: (985) 446-3308
Website: fletcher.edu

HOUMA FACILITY

310 St. Charles Street

Houma, LA 70360

Phone: (985) 858-5700
Fax: (985) 857-3689

MARINE AND PETROLEUM SAFETY TRAINING CENTER

Marine Operations and Petroleum Services

331 Dickson Road

Houma, LA 70363

Phone: (985) 858-5800
Fax: (985) 857-3677

BP INTEGRATED PRODUCTION TECHNOLOGIES

Integrated Production Technologies

224 Weatherford Road

Schriever, LA 70395

Phone: (985) 448-7950
Fax: (985) 448-7997

ALLIED HEALTH FACILITY

5396 Highway 311

Houma, LA 70360

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS) BOARD OF SUPERVISORS

Fletcher is governed by the Louisiana Community & Technical College System Board of Supervisors. Listed below are the system president, board officers, board members, and student board members (as of publication).

SYSTEM PRESIDENT

Dr. Monty Sullivan
265 South Foster Drive
Baton Rouge, LA 70806

BOARD OFFICERS

Norwood “Woody” Oge, Chair
Timothy W. Hardy, First Vice Chair
Deni Grissette, Second Vice Chair

STUDENT BOARD MEMBERS

Da’Entre Austin
Benson Kinney

BOARD MEMBERS

Robert Brown
Helen Bridges Carter
Keith Gamble
Steve Hemperley
Willie Mount
Michael Murphy
Joe Potts
Paul Price Jr.
Stephen C. Smith
Craig Spohn
Vincent St. Blanc III
Stephen Toups

ADMISSIONS AND TESTING

ADMISSION REQUIREMENTS

Fletcher has an open-admissions policy and serves persons on an equal priority basis. An applicant must be 17 years of age prior to entry into the college. Anyone with a high school diploma from a state approved high school, a GED (General Education Diploma), or the HiSET is eligible for admission.

Prospective certificate or degree seeking students without a high school diploma or its equivalent are also eligible for admission upon demonstration of the ability to benefit in accordance with the institution's criteria. Applicants in this category are not eligible for federal financial assistance. Admission to all programs is made without regard to race, religion, national origin, gender, or qualifying disability.

A high school diploma or high school equivalency diploma (GED or HiSET) is required for admission into Practical Nursing, Phlebotomy, and the Electrocardiogram program. Specific program areas may have additional entrance requirements.

APPLICATION FOR ADMISSION

Applications for admission may be completed online at www.fletcher.edu/admissions. Applicants must pay a non-refundable \$10 application fee. Incomplete application packets and/or applications received without payment of the application fee will not be processed.

Applicants must also submit the following items to complete the application process:

1. **College transcripts.** Official and final transcripts from all previous institutions must be submitted regardless of whether credit was earned or is desired. These official transcripts must be submitted to the Student Services Office in a sealed envelope or electronically directly from the previous institution. Failure to do so may delay admission to Fletcher.
2. **Placement test scores.** If applicant is a first-time freshman, attended a non-accredited or out-of-state institution, or is applying for the Practical Nursing Program, placement scores are required. COMPASS scores within 2 years of expected enrollment date or ACT scores within 3 years of expected enrollment date must be submitted. Returning students who have not taken English and math will need to retest if the test scores on file have expired (ACT – 3 years or COMPASS – 2 years).
3. **Proof of immunization.** As required by Louisiana Law R.S. 17:110, all first-time students born after December 31, 1956 must provide proof of immunization against measles, mumps, rubella, meningitis (first-time freshmen only), and tetanus - diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the

college will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.

4. **Proof of Louisiana residency.** In order for a student to qualify for in-state tuition and fee rates, documentation showing residency in the State of Louisiana for the 365 days prior to anticipated enrollment is required. Non-residents must complete the Acknowledgement of Non-Resident Tuition Charges form available on Fletcher's website at www.fletcher.edu.
5. **Proof of Selective Service status.** In accordance with the requirements of Louisiana Law R.S. 17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service web site indicating the applicant's status. The following categories of applicants are exempt from this requirement:
 - i. Males currently on active duty in the military.
 - ii. Veterans who submit a copy of their DD214 discharge certificate.
6. **A high school transcript.** An official transcript is needed for a graduate from a private, parochial, or out-of-state high school; or an original GED/HiSET diploma or GED/HiSET test scores. (Fletcher will obtain the transcript for students who graduated from a Louisiana public high school from 2003 to the present.)
7. **Other documents as requested.**

ENTRANCE/PLACEMENT EXAM SCORES

Fletcher's entrance/placement exam, the COMPASS test, is administered for program and course placement only and is not used in determining admission to the college except when academic achievement levels are required by a licensure board.

Basic grade-level scores are set for each occupational program offered. The purpose of these score levels is not to prevent students from entering into programs, but to enroll students in programs at an academic level at which they can successfully perform the work required and realistically achieve personal goals. The established grade level scores are set according to the academic levels at which the course material will be presented.

The COMPASS exam is a computerized placement test created by ACT. COMPASS placement testing is offered at various times throughout the year. Anyone wanting to ensure a COMPASS placement test date may pre-register for a specific test date by going to Student Services. Testing fees are based on the number of sections for which a test registrant needs to test. The tests a student must take will be determined by Student Services upon receipt of admissions materials. For a full test, which includes reading, mathematics and English, the fee is \$20. Testing fees are non-refundable. If a student cannot make the originally scheduled date for testing and contacts Student

Services prior to the date of the test, the student will be permitted to reschedule and will not have to pay the testing fee again. If the student fails to notify Student Services that they cannot attend a test date, the student will need to register for the test and pay the fee again. A student/applicant may only take the COMPASS test a total of 3 times at Fletcher. COMPASS test scores are valid for two years.

ACT scores that are within three years of the date of enrollment may be substituted for the entrance/placement exam. An applicant wishing to substitute the entrance exam with ACT scores must submit the original score sheet to Student Services. An applicant who needs to send ACT scores can do so through ACT's website: www.act.org. The College's ACT code is 5033.

Official transcripts from postsecondary educational institutions accredited by one of the six regional accrediting agencies may be substituted for the COMPASS exam for all programs except Practical Nursing, Certified Nursing Assistant (CNA), Electrocardiogram (EKG) and Phlebotomy. The transcript must contain sufficient information for placement. The transcript may be mailed to Student Services from the issuing institution, or it may be hand delivered by the applicant. If it is hand delivered, it must be in a sealed envelope from the issuing institution.

IMMUNIZATION POLICY

Student Services must have on file a copy of the student's immunization records. All applicants should submit the LCTCS Immunization Compliance (available at www.fletcher.edu) or an electronic copy of immunization records. If a student chooses not to have immunizations for medical or personal reasons, a written dissent must be signed by a physician, the applicant, or the applicant's parent or guardian if the student is a minor.

Students enrolling in nursing and allied health programs are not allowed to sign a dissent, and depending on the program, may be required to have one or more of the following:

- MMR (or acceptable titer)
- Tetanus/Diphtheria
- Meningitis
- TB Skin Test or Negative Chest X-ray
- Hepatitis B Series

RESIDENCY

The residence status of an applicant or student is determined by Fletcher's Student Services Office. A Louisiana driver's license, vehicle registration, voter's registration, state income tax forms, license for professional practice in Louisiana, documentation of marriage to a Louisiana resident, documentation of reliance on Louisiana resources for financial support, or designation of Louisiana as his or her permanent address on all school and employment records including military records, etc. are acceptable proof of residency. A resident student is a student who has lived or worked in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the

term for which classification as a resident is sought. If the applicant is not a Louisiana resident, or cannot provide proof of residency, he/she will be charged non-resident tuition. Non-residents must complete the Acknowledgement of Non-Resident Tuition Charges form available on Fletcher's website at fletcher.edu.

SELECTIVE SERVICE REGISTRATION

Male applicants who are 18 to 25 years of age must provide proof of Selective Service registration. Veterans of the armed services and males currently in the armed services or on active duty are exempt from this requirement.

ORIENTATION

Orientation is conducted by Student Services and/or program instructor to acquaint students with the staff, buildings, grounds, and rules and regulations of the campus. All new students are required to attend orientation.

ADMISSION STATUS

Students are classified as one of the following upon applying for admission: First-Time Freshman, Transfer, Returning, High School Dual Enrollment, High School Concurrent, Visiting/Summer Only, Workforce Non-Credit, or Cross Enrolled.

FIRST-TIME FRESHMEN

A first-time freshman is a first-time student who has never attended an accredited college other than as part of a dual enrollment program. A state approved high school diploma or high school equivalency diploma (GED or HiSET) is required for admission into the Phlebotomy, Electrocardiogram and the Practical Nursing programs.

First-time freshmen planning to enroll should request that their ACT scores be sent to the Admissions Office at Fletcher. ACT scores must be no older than three years. An applicant who needs to send ACT scores can do so through ACT's website: www.act.org. Fletcher's ACT Code is 5033. In instances where a student has not completed the ACT or scores are older than 3 years, COMPASS scores may also be used to fulfill the admission requirement and for placement. Students whose test scores indicate a need for additional preparation in basic skills will be required to enroll in appropriate developmental courses to help prepare them for success in higher level courses.

The COMPASS exam is offered on the Fletcher campus. Additional information regarding the COMPASS placement exam is provided earlier in this catalog. Fletcher's placement exams are administered for course placement only and are not used in determining admission to the College except when academic achievement levels are required by a licensure board (i.e. the Louisiana State Board of Practical Nurse Examiners). Test scores are primarily used for advising and placement purposes. A student that tests into developmental courses may be permitted to enroll in a limited number of other courses determined by the department.

HOME-SCHOOLED STUDENTS

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

- Proof that he/she is 16 years of age or older.
- An official, current transcript for any coursework completed at a public/private high school (if applicable).
- A complete list of the courses taken during the freshman through senior year of the home school study program.
- A complete list of the textbooks used during the home school study program.
- Documentation from the state verifying completion of a registered or SBESE Approved Home Study Program.

Out-of-state students, home-schooled using a program not approved in Louisiana and seeking admission to Fletcher must contact the SBESE Approved Home Study Program Office of the Louisiana Department of Education.

TRANSFER STUDENTS

A transfer student is one who has attended another regionally accredited college or university prior to Fletcher. This student can be degree- or certificate-seeking, non-degree seeking, or on suspension from another institution. Applicants must have a complete and official transcript from each college attended sent to Student Services prior to the start of the planned semester of attendance, whether or not credit was earned. Transfer students may enroll at Fletcher if they are eligible for readmission at the last school attended.

Applicants transferring from out-of-state institutions must submit course descriptions for each course listed on the out-of-state transcript. Transfer students who have received transfer credit for college-level English and/or mathematics are exempted from placement testing in the corresponding courses. In instances where a student has not completed college-level coursework in English and/or mathematics, a placement exam will be required. Information regarding the awarding of transfer credit is included in Academic Policies.

Transfer students who have been suspended from their previous institution are permitted to enroll, however it should be noted that credits taken while on suspension at Fletcher may not transfer back to the previous institution.

RETURNING STUDENTS

A returning student is someone who has previously attended Fletcher, but who has not attended during the most recent fall or spring semester. Returning students must re-apply for admission and may be required to retest. Retesting is determined on a

case-by-case basis. If the returning student attended another college or university while not in attendance at Fletcher, he or she must submit official and final transcripts from that institution regardless if credit was earned or is desired. Official transcripts must be submitted to the Student Services Office in a sealed envelope or electronically directly from the previous institution. Returning students are subject to any curriculum, program, and/or catalog changes.

Returning students must:

- re-submit all documentation required for a completed application.
- pay the non-refundable \$10 application fee if the student has not attended the most recent fall or spring semester.
- meet the admission requirements for the program of application.
- register during returning student registration the first semester upon returning.

HIGH SCHOOL DUAL ENROLLMENT

High school dual enrollment is a program that allows high school students to attend Fletcher during their junior or senior years and take courses for which they earn both college credit and Carnegie units for each course taken. A student may attend Fletcher as a dual enrollment student in one or more of the following areas:

- college level/degree credit courses
- enrichment/developmental courses
- work skills courses.

In order for a course to be considered dual enrollment, the student must earn credit for the class both from Fletcher and the student's high school. Students enrolling in dual enrollment courses must meet all college, program, and course level requirements. Courses which a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

DUAL ENROLLMENT PROGRAM

The general criteria for the dual enrollment program:

1. Student must be at least 15 years of age and currently enrolled in 11th or 12th grade at a public or private high school.
2. Student must have either the PLAN or ACT (or SAT) scores on file at the high school.
3. Student must be in good standing as defined by the high school and meet the college enrollment criteria.
4. Student must have permission from the high school and his/her parent/guardian to participate.
5. Students must be enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record.

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6. Students may enroll in a maximum of 6 credit hours per semester, up to 12 credit hours per academic year. A dual-enrolled student is expected to follow the same withdrawal deadlines as any other undergraduate student in the college.
 7. To continue enrollment in subsequent semesters (e.g., spring) through this program, student must have successfully completed (earned a college grade of A, B, C or P) current (fall) dual credit courses. Students who earn less than C or who withdraw/resign from a course may not enroll in the following semester or term with the dual enrollment program.
 8. Funding for the dual enrollment program is based on local memorandum of understanding agreements with public school systems. Private or home school students receive a discount as long as the student meets the general criteria of the dual enrollment program. These criteria may be changed for the subsequent semester.

Additional information about the Dual Enrollment Program and program requirements and criteria are subject to change and are posted on the Fletcher website at fletcher.edu.

HIGH SCHOOL CONCURRENT ENROLLMENT

High school concurrent enrollment is a program that allows high school students to attend Fletcher during their junior or senior years of high school or during the summer between these years if they do not wish to earn Carnegie units for high school. High school concurrent students must be 16 years of age or older to attend Fletcher. High school students taking courses at Fletcher earn college credit for courses taken and pay full price for the courses taken. High school concurrent students should follow the admission procedures set forth under First Time Freshmen Admission.

VISITING STUDENT

Visiting students, which include summer-only students, are students whose intention is to take classes at Fletcher for one semester only (the summer session for example) and then return to their regular institution. Visiting students are required to follow the admission procedures for transfer students as outlined previously.

WORKFORCE NON-CREDIT

A Workforce Non-Credit student is one who is taking training courses that do not apply towards a program of study. Workforce Non-Credit programs include, but are not limited to Continuing Education, Workforce Development, Leisure, and Non-Credit Courses. These students must complete an admissions application and be prepared to pay for the course at the time of registration for the class(es).

NON-MATRICULATING STUDENT

A student who does not fit into any of the above categories and wishes to enroll.

CROSS ENROLLMENT

A cross-enrollment student is one who is attending both Fletcher Technical Community College and another institution under a cross-enrollment agreement. A cross-enrollment agreement allows a student to be admitted to and take courses at a host institution while enrolled at their home institution.

NICHOLLS STATE UNIVERSITY

A student enrolling at Fletcher under a cross-enrollment agreement with Nicholls State University must enroll in and pay tuition and fees at the student's primary (home) institution. The student must enroll in and pay any applicable fees at the secondary (host) institution. A student enrolling under a cross-enrollment agreement must be eligible for admission at both institutions and must provide required documents (e.g., transcripts, ACT scores, etc.).

A student will be eligible to take one academic (non-technical) course at the host institution for each academic (non-technical) course taken at the home institution with a maximum of two courses (six credit hours) taken at the host institution per semester. A student must meet any course prerequisites required by the institution offering the course. A student must maintain enrollment in the home institution courses until after the enrollment census date as indicated on the academic calendar of the home institution for the semester of cross enrollment; otherwise, the cross enrollment will be canceled.

Enrollment in certain courses is excluded from this agreement. These include independent study classes, internships, co-op work experiences, special projects, technical (non-academic), and other courses requiring individualized instruction. Students who are host students at Fletcher may not enroll in online courses as part of the cross enrollment agreement. A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the home institution and space is available at the host institution. Exceptions to this policy will require the permission of the host institution.

Courses taken concurrently shall be counted toward meeting the minimum twelve-hour enrollment for full-time status. Financial assistance will be awarded by the home institution. The student will follow the academic calendars, academic policies, and student codes of conduct at both institutions; the student will assume responsibility for becoming familiar with the calendars and policies.

Grades of cross-enrolled students are automatically sent to the home institution by the host institution. However, cross-enrolled students must request that transcripts from the home institution are sent to the host institution at the end of each semester of cross enrollment.

SOUTH CENTRAL LOUISIANA TECHNICAL COLLEGE

A student enrolling at Fletcher under a cross-enrollment agreement with South Central Louisiana Technical College must enroll in and pay tuition and fees at the student's primary (home) institution. The student must enroll in and pay any applicable fees at the secondary (host) institution. A student enrolling under a cross-enrollment agreement must be eligible for admission at both institutions and must provide required documents (e.g., transcripts, ACT scores, etc.).

A student will be eligible to take one course at the host institution for each course taken at the home institution with a maximum of two courses (six credit hours) taken at the host institution per semester. A student must meet any course prerequisites required by the institution offering the course. A student must maintain enrollment in the home institution courses until after the enrollment census date as indicated on the academic calendar of the home institution for the semester of cross enrollment; otherwise, the cross enrollment will be canceled. A student may not enroll at the host institution for any course that will not transfer back to the home institution.

The student may not enroll in more credit hours at the host institution than at the home institution. Enrollment in certain courses is excluded from this agreement. These include independent study classes, internships, co-op work experiences, special projects, and other courses requiring individualized instruction. Students who are host students at Fletcher may not enroll in online classes as part of the cross enrollment agreement.

A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment unless the course is full at the home institution and space is available at the host institution. Exceptions to this policy will require the permission of the host institution.

Courses taken concurrently shall be counted toward meeting the minimum twelve-hour enrollment for full-time status. Financial assistance will be awarded by the home institution. The student will follow the academic calendars, academic policies, and student codes of conduct at both institutions; the student will assume responsibility for becoming familiar with the calendars and policies.

Grades of cross-enrolled students are automatically sent to the home institution by the host institution.

OPEN ENROLLMENT FOR TECHNICAL & MARINE AREAS OF STUDY

Some technical programs admit students on a continual basis. Students in these programs should be prepared to enter these programs at times other than the start of a semester. Students interested in an open enrollment program should contact Student Services to declare their intent to enroll. When openings are available for the program, Student Services will contact the student.

Marine Operations courses are offered throughout the semester. Students interested in any Marine Operations courses should contact the Marine Operations department located at the Marine and Petroleum Safety Training Center at 985-858-5800.

TYPES OF ENROLLMENT

Full-time: A full-time student is one who enrolls in 12 or more credit hours for a semester (6 credit hours for a summer). For enrollment verification purposes only, students in their final semester of study may be considered full-time with fewer than 12 credit hours. In order to qualify the academic advisor or department head must certify that the student will graduate in the current semester and that they are currently enrolled in all the remaining course requirements.

Three-fourths time: A three-fourths time student is one who enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

Half-time: A half-time student is one who enrolls in 6-8 credit hours for a semester (3 credit hours for a summer session).

Less than half-time: A less than half-time student is one who enrolls in 5 or fewer credit hours for a semester (2 credit hours or less for a summer session).

Non-Degree-Seeking: A non-degree-seeking student is one who attends Fletcher to earn college course credit without enrolling in a particular program. These students are not eligible for federal student aid. If a non-degree-seeking student decides to complete a particular program, he/she must apply to that program.

Degree - or Diploma-Seeking: A degree- or diploma-seeking student is one who enrolls in a diploma or degree program. These students are eligible for federal student aid.

INTERNATIONAL STUDENT ADMISSION

At this time, Fletcher accepts international students holding a permanent resident card, green card or other valid visa status other than F-1 or J-1. Currently Fletcher does not participate in the SEVIS program and therefore cannot enroll students on a student visa type of F-1 or J-1. Students must provide the visa and I-9 card (where applicable). The international admissions process may take 1-2 weeks, depending on the information the student provides. Students should also provide any and all documentation regarding high school credits in addition to any college work completed (these must be submitted by the applicant in a translated format by an official third party company that specializes in translation of official documentation). Unofficial copies of international transcripts are acceptable for provisional admission, but official documents must be submitted from the country/institution of attendance.

RECORDS AND REGISTRATION

RECORDS

All records submitted become the property of the College and are not returned to the student. All students must be aware of the importance of supplying correct information on college applications, college records, etc. All student records must be true and correct to the best of the student's knowledge. Falsification of student records may result in disciplinary actions, including dismissal from the College, and penalties from appropriate State Boards.

CONFIDENTIALITY OF RECORDS

Permanent records, which include courses a student has completed, grades, placement, and follow-up information, are housed in Student Services at the main campus. These records are confidential.

RELEASE OF STUDENT RECORDS/TRANSCRIPTS

Release of information and/or the issuance of transcripts must be made through the proper request procedure and must be authorized by the student. Transcript requests made by telephone or requests made by the parent, spouse, or prospective employer of a student will not be honored except with the written authorization of the student. The parent of a student less than 18 years of age may be provided a copy of the student's transcript if the student is a dependent of the parent as defined by the Internal Revenue Service.

Transcripts may be issued upon request to institutions outside of the Louisiana Community and Technical College System to which a student transfers provided the student concurs in the request. Schools within the system have access to a student's transcript through the student information system. A list of system schools is available at www.lctcs.edu. Students with a LoLA account should request a transcript through LoLA. Former students who do not have a LoLA account may obtain a transcript request form from the Fletcher website or in Student Services. The transcript request form may be mailed, emailed, or faxed to the Student Services Office. Transcripts will not be issued if a student has any form of hold on his/her account. Transcript services are offered at \$5.00 per copy.

CHANGE OF NAME, ADDRESS, OR PHONE

Students must notify Student Services immediately when a name/phone/address change occurs. Phone, address, and email changes are to be made through the student's LoLA account. Name changes cannot be requested through LoLA. For name changes, official documentation must be submitted with a completed name change form that can be obtained in the Student Services Office. Communications will be e-mailed/mailed to students at the e-mail address/mailed address currently on file.

CONTACT WITH STUDENTS THROUGH EMAIL

Electronic mail (email) is an official method of communication between the College and students, including, but not limited to, admissions, registration, financial aid, and academic affairs. Fletcher email accounts will be issued after initial registration. All electronic communications with students will be sent to the students' Fletcher e-mail account which can be accessed from the Fletcher website fletcher.edu under the Falconnet link or from Google's partner page [http:// www.google.com/calendar/hosted/my.fletcher.edu](http://www.google.com/calendar/hosted/my.fletcher.edu). Students should check e-mail at least once a day. The College provides computer access for all students by way of open computer labs, the Academic Learning Resource Center (ALRC), and library facilities.

ACADEMIC PROBATION AND SUSPENSION

A student's academic performance is evaluated at the end of each semester. A student who has attempted 15 credit hours of courses (including those attempted at other institutions) who does not maintain a minimum 2.0 grade point average (semester and/or cumulative) will be placed on academic probation. The student will be allowed to register for the next semester; however, students on academic probation may not register for more than 12 credit hours in a fall/spring semester or 6 credit hours in a summer semester. If a student on academic probation receives a grade point average below 2.0 for any semester the student will be suspended for the following semester. Upon returning to the College, the student will remain on academic probation until the semester and/or cumulative grade point average (as needed) is 2.0 or above.

AUDITING A COURSE

Prospective students interested in auditing a course should follow the regular admissions process by submitting a completed application to Student Services and meet any prerequisite and/or co- requisite course requirements. Test scores and/or official transcripts for any prior college credit can be waived from the admissions process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements.

The auditing student will be required to follow the regular admission/registration process. In addition, the student must complete a Course Audit Request Form and submit it to the registrar before the end of the drop/add period as designated by the official College calendar.

Once this form is submitted to the Registrar, the student cannot request a change back to a credit course. Tuition and fees for audited courses are the same as for credit courses. The student does not receive credit for an audited course; the final grade for an audit course is "AU." Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. Credit exams cannot be taken for courses that have previously been audited.

CHANGE OF PROGRAM

A student who wishes to change his/her program of study after enrolling must complete a change of program form in Student Services unless he/she wishes to switch to a Nursing or Allied Health program. If a student wishes to switch to a Nursing or Allied Health program such as Practical Nursing or the Associate of Science in Nursing, he/she must contact the Nursing and Allied Health Department to determine if he/she is eligible for clinicals. If eligible for admission to a clinical program, the student should complete an application for admission to the selected program

GRADUATION

Requirements

A student should meet on a regular basis with his or her academic advisor to assure progress is being made toward the completion of the student's program of study. Candidates for an associate degree, diploma, certificate of technical studies, or a certificate of general studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for certificates of technical studies and certificates of general studies must meet the following requirements:

- 6 of the last 12 credit hours must be completed at Fletcher
- 2.0 or higher grade point average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program

Candidates for technical diploma programs must meet the following requirements:

- 15 of the last 30 credit hours must be completed at Fletcher
- 12 credits in the major must be completed at Fletcher
- 25 percent of the program's total credit hours must be completed at Fletcher
- 2.0 or higher overall grade point average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program

Candidates for associate degree programs must meet the following requirements:

- 15 of the last 30 credit hours must be completed at Fletcher (does not apply to degrees completed in a consortium agreement)
- 12 credit hours in the major must be completed at Fletcher with the exception of the Associate of General Studies, the Associate of Technical Studies, the Associate of Arts for Louisiana Transfer, and the Associate of Science for Louisiana Transfer
- 25 percent of the program's total credit hours must be completed at Fletcher
- 2.5 or higher overall grade point average on concentration area coursework if a concentration area is required
- 2.0 or higher overall grade point average on all coursework (Fletcher and/or transfer) used toward fulfillment of the program

Candidates for an associate degree, technical diploma, certificate of technical studies, or certificate of general studies must fulfill the general requirements of the curriculum/program from which he/she is planning to graduate. Candidates must complete these requirements with an overall grade point average of 2.0 or above on all work completed at Fletcher and all work accepted as credit that is being used toward fulfillment of the courses required by the curriculum/program. Candidates for an Associate of General Studies must complete the concentration area with a grade point average of 2.5 or above on all courses used for completion of the concentration area.

Candidates who are completing the highest exit level available in the program from which they are graduating must complete any required exit exams to be eligible for graduation. Candidates must be free of debt to all colleges in the Louisiana Community and Technical College System. Candidates must be approved by the dean of the program they are enrolled in, the Vice Chancellor of Academic Affairs and the Registrar.

GRADUATION APPLICATION PROCEDURE

A student graduating in a summer or fall semester should complete and submit a graduation application to Student Services by the May 1 priority deadline. A student graduating in a spring semester should complete and submit a graduation application to Student Services by the December 1 priority deadline. If a student does not plan to participate in the commencement ceremony but wishes to receive a certificate, diploma, or degree, he/she is required to complete a graduation application and pay the \$40 application fee. A student graduating from his/her declared major is to complete the graduation application and pay the application fee through LoLA. If a student wishes to receive an award in a program area other than his/her declared major, the student may obtain an application from his/her advisor, from Student Services, or through the graduation application link on the College's website.

A student completing a paper application is to submit the application to his/her advisor. After submitting the graduation application to his/her advisor, the student is to pay the \$40 application fee to the Business Office. A separate application and application fee is required for each program of study from which the student is applying to graduate. The advisor then reviews the application and forwards the application to the Dean of the program of study from which the student is applying to graduate.

GRADUATION CEREMONY

A graduation ceremony is held in May for students who graduate in the spring and in December for students who graduate in the summer or fall. Students who participate in the graduation ceremony will incur additional expenses for caps and gowns. Announcements, cap and gowns, and class rings may be purchased by the student through the bookstore. Students who have completed a graduation application will receive graduation information, including commencement activities, by email/mail. It is the student's responsibility to ensure that Student Services has a correct e-mail and mailing address.

GRADUATION HONORS

Two categories of honors are recognized at graduation: Chancellor's Honor Graduates and Dean's Honor Graduates. Graduates with a cumulative grade point average of 3.8 to 4.0 on all work completed at all colleges receive recognition as a Chancellor's Honor Graduate. Graduates with a cumulative grade point average of 3.5 to 3.79 on all work completed at all colleges receive recognition as a Dean's Honor Graduate. All honor graduates will wear an honor cord at graduation. Students who have been granted academic amnesty are not eligible to receive honors at graduation.

MAXIMUM COURSE LOAD PER SEMESTER

The maximum course load allowed for students in good academic standing for a fall/spring semester is 20 credit hours. The maximum course load allowed for students in good academic standing for a summer semester is 11 credit hours. Any student wishing to enroll in 21 or more credit hours during a fall or spring semester or 12 or more credit hours in a summer semester must receive written permission of the department head or dean of the program or area in which the student is enrolled. Course load waiver forms are available in Student Services, on Fletcher's website, and through the student's faculty advisor.

REGISTRATION

Dates and times of registration are advertised in each semester's registration bulletin and on the Fletcher website. Registration for each semester is done through LoLA. A student must be an active student and have an active LoLA account to register through LoLA. Students who have become inactive must reapply and be accepted for admission before registering. A student must meet with his/her advisor before completing the registration process. It is the responsibility of each student to be aware of the requirements of the curriculum in which he or she is enrolled and to register for course work applicable toward the program of study. Students who have any type of hold on their record from any college in the LCTCS System may be ineligible for registration until the hold is cleared with the respective college.

RESIGNATION FROM COLLEGE

A student wishing to resign from the College on or before the final withdrawal date as stated in the College's academic calendar is to resign by dropping the courses for which he/she is registered through his/her LoLA account. If a student resigns from the College during the drop and add period as designated on the academic calendar, courses are removed from the student's transcript. Once classes start, tuition charges may still apply. If a student resigns from the College after the drop and add period but on or before the final withdrawal date as designated on the academic calendar, the student will receive a grade of W in remaining courses.

A student wishing to resign from school after the designated resignation deadline as stated in the College's academic calendar may complete a resignation form in Student Services. The student will receive a grade of F in remaining courses. If extenuating

circumstances exist, the student may seek an administrative late withdrawal through the academic dean of the program he/she is enrolled in.

Equipment and/or books belonging to the College must be returned. Failure to properly resign may jeopardize a student's ability to re-enter Fletcher or to receive financial aid.

SCHEDULE CHANGES

Changes to a student's schedule are made through LoLA during the designated drop and add period at the beginning of each semester. Once drop and add is over, a student may no longer add classes to his/her schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the appropriate department head and dean.

ATTENDANCE

Success in employment and education is dependent upon preparation and regular attendance. Students are expected to attend all classes. Specific attendance policies vary depending upon instructor, department, or program. If an absence occurs, it is the responsibility of the student to notify the instructor. Contact information for faculty and specific attendance policies can be found in the course syllabus. Faculty may withdraw a student from a class for excessive absences.

CHANCELLOR'S LIST

The Chancellor's List has been established as a means of encouraging and recognizing academic excellence. To be recognized on the Chancellor's List, a student must earn 12 credit hours for the semester with a semester grade point average of 3.5 or higher.

DEAN'S LIST

The Dean's List has been established as a means of encouraging and recognizing academic excellence. To be recognized on the Dean's List, a student must earn 12 credit hours for the semester with a semester grade point average of 3.0 to 3.49.

PHI THETA KAPPA HONOR SOCIETY (PTK)

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 2.5 million members and 1,275 chapters located in 50 United States, U.S. Territories, Canada, Germany, Peru, the British Virgin Islands, the Republic of Palau, the Federated States of Micronesia, the Republic of the Marshall Islands and the United Arab Emirates. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges. Fletcher's chapter Beta Tau Rho was established in 2015.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS TO FLETCHER

Credits from regionally accredited institutions of higher education are recorded on the student's official transcript. Fletcher will examine course equivalency, faculty credentials, and other appropriate indicators of competencies, to determine if any of these credits will be accepted as transfer credits toward the student's program of study. Generally, only courses with a grade of "C" or higher will be considered for transfer credit. If a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will be treated as though it were completed at Fletcher.

The College reserves the right to deny credit where such indicators are not present or to require the student to prove competency by some other means. Academic courses taken at institutions that are not accredited by regional associations are generally not accepted at Fletcher. However, the coursework can be used as a basis for permission to take a credit examination. Technical credit earned from the Louisiana Technical College can be transferred if it can be demonstrated that course work and learning outcomes are at the collegiate level and the course content is applicable to a technical program at Fletcher. General education courses transferred from the Louisiana Technical College must meet course/instructor credentials as specified by the Southern Association of Colleges' and Schools. Credits in courses from foreign countries and universities that are nationally accredited may be accepted based on an interpretation of the credits by the Registrar. Courses taken on a non-credit basis will not transfer. Students with non-credit training may receive credit by credit by examination.

A student transferring from a college outside of the Louisiana Community and Technical College System must provide Fletcher with an official transcript from the college/university from which they are transferring. If a student has attended more than one institution prior to attendance at Fletcher, an official transcript from each institution must be provided. Transfer credit shall be limited to 75 percent of the total credit hours applied to a degree/certificate.

The Louisiana Board of Regents maintains a statewide student transfer guide and articulation system on their web site at www.regents.state.la.us. Students wishing to transfer credits may refer to this matrix for possible general education course credits.

NON-TRADITIONAL CREDIT

The total amount of credit earned by any non-traditional method that can be applied towards completion of a technical competency area certificate, certificate of technical or general studies, technical diploma, or associate degree is limited to one-half of the total credit hours required for the program. Non-traditional credit includes, but is not limited to credit by examination, credit for military experience, credit for licenses, credit for certifications, and credit by correspondence.

CREDIT BASED ON PRIOR EXPERIENCE/LEARNING

Currently enrolled students may receive credit for courses on the basis of professional experience or substantial prior learning. To apply for such credit, the student should

complete an application, Petition for Credit Based on Prior Experience/Learning, and submit the request to his/her advisor. The student may obtain the application from Student Services or from his/her advisor. The advisor will then review the request and forward it to the appropriate Academic Dean or Department Head.

CREDIT BY EXAMINATION

Fletcher students may obtain credit by examination in four ways:

- Advanced Placement using the ACT (American College Testing Program) or COMPASS exams
- Advanced Placement Program Examinations of the College Board (AP)
- College-Level Examination Program of the College Board (CLEP)
- Fletcher Credit Examinations (forms can be obtained through the student's advisor or the Student Services office)

ADVANCED PLACEMENT

ACT Examination

A student with an exceptionally high score on the ACT (American College Test) examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 28 or higher in English will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 23 or higher in mathematics will be placed in MATH 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

COMPASS Examination

A student with an exceptionally high score on the COMPASS examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 99 or higher in English will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 61 or higher in algebra will be placed in MATH 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

ADVANCED PLACEMENT CREDIT

To receive advanced placement credit, the student must complete a Petition for Advanced Placement Credit upon successful completion of the advanced-level course and submit the completed form to the Registrar's Office. Credit will not be granted for academic sequence course work taken previously and for which grades have been earned. Credit by petition is applicable to courses taken at Fletcher only, not to transfer courses. If the advanced level course work is completed with a grade of C or better, the student may receive credit for the lower level course work. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency.

ADVANCED PLACEMENT (AP) PROGRAM EXAMINATIONS

The AP Examinations are administered each year in May and represent the culmination of college-level work in a given discipline in a secondary school setting. Students achieving scores of 3 or higher on the Advanced Placement examinations are eligible to receive credit on the basis of such test scores. Students who have completed these tests should have their scores sent by the College Board directly to Fletcher. The examinations approved for Fletcher credit are listed in Appendix E.

COLLEGE-LEVEL EXAMINATION PROGRAM

Students enrolled at Fletcher Technical Community College may receive credit for prior learning through the College-Level Examination Program (CLEP), a national standardized testing program that offers exams equivalent to final exams in introductory college freshman and sophomore courses. Students must earn the minimum score of 50 or higher to receive credit. Credit is awarded when the CLEP examination score is reported on an official transcript from CLEP and sent directly by the CLEP transcript service to Student Services. Passing scores for subjects credited through CLEP are recorded by an “S,” by the equivalent Fletcher course number and title, and by the appropriate credit hours. CLEP exams are administered at Nicholls State University’s Testing Center. The examinations approved for Fletcher are listed in Appendix D.

FLETCHER CREDIT BY EXAMINATION

Credit examinations are administered to students who profess special competence gained through practical experience, extensive training, completion of noncredit courses, or completion of courses at non-accredited institutions. A credit examination must be approved in advance by the department head and the appropriate instructor and only students enrolled at Fletcher are eligible to take credit examinations. A student seeking credit by examination will initiate the process by obtaining the required application from Student Services. This student will complete the application, pay the required application fee of \$25, and then schedule an exam time with the instructor. Results of the examination will be recorded on the application by the instructor. Once the instructor records the grade on the application, it should be submitted to Student Services. The course for which credit is sought must be included in the current catalog. The student may not test for credit for any course which the student has previously audited. The student may not test for credit for any course in which the student made an unsatisfactory/ non-passing grade. A failed credit examination may not be repeated. A grade of C or better is required to receive credit. The credit will be recorded as a grade of P for pass.

MILITARY TRAINING

A student’s military training can be considered for college credit. Fletcher follows the American Council on Education’s (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services (<http://www.militaryguides.acenet.edu>) in

determining the value of learning acquired in military service when applicable to the service member's program of study. Military service credit in the occupational/technical areas may require approval by the appropriate program coordinator prior to award. In order to receive credit for military training, the student must request a military transcript which includes the ACE recommended credit, to the Registrar for evaluation.

CREDIT FOR CERTIFICATIONS/LICENSES

A student's professional license or certification can be considered for college credit. Fletcher follows the American Council on Education's (ACE) - Guide to Educational Credit by Examination to determine eligibility. Only credit applicable to a Fletcher program can be awarded. In addition students may receive credit for United States Coast Guard certifications.

GENERAL EDUCATION REQUIREMENTS

General education is an integral part of all degree programs at Fletcher. All degree programs require a core of 15 semester credit hours of general education and that the graduate demonstrates computer literacy skills. Additional general education courses are required by the Board of Regents (BOR) for the Associate of Science and the Associate of General Studies. The list of general education courses available at Fletcher are listed in Appendix F.

Fletcher has developed its general education requirements with the understanding that upon completion, each student regardless of degree completed will be prepared to:

1. Globalize
 - a) Seek and present information on a broader view of the world
 - b) Demonstrate an understanding of societal issues that foster a cultural sensitivity
 - c) Demonstrate knowledge of diversity in the world community
2. Investigate
 - a) Identify, analyze, and interpret real-world situations
 - b) Use critical thinking to make logical decisions
 - c) Demonstrate problem-solving skills
3. Communicate
 - a) Demonstrate interpersonal skills
 - b) Express ideas clearly, creatively, logically, and appropriately in standard written English
 - c) Express ideas clearly, creatively, logically, and appropriately in standard spoken English
 - d) Select and use appropriate technological tools
 - e) Demonstrate proficiency in the use of appropriate technological tools
 - f) Demonstrate computer literacy

For Associate of Applied Science Degrees, fifteen (15) hours of general education coursework are required:

I. English Composition.....	3
II. Mathematics.....	3
III. Social Science.....	3
IV. Natural Science.....	3
V. Humanities.....	3

For Associate of Science Degrees, twenty-seven (27) hours of general education coursework are required:

I. English Composition.....	6
II. Mathematics.....	6
III. Social Science.....	3
IV. Natural Science.....	6
V. Humanities.....	3
VI. Fine Arts.....	3

For Associate of General Studies Degrees, thirty (30) hours of general education coursework are required:

I. English Composition.....	6
II. Mathematics.....	6
III. Social Science.....	6
IV. Natural Science.....	6
V. Humanities.....	3
VI. Fine Arts.....	3

For Associate of Arts Louisiana Transfer Degrees, thirty-nine (39) hours of general education coursework are required:

I. English Composition.....	6
II. Mathematics.....	6
III. Social Science.....	6
IV. Natural Science.....	9
V. Humanities.....	9
VI. Fine Arts.....	3

For Associate of Science Louisiana Transfer Degrees, thirty-nine (39) hours of General Education coursework are required:

I. English Composition.....	6
II. Mathematics.....	6
III. Social Science.....	6
IV. Natural Science.....	9
V. Humanities.....	9
VI. Fine Arts.....	3

Each degree program requires that students complete specific courses to fulfill general education requirements. Students should check the general education course options and degree requirements when selecting a program of study.

GRADING POLICY

Grading scales are determined by department. Grades that can be earned for credit courses are as follows:

- A: Earns credit hours; carries a value of 4 quality points for each credit hour.
- B: Earns credit hours; carries a value of 3 quality points for each credit hour.
- C: Earns credit hours; carries a value of 2 quality points for each credit hour.
- D: Earns credit hours; carries a value of 1 quality point for each credit hour.
- F: Earns no credit; carries a value of 0 quality points for each credit hour.
- P: Pass: Given for courses for which a credit examination has been completed or for courses graded pass/fail.
- S: Satisfactory: Given for courses graded Satisfactory/Unsatisfactory. Indicates course was successfully completed.
- U: Unsatisfactory: Given for courses graded Satisfactory/Unsatisfactory. Indicates course was not successfully completed.
- I: Incomplete: Indicates some work is incomplete.
- W: Withdraw: Indicates the student has officially withdrawn from a course on or before the designated withdraw date for the semester as indicated on the academic calendar.
- AU: Audit: Given for courses for which a student has audited and for which no credit was earned.

When a student repeats a course for credit, both grades will appear on the transcript. Grades for both courses will be used in determining the official GPA posted on the transcript and will be used to determine academic honors, class standing, and academic probation and suspension. However, the last grade for the course is the grade of record for completion of program requirements.

TRANSFER FROM A DIPLOMA TO AN ASSOCIATE DEGREE PROGRAM

A student who enters Fletcher in a diploma program and later wishes to switch to an associate degree program must meet all of the program and course entry requirements for the associate degree. In some circumstances, a student may have previously met the requirements of a diploma program without having to take developmental studies; however, requesting a change to an associate degree program may require a student to register for additional courses. These requirements include but are not limited to the following:

- having a high school diploma or Adult Education Diploma
- meeting the required entrance exam scores for the program
- meeting the required entrance exam scores for any additional courses.

Student Services will review all requests for program changes. If the student does not meet the requirements, the student will be informed of what he or she needs to do to meet the requirements.

TUITION AND FEES

FEE POLICY (SUBJECT TO CHANGE)

To secure schedules, registered students must have paid in full, enrolled in a tuition payment plan, or have financial aid verified by the semester payment deadline dates. Schedules that are unsecured by the established due dates published in the semester bulletin are subject to be deleted for nonpayment. Refer to the semester calendar and/or bulletin for payment.

FAFSAs must be completed, all required documentation must be received and verified, AND financial aid awarded at Fletcher by the priority deadline dates published in the College Registration Bulletin (calendar section) each semester to qualify for a tuition deferment. Students whose FAFSAs and required documentation are not verified and who have not been awarded aid by the priority date will be required to pay in full at registration or initiate a payment plan through CASHNet located on the Tuition and Fees page of the Fletcher website.

PROVISIONAL ENROLLMENT

A student is not considered officially enrolled until tuition and fees are paid in full or a deferred payment plan has been completed or financial aid has been verified, and all required admission documents have been received by Student Services. In cases where payment is made by deferred payment plan, the student's registration shall be provisional until tuition and fees are paid in full from the plan. The college reserves the right to remove a student from classes during the provisional enrollment in the event of an insufficient payment that is not settled with the school immediately.

CREDIT COURSEWORK

Tuition, academic excellence fee, operational fee, technology fee, student services fee, building use fee, and Enterprise Resource Planning (ERP) fee for credit-hour courses are determined by the number of credit hours scheduled per semester. Student Government Association (SGA) fee is \$5 per student, per semester. Other charges including, but not limited to parking, course fees, lab fees, graduation, late registration, late payment fees will be incurred when applicable. All tuition and fees are due by the payment deadlines established in the registration bulletin for each semester. Schedules will be deleted from the system for any student not paying by the specified deadlines.

Tuition and fees for Marine Operations vary by course. For the schedule of classes and price list for the Marine Operations department visit the website at www.fletcher.edu/marine or contact the Marine and Petroleum Safety Training Center at 985-858-5800.

TUITION AND FEES FOR CREDITED COURSES

Residents

Credit Hours	Resident		Academic Excellence	Basic Fees							Total Tuition and Basic Fees	Parking per academic year	TOTAL
	Tuition	Other Charge		Operational	Technology	Student Services	ERP	Bldg Use	SGA				
1	133.92	5.04	7.00	3.00	5.00	2.00	3.00	4.00	5.00	167.96	15.00	192.96	
2	267.84	10.08	14.00	6.00	10.00	4.00	6.00	8.00	5.00	335.92	15.00	350.92	
3	401.76	15.12	21.00	9.00	15.00	6.00	9.00	12.00	5.00	493.88	15.00	508.88	
4	535.68	20.16	28.00	12.00	20.00	8.00	12.00	16.00	5.00	656.84	15.00	671.84	
5	669.60	25.20	35.00	15.00	25.00	10.00	15.00	20.00	5.00	819.80	15.00	834.80	
6	803.52	30.24	42.00	18.00	30.00	12.00	18.00	24.00	5.00	982.76	15.00	997.76	
7	937.44	35.28	49.00	21.00	35.00	14.00	21.00	28.00	5.00	1,145.72	15.00	1,160.72	
8	1,071.36	40.32	56.00	24.00	40.00	16.00	24.00	32.00	5.00	1,308.68	15.00	1,323.68	
9	1,205.28	45.36	63.00	27.00	45.00	18.00	27.00	36.00	5.00	1,471.64	15.00	1,486.64	
10	1,339.20	50.40	70.00	30.00	50.00	20.00	30.00	40.00	5.00	1,634.60	15.00	1,649.60	
11	1,473.12	55.44	77.00	33.00	55.00	22.00	33.00	44.00	5.00	1,797.56	15.00	1,812.56	
12+	1,607.04	60.48	84.00	36.00	60.00	24.00	36.00	48.00	5.00	1,960.52	15.00	1,975.52	

ONLINE Courses: Same rates as above for RESIDENT tuition and fees plus a \$40 registration fee. Tuition and ERP fee DOES NOT cap at 12 hours for ONLINE classes. Other fees DO cap at 12 hours.

Credit Hours	Online		Academic Excellence	Basic Fees							Online Registration Fee	Total Tuition and Basic Fees
	Tuition	Other Charge		Operational	Technology	Student Services	ERP	Bldg Use	SGA			
1	133.92	5.04	7.00	3.00	5.00	2.00	3.00	4.00	5.00	40.00	207.96	
2	267.84	10.08	14.00	6.00	10.00	4.00	6.00	8.00	5.00	40.00	370.92	
3	401.76	15.12	21.00	9.00	15.00	6.00	9.00	12.00	5.00	40.00	533.88	
4	535.68	20.16	28.00	12.00	20.00	8.00	12.00	16.00	5.00	40.00	696.84	
5	669.60	25.20	35.00	15.00	25.00	10.00	15.00	20.00	5.00	40.00	859.80	
6	803.52	30.24	42.00	18.00	30.00	12.00	18.00	24.00	5.00	40.00	1,022.76	
7	937.44	35.28	49.00	21.00	35.00	14.00	21.00	28.00	5.00	40.00	1,185.72	
8	1,071.36	40.32	56.00	24.00	40.00	16.00	24.00	32.00	5.00	40.00	1,348.68	
9	1,205.28	45.36	63.00	27.00	45.00	18.00	27.00	36.00	5.00	40.00	1,511.64	
10	1,339.20	50.40	70.00	30.00	50.00	20.00	30.00	40.00	5.00	40.00	1,674.60	
11	1,473.12	55.44	77.00	33.00	55.00	22.00	33.00	44.00	5.00	40.00	1,837.56	
12	1,607.04	60.48	84.00	36.00	60.00	24.00	36.00	48.00	5.00	40.00	2,000.52	
13	1,740.96	65.52	84.00	36.00	60.00	26.00	39.00	48.00	5.00	40.00	2,144.48	
14	1,874.88	70.56	84.00	36.00	60.00	28.00	42.00	48.00	5.00	40.00	2,288.44	
15	2,008.80	75.60	84.00	36.00	60.00	30.00	45.00	48.00	5.00	40.00	2,432.40	
16	2,142.72	80.64	84.00	36.00	60.00	32.00	48.00	48.00	5.00	40.00	2,576.36	
17	2,276.64	85.68	84.00	36.00	60.00	34.00	51.00	48.00	5.00	40.00	2,720.32	
18	2,410.56	90.72	84.00	36.00	60.00	36.00	54.00	48.00	5.00	40.00	2,864.28	

Non-Residents - Students classified as non-residents of the state of Louisiana are assessed non-resident tuition according to the rates established by the LCTCS Board of Supervisors. Student residency is established at the time of application to the college. Residency classification is determined by the Admissions Office based on criteria set forth by the LCTCS Board of Supervisors. For more information see the Residency section.

Credit Hours	Tuition	Academic Excellence	Operational	Technology	Student Services	ERP	Bldg Use	SGA	Total Tuition and Basic Fees	Parking per academic year	Total
1	285.75	7.00	3.00	5.00	2.00	3.00	4.00	5.00	314.75	15.00	329.75
2	571.50	14.00	6.00	10.00	4.00	6.00	8.00	5.00	624.50	15.00	639.50
3	857.25	21.00	9.00	15.00	6.00	9.00	12.00	5.00	934.25	15.00	949.25
4	1,143.00	28.00	12.00	20.00	8.00	12.00	16.00	5.00	1,244.00	15.00	1,259.00
5	1,428.75	35.00	15.00	25.00	10.00	15.00	20.00	5.00	1,553.75	15.00	1,568.75
6	1,714.50	42.00	18.00	30.00	12.00	18.00	24.00	5.00	1,863.50	15.00	1,878.50
7	2,000.25	49.00	21.00	35.00	14.00	21.00	28.00	5.00	2,173.25	15.00	2,188.25
8	2,286.00	56.00	24.00	40.00	16.00	24.00	32.00	5.00	2,483.00	15.00	2,498.00
9	2,571.75	63.00	27.00	45.00	18.00	27.00	36.00	5.00	2,792.75	15.00	2,807.75
10	2,857.50	70.00	30.00	50.00	20.00	30.00	40.00	5.00	3,102.50	15.00	3,117.50
11	3,143.25	77.00	33.00	55.00	22.00	33.00	44.00	5.00	3,412.25	15.00	3,427.25
12	3,429.00	84.00	36.00	60.00	24.00	36.00	48.00	5.00	3,722.00	15.00	3,737.00

OTHER FEES: (NON REFUNDABLE)

Late Registration.....	\$25	Late Payment.....	\$100
Replacement ID	\$10	Course Labs.....	\$25 to \$100
LCTCS debit card replacement.....	\$20	Parking	\$15
Transcripts (per copy)	\$5	Online Registration	\$40
Graduation Fee.....	\$40	Application Fee	\$10

Parking Fee: All vehicles parked on campus must be registered and have a current Fletcher parking permit attached to the rear windshield. Parking permits are \$15/academic year. The fee is assessed each Fall semester or the semester of 1st enrollment for the year. The permit is valid from August 1 through July 31st. Each Fall a new permit is required. Vehicles must be registered by going to www.fletcher.edu, Click on CURRENT STUDENTS then go to the VEHICLE REGISTRATION FORM under Vehicle Registration. Students can pick up their permit at the cashier window after vehicle is registered and payment is made. Any student not bringing a vehicle on campus can go to the cashier window to have the charge removed from their account. For more information refer to the parking policy on Fletcher’s website.

CROSS ENROLLMENT FEES*

Student Services.....	\$2/credit hour
Academic Excellence.....	\$7/credit hour
Operational.....	\$3/credit hour
Technology.....	\$4/credit hour
ERP	\$3/credit hour
Building Use	\$4/credit hour
SGA	\$5
Lab (if applicable).....	\$25

*Tuition and fees are subject to change without notice.

All fees except Academic Excellence are NON-REFUNDABLE after the drop/add period.

NON-CREDIT COURSEWORK

Non-credit courses are charged by the clock hour and are non refundable. These include courses in GED, night welding, commercial driver’s license (CDL), machine tool, PEC, PET, and some marine coursework. Contact student services for more information or visit the Fletcher website.

PAYMENT OPTIONS

Fee bills will not be mailed. It is the student’s responsibility to check his/her Banner Account through LoLA for account balance information. To secure schedules, all tuition and fees must be paid in full, financial aid must be verified, or enrollment in the payment plan through CASHNet must be completed by the dates established in the semester bulletin. Partial payments without enrolling in the payment plan will not secure schedules.

NOTE: The business office does not accept credit cards or checks. These methods of payment are available online.

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1. **On-line payment options through CASHNet** (see directions just below)
 - a. Payment in full using credit/debit card—MasterCard, Visa, Discover and American Express cards are accepted. A 2.75% convenience fee will be charged for payments with credit/debit cards.
 - b. Payment in full using an Electronic Check—Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. A returned check charge will be assessed by CASHNet to any electronic check payment that is not honored by the bank or that cannot be processed. Please be sure entered information is correct.
 - c. Payment plan (if qualified)—4 installments - Available for Fall and Spring semesters.

Enrollment fee for participation in this plan is set by CASHNet and will be dependent on the dollar amount being deferred. Upon activation of a payment plan, 25% of the total amount due is processed immediately, plus the \$30 enrollment fee. The remaining 3 monthly installments will be automatically withdrawn using the method of payment chosen. It is the student's responsibility to ensure funds are available at the time of the scheduled withdrawal. Please read all Terms and Conditions when enrolling in plan.

Automatic payments must be set up through a debit/credit card with a 2.75% convenience fee or through a checking or savings account.

Students whose financial aid cannot be verified at the time of registration may sign up for a payment plan. However, the student must fulfill all payment plan obligations. If the student becomes eligible for financial aid during the semester, Fletcher will apply financial aid award money to balance owed. Students will receive financial aid refunds after all payment obligations have been met, and, if applicable, the plan will be terminated. Students cannot default on payment plans because they are expecting a PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in future payment plans.

To view student fee bills and to PAY ONLINE:

Go to www.fletcher.edu

Click the FALCONNET tab at the top of the screen

Click LoLA

Enter user name and password

Click the Student Home tab at the top of the screen

Under My Account, click the current semester

Click Payment Options at the bottom of the screen—this will take you to the CASHNet website where you proceed with your payment.

You can pay your balance in full or enroll in the installment plan.

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2. **Payment in person**—Cash and money orders are the only forms of payment accepted at Fletcher’s cashier window located at the main campus, 1407 Highway 311, Schriever. Payments are accepted Monday through Friday 8:00am until 4:00pm.
 3. **Mail in payments**—Money orders ONLY can be mailed and must be received in the business office prior to deadline in order to avoid late payment charges. The student’s name and ID# should be included on the money order. Mail payments to:
Fletcher Technical Community College
Attn: Business Office
1407 Highway 311
Schriever, LA 70395

FINANCIAL RESPONSIBILITY

Students who have classes secured through any means, including financial aid, must withdraw from the College before the first day of class if they decide not to attend. Otherwise they may have a financial obligation to the College even though they never attended.

Any debt owed to the college for any reason including incomplete or inaccurate financial aid information, payment plan default, dishonored check, failure to make required payments or failure to comply with the terms of the applicable program as governed by Fletcher Technical Community College General Catalog will result in a violation of the terms and conditions. The student is still responsible for full payment in cash or money order for all outstanding tuition and fees. Students unwilling or unable to make full payment will be allowed to drop the courses with a “W” or will be dropped from the courses by the registrar with an “F”. In either case, the student will still owe any outstanding balance. Failure to pay an outstanding balance will prevent the student from obtaining a transcript, award, or other documentation as well as enrolling for future semesters/sessions at any LCTCS institution. Failure to respond to demands for payment made by Fletcher Technical Community College may result in such debts being transferred to the State of Louisiana Attorney General’s Office or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney’s fees in the amount of thirty-three and one-third percent (33 1/3 percent) of the unpaid debt, and all court costs.

DISHONORED ELECTRONIC CHECK (NSF)

The charge for each returned check is \$25. The student’s provisional registration shall be cancelled after the return of a check issued to the College through CASHNet for payment of tuition and fees unless payment is made in full or other appropriate action is taken to fulfill the student’s financial obligation.

Future checks will not be accepted from students issuing an NSF check. Cash, money order, or credit card (CASHNet ONLY) will be required. A student whose registration is cancelled because of the issuance of a bad check to Fletcher will not be permitted to re-enroll (even though cancellation of his registration prohibited the earning of any credit) until the financial obligation has been cleared. When registration is cancelled, the student is not allowed to continue attending classes.

PAYMENT PLAN DEFAULT

Students may not default on payment plan because they are expecting a PELL or other financial aid award. Students who default on payment plans will have their plan terminated and will not be allowed to participate in payment plans in future semesters.

STUDENT LOANS

Fletcher now participates in the Federal Direct Student Loan Program. The initial application for all Title IV aid would be the Free Application for Federal Student Aid (FAFSA). This application is completed online at www.fafsa.ed.gov. By entering our school code, 013580, the application will be transmitted to the school. Please contact the Office of Financial Aid for additional information regarding eligibility at financialaid@fletcher.edu.

REFUND POLICY

All students who do not plan to attend Fletcher Technical Community College must drop all classes prior to the first day of the semester to avoid tuition and fee charges.

All refunds/credits due to a student shall be applied to any outstanding balances due to Fletcher; any remaining credit balance will be paid to the student through their Higher One LCTCS debit card.

Refunds for tuition and refundable fees including academic excellence are processed by the Business Office after the 14th semester day for the fall and spring semesters and after the 7th semester day for summer sessions.

If tuition and fees are deferred to financial aid and the student withdraws, the financial aid payment will be applied to the account balance with the surplus returned to the student. Any fees not covered by financial aid are the student's responsibility. Any student with an outstanding balance will not have access to enrollment or student records until his/her account is paid in full and cleared.

Schedule Adjustment Refunds

Students who reduce credit hours or officially withdraw from the College prior to the first class day through the 3rd instructional day for the fall and spring semesters and the 2nd instructional day for the summer semester will receive 100% credit of tuition and fees for the dropped classes.

Additional refund periods and percentages for dropped classes are listed below:

Fall and Spring Refund Period:

- 100% credit 1st, 2nd, and 3rd instructional days
- 50% credit for tuition and academic excellence fee..... 4th through 10th instructional days
- 25% credit for tuition and academic excellence fee..... 11th through 14th instructional days

AFTER THE 14TH INSTRUCTIONAL DAY, REFUNDS WILL NOT BE GRANTED FOR DROPPED CLASSES.

Summer refund period:

- 100% credit 1st and 2nd instructional days
- 50% credit for tuition and academic excellence fee..... 3rd through 7th instructional days

AFTER THE 7TH INSTRUCTIONAL DAY, REFUNDS WILL NOT BE GRANTED FOR DROPPED CLASSES.

If Fletcher cancels a class for any reason, students enrolled in the class will receive a full credit for the tuition and fees for the cancelled class. Non-credit courses are non-refundable. Students who have an increase in hours scheduled during add/drop will be required to pay the additional per credit hour tuition and fees at the time of the schedule adjustment or make the necessary adjustment to an existing payment plan.

LCTCS DEBIT CARD

All refunds and financial aid are disbursed electronically through a third party company, Higher One Financial Services. Each new student receives a LCTCS debit card from Higher One via mail about 14 days after the semester begins. It is recommended that students activate their LCTCS debit card when they receive the card in the mail. It is important for students to verify that their address is correct in Banner (LoLA).

Upon activation at LCTCSDebitCard.com, the student will be given the option to have financial aid and tuition refunds disbursed via the LCTCS Debit Card, or an electronic transfer (ACH) to an existing bank account (checking or savings). The first card and sign up is free. Activated replacement cards are \$20. To order a replacement card that is activated, log on to your account at www.letcsdebitcard.com or call Higher One customer service at 1-866-755-4887. To order a replacement card that is not activated, go to the cashier window at Fletcher's business office.

FINANCIAL AID

Fletcher provides financial assistance to students from a variety of sources to help meet their educational expenses. Student eligibility for financial aid is considered on a case-by-case basis, and a concerted effort is made to maximize and individualize assistance for each applicant. Any student unable to pay for college using personal or family resources should apply for financial aid in the form of grants, scholarships, and employment opportunities.

Financial aid is based on enrollment status. A student may be enrolled as a full-time student, a three-fourths time student, a half-time student, or a less than half-time student. Financial Aid Credit hour designations for ALL semesters are as follows:

12+ credit hours	Full-time student
9-11 credit hours	Three-fourths time student
6-8 credit hours	Half-time student
5 or less credit hours	Less than half-time student

TYPES OF FINANCIAL AID AVAILABLE

The Free Application for Federal Student Aid (FAFSA) is a form that should be completed online annually by current and prospective students and/or their parents. The FAFSA is used to determine eligibility for federal student financial aid.

The FAFSA consists of several questions regarding the student's finances. Questions regarding the parent's finances may also need to be answered. In addition to questions regarding finances, questions regarding family size, number in college, and other information are used in determining the Expected Family Contribution (EFC).

A Student Aid Report (SAR) is forwarded to the student once the FAFSA is completed and processed. A SAR is a summary of the FAFSA responses. Students should review their SAR and make any necessary corrections. An electronic version of the SAR is sent to the colleges that the student lists on the FAFSA.

TITLE IV FINANCIAL AID INFORMATION

Title IV financial aid is a federal financial aid that is authorized under Title IV of the Higher Education Act of 1965. In order to be eligible for Title IV financial aid, a student must

- complete the Free Application for Federal Student Aid (FAFSA).
- have a high school diploma from a state-approved high school or GED.
- have completed homeschooling at the secondary level.
- be enrolling in a program of choice to fulfill a goal of certificate or degree.
- (if male) register with the U.S. Selective Service or be exempt.
- not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during the period covered by financial aid.

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- not owe a repayment or an overpayment to Title IV. A student and/or student's parent(s) must not be in default on Stafford (GSL), SLS, PLUS, or any other educational loan.
 - not receive Title IV funds for no more than 150% of the number of credit hours required for the student's program of choice.
 - not receive funds while enrolled for more than 30 credit hours of developmental courses.

These developmental hours are counted in determining the 150% maximum hours. Students who continue to be enrolled after having pursued 30 credit hours of developmental courses will receive aid based on the number of non-developmental courses in which they are enrolled for that semester.

- maintain Satisfactory Academic Progress (SAP).

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require the college to establish and apply reasonable standards of satisfactory academic progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress toward a degree and the consequences to the student if progress is not achieved. Fletcher students who wish to be considered for financial assistance must maintain satisfactory progress in their selected course of study as set forth in this policy.

Title IV financial aid programs include: Pell Grant, Federal Direct Student Loan, Supplemental Educational Opportunity Grant (SEOG), and Work-Study. The requirements of this policy apply to all students as one determinant of eligibility for financial aid.

MINIMUM STANDARDS

To remain eligible for Title IV aid, students must meet the standards indicated below at the conclusion of each semester. At the conclusion of each semester, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. Failure to meet the minimum cumulative standards may result in a loss of financial aid eligibility.

QUALITATIVE MEASURE OF PROGRESS

The qualitative requirement sets a minimum Cumulative Grade Point Average (GPA).

Note: This is the GPA used to determine one's status and includes grades from courses taken at all other schools. To remain in compliance, a student must maintain a 2.0 cumulative GPA at the end of each semester.

QUANTITATIVE MEASURE OF PROGRESS

The quantitative requirement contains two components:

PACE OF PROGRESSION/COMPLETION RATE

The credit hour completion rate reflects the pace at which students must progress to ensure that they are able to complete their degree program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. All students must earn 67% of all hours attempted. Note: This is a cumulative calculation and includes credits attempted at all schools.

MAXIMUM TIMEFRAME

The maximum timeframe for students to complete their degree cannot exceed 150% of the published length of the academic program. Hours are counted starting with the semester the student entered school, even those semesters in which he/she did not receive financial aid.

HOURS ATTEMPTED: Hours attempted include all hours pursued in the student's career and are counted in the maximum timeframe whether or not financial aid was received. Attempted hours also include the following: withdrawals, incompletes, failing grades, remedial coursework, repeated coursework, and transfer credits.

REPEATED COURSEWORK: Students are allowed to repeat a previously passed course and have it count toward enrollment for financial aid eligibility only once. However, all repeats count against the maximum timeframe (total attempted credits).

DROPPED OR WITHDRAWN COURSES: Drops and/or withdrawals do not affect a student's cumulative GPA for SAP, but count as credit hours attempted toward both pace and maximum timeframe. Incomplete Grades: At the time of evaluation (the conclusion of each semester), incompletes (grade of "I") do not influence a student's cumulative GPA for SAP, but count as credit hours attempted toward both pace and maximum timeframe. For financial aid purposes, incomplete ("I") grades equal "F" until removed.

TRANSFER CREDIT: Transfer credits and credits taken while cross-enrolled count toward a student's cumulative GPA and attempted and earned credit hours, therefore, impacting the maximum timeframe and a student's pace/completion rate.

CHANGE OF MAJOR: Credits earned under all majors will be included in the calculation of attempted, earned, and maximum timeframe credits, as well as the GPA calculation.

DEVELOPMENTAL/REMEDIAL COURSEWORK: Developmental/Remedial hours are included in the total hours attempted, and if successfully completed, hours earned. Students may receive financial aid for 30 hours of developmental courses. Students taking developmental courses in excess of 30 hours are not eligible to receive financial aid for these courses. Once the limit is reached, eligibility is determined based on the student's enrollment in non-developmental courses.

GRADES, HOURS EARNED, AND GRADE POINT AVERAGE: Students will receive a grade for each course at the end of the semester. Passing grades are: A, B, C, D, and S. Grades that are not passing are: F, I, U, AU, and W. See the Catalog for a more detailed description of the grading system and an explanation of how a grade point average is computed.

AUDITED COURSEWORK: Students may not receive financial aid for audited courses.

ACADEMIC AMNESTY: All attempted hours will be included in determining a student's financial aid eligibility. However, coursework included in an academic amnesty does NOT count in earned hours. This means that the completion rate of a student with an academic renewal will be adversely affected.

EVALUATION OF SAP

The minimum progress standards will be checked at the conclusion of each semester. At the conclusion of each semester, students must earn the minimum cumulative GPA, minimum number of credit hours, and be within the maximum timeframe. At the time of each evaluation, a student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive assistance under the Title IV programs unless the student has appealed and has been placed on financial aid probation.

Students who are no longer eligible for Title IV assistance will be notified regarding their SAP status at the conclusion of each semester. Using the qualitative and quantitative measures of progress, a student may be placed in one of the following SAP statuses:

- 'Good' is a status assigned to a student who is eligible for financial aid and is meeting the minimum standards.
- 'New' is a status assigned to a student who is attending college for the first time.
- 'Probation' is a status assigned to a student who failed to make SAP but submitted an appeal that was approved.
- 'Max' is a status assigned to a student who has exceeded the 150% maximum timeframe of his or her degree requirements. Students in this status are NOT eligible for financial aid and will be required to personally pay for any additional semesters necessary. Students who have exceeded the maximum timeframe may request for a brief extension of their financial aid by completing a financial aid appeal.

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- ‘GPA’ is a status assigned to a student who does not have a cumulative GPA of 2.0.
 - ‘GPA67’ is a status assigned to a student who does not have a cumulative GPA of 2.0 and has not earned 67% of the attempted hours.
 - ‘67PCT’ is a status assigned to a student who has not earned at least 67% of the attempted hours.
 - ‘Denied’ is a status assigned to a student whose appeal is denied. Students in this status are NOT eligible to receive financial aid for their next semester of enrollment and are responsible for making arrangements to pay for tuition and fees. Students may submit a new appeal after their next semester of enrollment for a reevaluation of future aid eligibility.

APPEALS

If extenuating circumstances prevented a student from meeting the requirements, a SAP Appeal may be filed. The appeal must be submitted with accompanying documentation (if available.) All supporting documents will be retained in the student’s financial aid file. Fletcher’s Satisfactory Academic Appeal Form may be found on the Financial Aid home page under Links.

A student’s appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

1. what the problem was;
2. when did the problem occur;
3. how long did the problem last;
4. how did this affect his/her ability to complete coursework; and
5. the steps taken to ensure that the minimum standards will be met at the next evaluation.

If a student cannot meet the minimum cumulative standards within one period of enrollment, an appeal may NOT be approved without the generation of an academic plan. The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. If the student deviates from the academic plan, financial aid eligibility will be suspended.

In order to be eligible for financial aid for a semester in which financial aid has been suspended, an appeal must be granted. To ensure that an appeal is reviewed, students must submit their appeal in a timely manner. It is the responsibility of the student to pay all outstanding balances on his/her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred. Just because an appeal is submitted does not mean that probation will be granted. If a student chooses to enroll in classes before a decision is made by the appeal committee, the student is personally responsible for any charges with the Business Office for that term. If probation is granted after the term has started, the student could possibly be reimbursed for the charges should he or she have financial aid eligibility.

Appeal Procedures:

Students failing to meet the minimum SAP requirements with extenuating circumstances may submit an appeal with supporting documentation to the Financial Aid Office.

Examples of extenuating circumstances include, but are not limited to the following:

- Prolonged illness, medical condition, or injury to student or immediate family member;
- Death of an immediate family member;
- Extenuating circumstances beyond the student's control.

Examples of supporting documentation include, but are not limited to:

- Physician's letters and hospital records (must include dates of illness and recovery time);
- Death certificate or obituary;
- Court or police documents;
- Letters from third party professional counselors on his or her letterhead.

Regardless of extenuating circumstances, the Appeal Committee has a right to deny an appeal based on a pattern of poor performance and/or withdrawals. The committee may also deny eligibility reinstatement after they determine a student has submitted forged or altered documents.

APPEAL GRANTED/ACADEMIC PLAN

If a student cannot meet the minimum cumulative standards within one period of enrollment, an appeal may not be approved without the generation of an academic plan. The academic plan must demonstrate how the student will meet the SAP standards by a specific point in time. If the student deviates from the academic plan, financial aid eligibility will be suspended.

In order to be eligible for financial aid for a semester in which financial aid has been suspended, an appeal must be granted. To ensure that an appeal is reviewed, students must submit their appeal in a timely manner. It is the responsibility of the student to pay all outstanding balances on his or her account while waiting for an appeal decision. Regardless of the appeal decision, students are responsible for any late fees incurred.

SUBMITTING AN APPEAL DOES NOT MEAN THAT PROBATION WILL BE GRANTED. IF A STUDENT CHOOSES TO ENROLL IN CLASSES BEFORE A DECISION IS MADE BY THE APPEAL COMMITTEE, THE STUDENT IS PERSONALLY RESPONSIBLE FOR ANY CHARGES WITH THE BUSINESS OFFICE FOR THAT TERM. IF PROBATION IS GRANTED AFTER THE TERM HAS STARTED, THE STUDENT COULD POSSIBLY BE REIMBURSED FOR THE CHARGES SHOULD HE OR SHE HAVE FINANCIAL AID ELIGIBILITY.

Note: Financial aid appeals are NOT the same as academic appeals. Students are ineligible for financial aid while academically suspended from Fletcher.

REESTABLISHING SAP

If an appeal is denied or is not submitted, a student may regain financial aid eligibility by making SAP. The student must personally pay for each period of enrollment until the minimum cumulative GPA and pace requirements are met. The student will regain eligibility for future periods of enrollment after reestablishing the minimum SAP standards.

ENROLLMENT STATUS

When you register for classes, your enrollment status will be based on the number of credit hours for which you enroll. For financial aid purposes, enrollment status is based on the following:

All Semesters

12+ credit hours	Full-time student
9-11 credit hours	Three-fourths time student
6-8 credit hours	Half-time student
5 or less credit hours	Less than half-time student

Your enrollment status is NOT official until after the Census Day, which is the 14th class day in the Fall/Spring semesters and 7th class day for Summer semester. After the Census Day in a given semester, your enrollment status is set, and this status is used in determining award amounts and minimum number of hours to complete. Because your financial aid is based on your enrollment status as of the Census Day, disbursements begin on or around the 20th semester class day.

ATTENDANCE

As a recipient of federal funds, you must attend all courses if you want to keep your financial assistance. Failure to attend class could result in a reduction or cancellation of your aid. You could be required to repay some or all of your financial aid, and you could lose your eligibility for future assistance.

PELL GRANT (TITLE IV)

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Grant amounts depend on the student's EFC, the cost of attendance (COA), and the student's enrollment status. Pell grants do not have to be repaid. Applicants may need to submit documentation to the FAO before aid can be awarded. Once a financial aid packet is complete, the student will receive an award notice. Grant disbursements are made on approximately the 20th class day of a semester and thereafter.

GRANTS - STATE GO GRANT

The purpose of the Louisiana Go Grant Program is to provide a need-based component to the state's financial aid plan to support nontraditional and low to moderate-income students who need additional aid to afford the cost of attending college. Additional information on the GO grant is available at www.osfa.state.la.us.

SCHOLARSHIPS TOPS

Louisiana's Taylor Opportunity Program for Students (TOPS) is a comprehensive program of state scholarships. TOPS includes four award components: TOPS Tech, TOPS Opportunity, TOPS Performance, and TOPS Honors. Students may use any of the four awards at Fletcher, however students eligible for TOPS Tech must declare a technical major. Refer to the Louisiana Office of Student Financial Assistance's website at www.osfa.state.la.us for complete information on the four components.

BIG SCHOLARSHIP

Bayou Industrial Group, Inc. (BIG) may award a scholarship to a high school senior who will be enrolled as a full-time student at Fletcher in the fall semester immediately following high school graduation. BIG sends scholarship rules and applications to each public and private high school in Lafourche, Terrebonne, and Assumption parishes in the spring with a stated deadline for submission.

BP INTEGRATED PRODUCTION TECHNOLOGIES (IPT) SCHOLARSHIP

BP Foundation and BP Gulf of Mexico have established scholarships to assist students who are enrolled at least half time for students Fletcher's Integrated Production Technologies (IPT) program. The recipient is eligible for this scholarship for 2 years provided he or she meets all the above criteria and maintains a 3.0 overall grade point average. Eligibility is per semester and requests to renew the scholarship must be made through the Office of Financial Aid at the end of the semester.

SOUTH CENTRAL INDUSTRIAL ASSOCIATION (SCIA) VOCATIONAL TECHNICAL SCHOLARSHIP

The purpose of this scholarship is to provide financial assistance to a student enrolled in a technical program. This scholarship is awarded annually. Applications are available online at fletcher.edu/scholarships.

EMPLOYMENT OPPORTUNITIES FEDERAL WORK STUDY (FWS)

The Federal Work Study program is a federally-funded financial aid program that enables students who have financial need (as determined by the FAFSA) to earn money for college costs by working on campus. FWS encourages community service, so off-campus jobs in the community may also be available. Students participating in FWS must also maintain SAP. FWS may be awarded in the fall, spring, and/or summer. Students are paid by the hour, and the amount a student earns cannot exceed the total FWS award. Applications for FWS employment are available in the Student Services Office and online. Completed applications must be submitted to the Office of Student Affairs.

ADDITIONAL AID

CAREER SOLUTIONS ONE STOP CENTER

At no cost to the student, the Career Solutions One Stop Center may be able to assist in meeting the costs for training. Call the local One Stop Center in Houma at (985) 876-8990 for information on eligibility.

CATHOLIC SOCIAL SERVICES (CSS)

CSS provides various types of assistance dependent upon the student's need. Call (985) 876-0490 for additional information.

INTER-TRIBAL

Registered Native American students who enroll in training conducted in an institutional setting may be eligible to receive funding from Inter-Tribal. Contact the Inter-Tribal Council of LA, Inc. at (985) 851-5408.

LOUISIANA REHABILITATION SERVICES (LRS)

LRS is a state agency whose purpose is to assist persons with a disabling condition(s) that may be a barrier to employment or training. Additional information can be obtained by calling (985) 857-3652.

NATIONAL GUARD TUITION EXEMPTION

Contact the FAO at (985) 448-7908 for more information.

STRATEGIES TO EMPOWER PEOPLE (STEP)

The Strategies to Empower People program is for recipients of the Family Independence Temporary Assistance Program (FITAP) and is designed to help parents take charge of their lives through education, training, or job development leading to employment. For more information, call (985) 858-5746.

UNITED HOUMA NATIONS

United Houma Nations provides various types of assistance to Registered Native American students dependent upon the student's need. Call (985) 876-0490 for additional information.

VETERANS EDUCATION BENEFITS (VA)

Those eligible for VA Educational Benefits should go online to www.va.gov to complete an application to receive benefits or contact the FAO at Fletcher. Certificates of eligibility should be presented to the FAO. Call 1-800-827-1000 for more information regarding education benefits.

VETERANS VOCATIONAL REHABILITATION AND EMPLOYMENT

This program helps veterans with service-connected disabilities prepare for and find jobs within their physical, mental, and emotional capabilities. Additional information is available at www.vba.va.gov or by calling (504) 619-4346.

STUDENT LOANS (TITLE IV)

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education (the Department), though most of the contact will be with your loan servicer. With Direct Loans, you:

- Borrow directly from the federal government and have a single contact—your loan servicer—for everything related to repayment, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information via your servicer's website.
- Can choose from several repayment plans, and you can switch repayment plans if your needs change.

HARDSHIP WAIVERS OF TUITION AND FEES

An application process has been established to address cases of financial need to be applied to tuition and fee increases when specified by Legislation, including the Academic Excellence Fee and the Operation Fee.

Eligibility for the Tuition/Fee Waiver:

- Louisiana Resident
- Apply for and accept all Federal and State financial aid for which you qualify
- Tuition and fees that are not covered, or fully covered by another source of financial assistance such as Pell, TOPS, or other grants in order of greatest need
- Application submitted at least one day prior to the payment deadline date as published for the respective semester Tuition/Fee Waiver Application detailing the process is available on the website at: fletcher.edu/assets/docs/TuitionandFees/TuitionFeeHardshipApp.pdf.

POLICIES GOVERNING FINANCIAL AID

FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES

As a recipient of financial aid, there are certain rights and responsibilities of which students should be aware.

Students have the right to know:

- the financial aid programs available at Fletcher.
- application process that must be followed to be considered for aid.
- criteria used to select recipients and calculate need.
- Fletcher refund and repayment policy.
- Financial aid policies surrounding satisfactory academic progress (SAP).
- Special facilities and services available for the handicapped.

Students are responsible for:

- completing all forms accurately by the published deadline dates.
- submitting information requested by the FAO staff in a timely manner.
- keeping the FAO informed of any changes in address, name, marital status, financial situation, or student status.
- reporting to the FAO any additional assistance from non-college sources such as scholarships, fellowships, and educational benefits.
- maintaining SAP.
- re-applying for aid each year.

Federal law protects confidentiality of information submitted to the Financial Aid Office.

FINANCIAL AID CODE OF CONDUCT

The primary goal of the Louisiana Community and Technical College System (LCTCS) student financial aid professional is to assist students in achieving their educational goals by assisting them in the efforts to access appropriate financial resources. For the most part, the LCTCS institutions, including Fletcher, rely on United States Department of Education Title IV PELL funds to meet these needs. However, clearly, it is the expectation of the LCTCS that all financial aid professionals will adhere to those principles set-forth by the National Association of Student Financial Aid Administrators and will abide by the following Financial Aid Code of Conduct as approved by the Board of Supervisors. This includes the following:

Financial Aid Administrators employed by the LCTCS will:

- Refrain from taking any action for personal benefit. This includes the individual, or a member of the family, ever accepting cash payments, stocks, club memberships, gifts, entertainment, expense-paid trips, or other forms of inappropriate remuneration from any business entity involved in any aspect of student financial aid.

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- Refrain from taking any action contrary to law, regulation, or the best interests of the students and parents.
 - Ensure that the information provided to students and parents is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
 - Be objective in making decisions and advising the institution regarding relationships with any entity involved in any aspect of student financial aid.
 - Refrain from soliciting or accepting anything other than nominal value (\$10) from a student loan provider. This includes meals, travel, lodging, entertainment, and in-kind services.
 - Disclose to the institution any involvement with or interest in any entity involved in any aspect of student financial aid. It is the obligation of the financial aid professional to abide by the LCTCS conflict of interest policy.

ACADEMIC POLICIES AND SERVICES

ACADEMIC POLICIES

ACADEMIC HONESTY

An essential rule in every class at Fletcher is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in formal College action. Additional information regarding the policies, procedures and sanctions associated with academic misconduct can be found in the Student Handbook. Acts of academic dishonesty include:

CHEATING

Cheating is the fraudulent act of deception on an academic exercise by a student who misrepresents the mastery of information.

- A. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning.

Examples:

- Copying from another student's paper.
- Allowing another student to copy from a paper.
- Using the course textbook or other material, such as a notebook, without authorization.

- B. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation or deliberation. Examples:

- Collaborating with another person by giving or receiving information without authority.
- Using specially prepared materials without authority to do so, e.g., notes, formula lists, etc.

PLAGIARISM

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data as one's own in work submitted for credit. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate, and specific footnotes, appropriate citations, and, in the case of verbatim statements, quotation marks. Failure to identify any source published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism.

Examples:

- Undocumented use of any author's main idea.
- Undocumented paraphrase of an author's actual words.
- Undocumented, verbatim use of an author's actual words.

COLLUSION

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules.

Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

ACADEMIC AMNESTY

Academic amnesty allows students to restore their academic standing at the College by eliminating previous academic credit from the current grade point average (GPA). The following conditions apply to academic amnesty:

- At least three years must have elapsed between the end of the semester in which the student was last enrolled for credit at any college or university before being enrolled at Fletcher.
- Persons previously granted academic amnesty/renewal by another institution may not be granted academic amnesty by Fletcher.
- Fletcher may grant academic amnesty to a student only once.
- Students must request academic amnesty by the end of their first semester at Fletcher.
- Students will not be granted academic amnesty if any prior coursework is being used as prerequisites or as part of the current program of study or if the student has previously received an award from Fletcher Technical Community College.
- Academic amnesty cannot be granted for only a portion of the student's academic record.
- If academic amnesty is granted, a notation to that effect will be made on the student's transcript. Courses and grades from previous institutions will be entered on the transcript; however, credits will not be used in the grade point average calculation.

Requesting academic amnesty does not guarantee approval. Petitions for academic amnesty are available in Student Services or through the student's academic advisor.

CHANGE OF GRADE/GRADE APPEAL POLICY

Only final grades may be appealed or challenged. Grades are available to the student through LoLA at the end of each semester. Upon receiving grades, the student should review the grades for accuracy. If the student feels there is an error, he/she should

contact the course instructor no later than the end of the first week of the following semester. If a student is unable to contact an instructor, the student should contact the department head. If an incorrect grade was recorded, the instructor/department head must complete a Change of Grade Form and submit the completed form to the Registrar.

If the grade recorded is correct and the student wishes to appeal the grade, the student must complete a Grade Appeal Request Form and submit the completed form to the College dean for the course for which the grade is being appealed. The appeal form must be submitted by the end of the third week of the following semester. If the grade appeal is not granted, the student may then request a meeting with the Vice Chancellor of Academic Affairs.

COURSE WITHDRAWAL POLICY

A student may withdraw from classes through LOLA on or before the final withdrawal date as designated on the College's academic calendar. If a student withdraws from a class during the designated drop/add period, the course is removed from the student's transcript. If a student withdraws from a class after the designated drop/add period but on or before the designated final withdrawal date, the recorded course grade will be a W. A student may not withdraw from a class after the designated final withdrawal date unless an administrative withdrawal is granted by the department head or dean of the program the student is enrolled in.

An instructor may withdraw a student from a course for excessive absences. The instructor will keep a permanent attendance record for each class. When a student accumulates excessive absences as indicated by the attendance guidelines in the course syllabus, the instructor may withdraw the student from the roll of the class by submitting a withdrawal request to the Registrar's Office.

A student who is dropped for excessive absences may appeal this action first to the instructor and then to the Vice Chancellor for Academic Affairs (VCAA). The student must notify the VCAA of the appeal in writing within one week of receiving the notice of the withdrawal. The student will be allowed to attend class during the time the appeal is being considered to allow the student opportunity to complete the course if the appeal is granted. The student and the instructor will be notified in writing as to the outcome of the appeal.

INCOMPLETE WORK

A student may receive a grade of "I" in a course when extenuating circumstances cause the student to be unable to complete the required work. The student must be passing the course in order to be given an incomplete grade. The student is responsible for making up all unfinished work from a fall semester by the withdrawal date of the following spring semester and for making up all unfinished work from a spring or summer semester by the withdrawal date of the following fall semester as designated on the College's academic calendar.

Students should be aware that an “I” grade has financial aid implications and that they should complete the course work as soon as possible. Students may not register for a course that has the course in which they received an “I” as a prerequisite until they convert the “I” into a grade of “C” or above. If all work is not completed satisfactorily by the designated date, the “I” will be changed to an “F.”

MEDICAL RESIGNATION POLICY

It is the policy of Fletcher Technical Community College to allow students to request a medical resignation for a given semester. In order to be eligible for a medical resignation, a student must submit documentation for such a resignation from a licensed physician, psychologist, or psychiatrist. Students who are approved for a medical resignation must complete the resignation form and have it signed by the appropriate department head or division dean. Students taking a medical resignation must resign from all courses registered for in the given semester. Students who have previously been granted a grade of incomplete are not eligible for a medical resignation. In any instance where a student is registered for an online course and wishes to remain in the online course, a decision will be rendered by the department head or dean on the status of enrollment.

DEVELOPMENTAL POLICY

Students who have successfully completed (with a grade of C or better) the developmental course into which they were originally placed on the basis of a placement test may re-test to see if they can bypass the next course level. Students should not re-test unless they are planning to register for the courses in the following semester.

ACADEMIC SERVICES

ACADEMIC LEARNING RESOURCE CENTER

The Academic Learning Resource Center (ALRC) offers tutoring services free of charge to assist Fletcher students in mastering their course materials. Help is available for all classes through one-on-one or group tutoring and computer programs. The ALRC is located at the main facility in Schriever. Hours of operation are posted each semester by the front door of the center. Learning specialists are available at various times to help students with their course materials. Hours for these specialists are posted in the center.

ACADEMIC ACCOMMODATIONS

Students requesting academic accommodations must self-identify and register with Student Services (Director of Counseling and Advising) at the beginning of each semester.

1. All documentation must be current and provided by a licensed professional qualified in the area of disability for which he/she is recommending accommodations.
2. Documentation must be on letterhead from the said professional’s practice.

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3. Documentation must have been completed no more than 3 years prior to the date that the student submits a request for accommodations.
 4. Documentation should address the nature of the disability, as well as the recommended accommodations, and should describe how the specific disability impacts functioning in an academic setting.
 5. Documentation should address the specific diagnosis, tests used in making the diagnosis, and, when appropriate, test scores.
 6. All students must meet with the Director of Counseling and Advising before being eligible for receiving educational accommodations.
 7. At this meeting the student must provide proper and current documentation related to his/her disability.
 8. All policies and procedures will be explained to the student and an agreement must be signed by the student.
 9. The student must sign a contract that states his/her approved accommodations and the rules for receiving accommodations.
 10. A copy of the contract will be provided for instructors explaining what accommodations the student is entitled to and options for providing said accommodations.
 11. Students wishing to take exams in the Testing Center must turn in an Accommodated Testing Form.
 12. Students must take all exams at the same time that his/her classmates are testing unless there is a class schedule conflict or he/she has been granted permission to do otherwise by the instructor. If there is a conflict, students must take the test by the end of the assigned test date.
 13. All tests must be scheduled and confirmed at least 48 hours in advance of the test date with Student Services.
 14. Students are responsible for obtaining all information needed during testing from their instructors. Test monitors will not provide tutoring or guidance during testing.
 15. Tests must be turned in to the test monitor at the end of the allocated testing time.

ADULT LITERACY

The Adult Literacy Program offers individuals the opportunity to upgrade their educational skills. The program concentrates on upgrading basic skills in reading, language, and math. The program also prepares individuals for the HiSet test in order to obtain an equivalency diploma. Once a student reaches satisfactory scores on the official practice test, he/she will then be recommended for the examination.

The Adult Literacy Program is offered during the fall and spring semesters only. Applicants to the Adult Literacy program must be 18 years of age or older. Interested persons should contact Bayou Cane Adult Education Center at (985) 876-3180. Bayou Cane will test and refer qualified students to Fletcher. Students enrolled at Fletcher are eligible to take adult literacy classes without referral.

COASTAL COMMERCE BANK LIBRARY SERVICES

The Coastal Commerce Bank Library at Fletcher exists to support the mission and goals of the College. The library provides students, faculty and staff with the materials, resources, and instructional services necessary for teaching and learning. The Coastal Commerce Bank Library is located at the main campus in Schriever. Library hours are posted on the Fletcher website and outside the library entrance. The library has an additional location on the second floor of the Houma Facility.

The library allows access to learning resources within the library, as well as outside the library, through interlibrary loan (ILL) and consortia and cooperative agreements. The library provides a wide range of materials in print and electronic format. Students may retrieve information twenty-four hours a day, seven days a week using library electronic resources on the library website. Library resources include print titles, audiovisual items, eBooks, active print periodical subscriptions, active print newspaper subscriptions, and full-text and citation databases. The library provides computer workstations and study rooms for individual study and leisure reading. Assistive technology is available for students with disabilities.

Fletcher's membership in LOUIS provides students and faculty with effective on-campus and remote access to the library holdings. Access to information about collections and holdings of other libraries throughout the state is another service of the library's membership in the LOUIS consortium. LOUIS catalogs, with over six million bibliographic records, are available twenty-four hours a day to all users with Internet access.

CIRCULATION POLICIES AND LOAN PERIODS

Students must have a valid Fletcher Student ID to use library resources. Loan periods for materials are as follows: books, 21 days; circulating DVDs, two days; audio/visual, in-house only; reserve items, two hours.

The library charges fines for materials that are overdue, damaged, or lost. Fines for overdue books are 35¢ per day per item, and 10¢ per minute for reserve items. Materials must be returned to the library during normal operating hours. Periodicals, reference materials, and audiovisual materials normally do not circulate.

LIBRARY CODE OF CONDUCT

- Cell phone usage is prohibited in the library. Before students enter the library, cell phones and pagers must be switched to silent mode. Library users needing to answer or place a call must exit the library.
- Persons who are disruptive will be asked to leave the library.
- No smoking, eating, drinking, or sleeping is permitted in the library.
- Animals are not permitted, with the exception of animals trained to assist the disabled.
- The library is not responsible for personal belongings left in library materials or on library property.
- Children are not allowed in the library.

INSTRUCTIONAL OPPORTUNITIES

Course-Integrated Instruction

Instructors may request librarians to provide course-integrated library instruction either in the library, in the classroom, or at other Fletcher locations. Instruction sessions are tailored to the specific needs of the students for a particular topic. Students are directed to information resources that the library owns and are taught how to use them effectively for course assignments and research papers.

Point-Of-Use Instruction

Librarians are available to assist students and faculty with information resources available through the library. Fletcher users are encouraged to contact the librarians for their research needs.

Students may borrow materials from other libraries through the Coastal Commerce Bank Library's membership in LALINC, which provides Fletcher students and faculty direct and convenient access to academic library collections and resources across the state. Students and faculty may obtain LALINC borrowing cards from the library.

The Louisiana State Library, a member of LOUIS and an affiliate member of LALINC, offers a statewide book courier service for interlibrary loan (ILL). Participation in the state public library card system ensures walk-in access to information for Fletcher's students. Materials for Course Reserves are located at the Circulation Desk.

Copy services are available for student use in the library. A student self-service center provides students with a paper cutter, pencil sharpener, stapler, hole-punch, and other office supplies for use in completing assignments.

ADDITIONAL SERVICES FOR STUDENTS

Mental Health, Career and Academic Counseling Services by a Licensed Professional Counselor are available through the Office of Counseling and Advising. Students can make appointments through the Office of Student Services or via email to counseling@fletcher.edu.

Fletcher is a member of College Central Network. Students and employers may subscribe to this service free of charge www.fletcher.edu/careerservices.

PROGRAM SUPPLY LISTS

Several programs require occupation-specific equipment, tools, supplies, and uniforms. Student Services maintains a program supply listing for each occupational program. Lists are updated annually and are subject to change. Students may obtain a program supply listing from Student Services.

PROGRAMS OF STUDY

The following section is a description of all programs of study offered at Fletcher Technical Community College. The curricula area are accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some programs may have been added or deleted, and/or changes in curricula may have been made. Exit level designations for these programs are as follows:

- TCA** = Technical Competency Area Certificate: An applied course, or series of courses (1-16 credit hours) which provides a student with a specific technical competency.
- CTS** = Certificate of Technical Studies: an applied technical program (16-33 credit hours) usually formed by combining multiple TCAs.
- CGS** = Certificate of General Studies: An academic program (30 credit hours) of general education courses designed to prepare students for entry into an associate or baccalaureate program.
- TD** = Technical Diploma: An applied technical program (45-60 credit hours) formed by combining multiple CTSs and/or TCAs.
- AA** = Associate of Arts Degree: An academic degree program (60-72 credit hours) with a significant general education core (27 credit hours) designed primarily to serve as preparatory for transfer to a related baccalaureate program.
- AS** = Associate of Science Degree: An academic degree program (60-72 credit hours) with a significant general education core (27 credit hours) designed primarily to serve as preparatory for transfer to a related baccalaureate program.
- AAS** = Associate of Applied Science Degree: An applied/academic degree program (60-72 credit hours) primarily designed to prepare students for immediate employment or career entry.
- AGS** = Associate of General Studies Degree: An academic program (60 credit hours) that allows students to select a concentration to prepare them for career entry but which may also transfer to a baccalaureate program.
- AALT** = Associate of Arts Louisiana Transfer Degree: An academic program (60 credit hours) that provides students with an opportunity to complete the first 60 hours of course work toward a baccalaureate degree.
- ASLT** = Associate of Science Louisiana Transfer: An academic program (60 credit hours) that provides students with an opportunity to complete the first 60 hours of course work toward a baccalaureate degree.

Degrees, technical diplomas, and certificates earned are recorded on the transcript upon verification of award requirements. Printed awards are issued only when an applicant applies for graduation and pays the required graduation fee. Associate degrees have general education requirements (GERs). Refer to Appendix F for approved general education courses.

Listing of a program does not necessarily mean that enrollment is accepted every semester. Program availability varies and start dates are often determined by the program coordinator. If no information is given in the program description, students should contact the department or Student Services to determine when the program is to be offered.

SUMMARY OF PROGRAMS

Program	Awards Offered	Page
Accounting Technology	Certificate/Degree	63-66
Automotive Technology	Certificate/Diploma	67-69
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Integrated Production Technologies	Certificate/Degree	84-87
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Machine Tool Technology	Certificate/Diploma	90-91
Marine Diesel Engine Technician	Certificate/Diploma	92-93
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Nursing	Degree	98-101
Office Systems Technology	Certificate/Degree	102-105
Patient Care Technician	Certificate	106-107
Phlebotomy	Certificate	108-109
Practical Nursing	Diploma	110-112
Technical Studies	Degree	113
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ACCOUNTING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Accounting Technology Program provides specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians. The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, recordkeeping systems, and accounting software operation.

PROGRAM COORDINATOR: Faye Williams

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Tracy Carmichael, Lynette Callahan, John delaBretonne, Michelle Votaw

SPECIAL COMMENTS: All business courses in the accounting curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

Note: Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

Computer application courses have a five-year time limit.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Accounting Technology Associate Degree Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, post transactions, and complete payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques and resume writing skills, locate employment resources, and determine the expectations of employers.
5. use professional accounting software.
6. apply basic mathematical functions used to solve business-related problems.
7. demonstrate administrative procedures emphasizing safe, efficient working environments.

CURRICULUM

Course No.	Course Name	Lecture	Lab	Total Credit Hours
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Intro to Computer Applications	3	0	3
KYBD 1100	Keyboarding I	1	2	3
TCA-ACGC	General Clerk (12)			12
SEMESTER 2				
ACCT 2110	Managerial Accounting	3	0	3
CINS 1300	Introduction to Spreadsheets	3	0	3
APMA 1030	Business Math	3	0	3
CINS 1450	Basic Word Processing	3	0	3
CTS-ACAC	Account Clerk (24)			12
SEMESTER 3				
ACCT 2300	Intermediate Accounting	3	0	3
CINS 1310	Introduction to Database Management	3	0	3
BUSI 1050	Business Communications	3	0	3
ACCT 2250	Payroll Accounting or			
ACCT 2700	Federal Taxation-Individual	3	0	3
CTS-ACPC	Payroll Clerk (36)			12
SEMESTER 4				
OSYS 2530	Office Procedures	3	0	3
ACCT 2400	Advanced Accounting	3	0	3
ACCT 2500	Computerized Accounting or			
ACCT 2150	Federal Taxation-Corporate & Partnership	3	0	3
BUSI 2451	Integrated Career Skills	3	0	3
Additional Courses needed for degree completion				12
MATH 1100	College Algebra (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
Additional General Education Courses needed for degree				12
AAS-ACAS ACCOUNTING TECHNOLOGY (60)				

CIP Code:520302

Total Clock Hrs:.....975

ACCOUNTING TECHNOLOGY CERTIFICATE OPTIONS

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Accounting Technology Program provides specialized classroom instruction and practical experience to prepare students for employment as accounting technicians or to provide supplemental training for persons previously or currently employed as accounting technicians. The program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, recordkeeping systems, and accounting software operation.

PROGRAM COORDINATOR: Faye Williams

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Tracy Carmichael, Lynette Callahan, John delaBretonne, Michelle Votaw

SPECIAL COMMENTS: All business courses in the accounting curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

Note: Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

Computer application courses have a five year time limit.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Accounting Technology Certificate Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, post transactions, and complete payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques and resume writing skills, locate employment resources, and determine the expectations of employers.
5. use professional accounting software.
6. apply basic mathematical functions used to solve business-related problems.
7. demonstrate administrative procedures emphasizing safe, efficient working environments.

CURRICULUM

Course No.	Course Name	Lecture	Lab	Total Credit Hours
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Intro to Computer Applications	3	0	3
KYBD 1100	Keyboarding I (3/0/3 or 1/2/3)	1	2	3
TCA-ACGC General Clerk (12)				12
SEMESTER 2				
ACCT 2110	Managerial Accounting	3	0	3
CINS 1300	Introduction to Spreadsheets	3	0	3
APMA 1030	Business Math	3	0	3
CINS 1450	Basic Word Processing	3	0	3
CTS-ACAC Account Clerk (24)				12
SEMESTER 3				
ACCT 2300	Intermediate Accounting	3	0	3
CINS 1310	Introduction to Database Management	3	0	3
BUSI 1050	Business Communications	3	0	3
ACCT 2250	Payroll Accounting or			
ACCT 2700	Federal Taxation-Individual	3	0	3
CTS-ACPC Payroll Clerk (36)				12

CIP Code:520302

Total Clock Hrs.:.....570

AUTOMOTIVE TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

PROGRAM DESCRIPTION: The Automotive Technology Program provides specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included. The program is closely correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence. Courses of instruction specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF). The instructor is NATEF master certified.

PROGRAM INSTRUCTOR: Craig Rodrigue, NATEF master certified

PROGRAM ACCREDITATION: NATEF

SPECIAL COMMENTS: All automotive courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Automotive Technology Diploma Program will be able to:

1. demonstrate the use of tools and equipment used in the automotive service industry.
2. describe the theory of operation of automotive systems.
3. diagnose and document component failures.
4. inspect, adjust, repair or replace automotive components.
5. work safely and in compliance with regulation and industry standards.
6. locate manufacturer specific information.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
AUTO 1000	Introduction to Automotive Technology	2	0	2
AUTO 1001	Introduction to Automotive Technology Lab	0	1	1
TCA Helper (3)				3
AUTO 1100	Engine Repair	2	0	2
AUTO 1101	Engine Repair Lab	0	3	3
TCA Engine Repair Technician (5)				5
AUTO 1200	Automatic Transmission and Transaxle	2	0	2
AUTO 1201	Automatic Transmission and Transaxle Lab	0	3	3
TCA Automatic Transmission and Transaxle Technician (5)				5
AUTO 1300	Manual Drive Trains	2	0	2
AUTO 1301	Manual Drive Trains Lab	0	3	3
TCA Manual Drive Train Technician (5)				5
AUTO 1400	Steering and Suspension	2	0	2
AUTO 1401	Steering and Suspension Lab	0	3	3
TCA Steering and Suspension Technician (5)				5
AUTO 1500	Brakes	2	0	2
AUTO 1501	Brakes Lab	0	2	2
TCA Brake Technician (4)				4
AUTO 1600	Electrical/Electronic I	2	0	2
AUTO 1601	Electrical/Electronic I Lab	0	3	3
AUTO 1610	Electrical/Electronic II	2	0	2
AUTO 1611	Electrical/Electronic Lab II	0	3	3
TCA Electrical Technician (10)				10
AUTO 1700	Heating and Air Conditioning	2	0	2
AUTO 1701	Heating and Air Conditioning Lab	0	3	3
TCA Heating and Air Conditioning Technician (5)				5
AUTO 1800	Engine Performance I	2	0	2
AUTO 1801	Engine Performance I Lab	0	3	3
AUTO 1810	Engine Performance II	2	0	2
AUTO 1811	Engine Performance Lab II	0	3	3
AUTO 1820	Engine Performance III	2	0	2
AUTO 1821	Engine Performance Lab III	0	3	3
TCA Engine Performance Technician (15)				15

CLCR 2000	Career Preparation	2	0	2
Approved Computer Literacy		0	1	1

TD Automotive Technology (60) 3

CIP Code:470604

Total Clock Hrs.....1,410

CTS-ELECTRICAL TECHNICIAN

Complete the following TCAs:

TCA - Helper	3
TCA - Electrical Technician	10
TCA - Heating & Air Conditioning Technician	5

Credit Hours Total (18) 18

CTS-ENGINE PERFORMANCE TECHNICIAN

Complete the following TCAs:

TCA – Helper	3
TCA - Engine Performance Technician	15

Credit Hours Total (18) 18

CTS-POWER TRAIN TECHNICIAN

Complete the following TCAs:

TCA – Helper	3
TCA - Engine Repair Technician	5
TCA - Automatic Transmission & Transaxle Technician	5
TCA - Manual Drive Train Technician	5

Credit Hours Total (18) 18

CARDIOPULMONARY CARE SCIENCE ASSOCIATE OF SCIENCE DEGREE

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: The Associate of Science in Cardiopulmonary Care Science prepares students to function as advanced-level respiratory therapists who provide respiratory care, cardiopulmonary testing and patient monitoring. Cardiopulmonary care professionals are instrumental as health care providers with patients ranging from premature infants to the elderly. The program, which consists of a pre-professional and professional phase, can be completed in two years, which includes two summer sessions. Students grow in their experience and knowledge through the curriculum's combination of lecture, laboratory and clinical courses.

PROGRAM COORDINATOR: Errol Champagne

PROGRAM ACCREDITATION: The Commission on Accreditation for Respiratory Care *(CoARC)

PROGRAM INSTRUCTOR(S): Errol Champagne, Jennifer Meleen

SPECIAL COMMENTS: All courses in the Cardiopulmonary Care Science program must be completed with a C or higher. Admission to the professional/clinical phase is based on selective admission requirements

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Cardiopulmonary Care Associate Degree Program will be able to:

1. review patient records, including test results;
2. recommend procedures to obtain additional data;
3. select and use equipment needed to deliver respiratory care and ensure infection control;
4. maintain records and communication patients' clinical status to appropriate members of a health care team;
5. maintain a patient's airway, including care of artificial airways;
6. remove bronchial secretions;
7. modify or recommend modifications to therapeutic procedures;
8. conduct respiratory care techniques in an emergency setting;
9. assist physicians in performing special procedures; and
10. perform pulmonary rehabilitation and home care.

CURRICULUM

PRE-PROFESSIONAL PHASE

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER I				
BIOL 1140	Human Anatomy & Physiology I	3	0	3
BIOL 1150	Human Anatomy & Physiology I Lab	0	1	1
CHEM 1010	Fundamentals of Chemistry I (GER)	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
PSYC 2010	Introduction to Psychology (GER)	3	0	3
	Humanities Elective (GER)			3

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SEMESTER II

BIOL 1160	Human Anatomy & Physiology II	3	0	3
BIOL 1170	Human Anatomy & Physiology II Lab	0	1	1
ENGL 1020	English Composition II (GER)	3	0	3
MATH 2100	Mathematics Elective (GER)	3	0	3
PHSC 1000	Introduction to Physical Science I (GER)	3	0	3
CPCS 1010	Orientation to Cardiopulmonary Profession	1	1	2
	Arts Elective (GER)			3

18

SEMESTER III (SUMMER)

BIOL 2030	Microbiology for Nursing & Allied Health (GER)	3	0	3
CPCS 1500	General Patient Care and Therapeutics	1	0	1

4

PROFESSIONAL PHASE

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER IV (FALL)				
CPCS 2000	Clinical Applications and Procedures I	0	5	5
CPCS 2040	Cardiopulmonary Pathophysiology	3	0	3
CPCS 2140	Life Support and Airway Mechanics	3	0	3
CPCS 2220	Cardiopulmonary Pharmacology	3	0	3

14

SEMESTER V (SPRING)

CPCS 2250	Cardiopulmonary Diagnostics	4	0	4
CPCS 2280	Perinatology & Pediatrics Diagnostics	3	0	3
CPCS 2500	Clinical Applications and Procedures II	0	5	5

12

SEMESTER VI (SUMMER)

CPCS 2700	Comprehensive Cardiopulmonary Therapeutics	1	1	2
CPCS 2800	Clinical Applications and Procedures III	0	3	3

5

AS Cardiopulmonary Care Science (72)

CIP CODE:510908

CRIMINAL JUSTICE ASSOCIATE OF SCIENCE DEGREE

DEPARTMENT: Arts and Sciences

PROGRAM DESCRIPTION: The Associate of Science in Criminal Justice gives students the education and skills needed to pursue career opportunities in the criminal justice system in parish, local and municipal police departments, such as the state police, corrections agencies, court systems, and other public and private agencies. The program also provides a course of study and degree for students intending to transfer to four-year colleges and universities as criminal justice majors as well as enhance the workforce capabilities in the field of criminal justice. The program focuses on the interrelationship between crime, the criminal justice system, and society as a whole.

PROGRAM COORDINATOR: William Lopez

PROGRAM INSTRUCTOR(S): William Lopez

SPECIAL COMMENTS: Criminal justice courses taken for the program requirements must be completed with a grade of C or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Criminal Justice Associate Degree Program will be able to:

1. apply critical thinking abilities to modern criminal justice processes and policies.
2. articulate the role, function and mission of police in the criminal justice system.
3. blend ethical concepts into modern criminal justice practices.
4. exhibit an understanding of the impact of policing, courts and corrections on the individual, society and the community.
5. identify proper patrol, investigative and case preparation techniques.
6. explain the purpose and function of the criminal court system to include the pre-trial and post-trial process.
7. discuss the principles of organization, administration and functions of criminal justice agencies.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER I				
CRJU 1010	Introduction to Criminal Justice	3	0	3
CRJU 2630	Introduction to Corrections	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
	Computer Applications	3	0	3
				15
SEMESTER II				
CRJU 2030	Criminal Related Law	3	0	3
CRJU #####	Criminal Justice Elective	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH #####	Mathematics Elective (GER)	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
SEMESTER III				
CRJU 2020	Public and Community Relations	3	0	3
CRJU 2040	Police Administration	3	0	3
CRJU #####	Criminal Justice Elective	3	0	3
POLI 1100				
Or POLI 2520	American National Government (GER)	3	0	3
	State and Local Government			
	Natural Science Elective (GER)	3	0	3
				15
SEMESTER IV				
CRJU 2610	Criminal Justice Ethics	3	0	3
CRJU #####	Criminal Justice Elective	3	0	3
	Arts Elective (GER)	3	0	3
	Natural Science Elective (GER)	3	0	3
	Humanities Elective (GER)	3	0	3
AS Criminal Justice (60)				15

CIP Code:430107

DRAFTING AND DESIGN TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The Drafting and Design Program prepares individuals with the necessary fundamentals to develop design and production drawings in the various disciplines of the drafting profession. This curriculum provides instruction in all traditional drafting techniques and also includes training in the latest technology of Computer Aided Drafting and Design (CADD). The program provides students with instruction in fundamental manual drafting skills as well as training in several drafting disciplines using CADD.

PROGRAM COORDINATOR: Dean Pitre

PROGRAM ACCREDITATION: Association of Technology, Management, and Applied Engineering (ATMAE)

PROGRAM INSTRUCTOR(S): Dean Pitre, Thomas Mewherter

SPECIAL COMMENTS: All drafting and CADD courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Drafting and Design Technology Associate Degree Program will be able to:

1. demonstrate knowledge of nationally recognized drafting practices and standards.
2. understand and apply visualization skills.
3. understand and apply dimensioning standards.
4. produce accurate technical drawing using computer aided drafting software.
5. produce hard copies of technical drawing using reproduction tools such as printers, plotters, and e-transmission.
6. demonstrate skills and abilities in various drafting fields such as structural steel, piping, architectural, civil, and mechanical.
7. consult and utilize reference materials to produce accurate technical drawings.
8. communicate effectively using written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to drafting and design technology.
9. perform basic mathematical functions used to solve drafting and design-related problems
10. locate employment resources and determine the expectations of employers in drafting fields.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
MATH ####	Math Elective (1000 or higher)	3	0	3
DRFT 1100	Basic Board Drafting	3	6	9

TCA-DDEA Engineering Aide I (12) **12**

SEMESTER 2

CPTR 1100	Introduction to Computer Applications	3	0	3
DRFT 1200	Advanced Board Drafting	3	4	7
CADD 1200	Introduction to CADD	1	2	3

CTS-DDEB Engineering Aide II (25) **13**

Semester 3

CLCR 2000	Career Development	2	0	2
CADD 2300	Advanced CADD	1	2	3
DRFT 2300	Introduction to Drafting Disciplines	3	4	7

CTS-DDEL Entry Level Drafter (37) **12**

SEMESTER 4

DRFT 2400	Advanced Disciplines	3	6	9
	Natural or Physical Science Elective (GER)	3	0	3

TD-DDTC Drafting & Design Technician (49) **12**

ENGL 1010	English Composition I (GER)	3	0	3
MATH 1110	Trigonometry	3	0	3
PHSC 1000	Introduction to Physical Science I	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
	Humanities Elective (GER)	3	0	3
	Social Science Elective (GER)	3	0	3

AAS-DDAS Drafting and Design Technology (67) **18**

CIP Code:151301

Total Clock Hrs.:.....1,365

DRAFTING AND DESIGN TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The Drafting and Design Program prepares individuals with the necessary fundamentals to develop design and production drawings in the various disciplines of the drafting profession. This curriculum provides instruction in all traditional drafting techniques and also includes training in the latest technology of Computer Aided Drafting and Design (CADD). The program provides students with instruction in fundamental manual drafting skills as well as training in several drafting disciplines using CADD.

PROGRAM COORDINATOR: Dean Pitre

PROGRAM INSTRUCTOR(S): Dean Pitre, Thomas Mewherter

PROGRAM ACCREDITATION: Association of Technology, Management, and Applied Engineering (ATMAE)

SPECIAL COMMENTS: All drafting and CADD courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or a diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Drafting and Design Technology Diploma Program will be able to:

1. demonstrate knowledge of nationally recognized drafting practices and standards.
2. understand and apply visualization skills.
3. understand and apply dimensioning standards.
4. produce accurate technical drawing using computer aided drafting software.
5. produce hard copies of technical drawing using reproduction tools such as printers, plotters, and e-transmission.
6. demonstrate skills and abilities in various drafting fields such as structural steel, piping, architectural, civil, and mechanical.
7. consult and utilize reference materials to produce accurate technical drawings communicate effectively using written and spoken English language to produce clear, concise, and coherent documents and demonstrations relevant to drafting and design technology.
8. perform basic mathematical functions used to solve drafting and design-related problems.
9. locate employment resources and determine the expectations of employers in drafting fields.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
MATH ####	Math Elective (1000 or higher)	3	0	3
DRFT 1100	Basic Board Drafting	3	6	9

TCA-DDEA Engineering Aide I (12) **12**

SEMESTER 2

CPTR 1100	Introduction to Computer Applications	3	0	3
DRFT 1200	Advanced Board Drafting	3	4	7
CADD 1200	Introduction to CADD	1	2	3

CTS-DDEB Engineering Aide II (25) **13**

SEMESTER 3

CLCR 2000	Career Development	2	0	2
CADD 2300	Advanced CADD	1	2	3
DRFT 2300	Introduction to Drafting Disciplines	3	4	7

CTS-DDEL Entry Level Drafter (37) **12**

SEMESTER 4

DRFT 2400	Advanced Disciplines	3	6	9
	Natural or Physical Science Elective (GER)	3	0	3

TD-DDTC Drafting & Design Technology (49) **12**

CIP Code:151301

Total Clock Hrs.....1,185

ELECTRICIAN DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

PROGRAM DESCRIPTION: The Electrician Program provides basic to advanced specialized instruction and practical shop experience to prepare students for employment within the various electrical trades. The program consists of technical courses designed to develop skills in installation, testing, and troubleshooting of electrical equipment, fixtures, and wiring. The program emphasizes safe and efficient work practices by including a study of applicable electrical codes, standards, blueprint/wiring diagram interpretation, electrical theory and various installation/construction processes appropriate to each area of expertise. The program provides both, lecture and hands-on learning methods. Prospective students should be in good physical health, able to lift 75-100 pounds, able to distinguish colors, able to work from ladders, and able to enjoy doing a variety of multiple tasks.

PROGRAM COORDINATOR: Gary Lapeyrouse

SPECIAL COMMENTS: All electrician courses must be completed with a grade of C (80%) or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a technical competency area certificate, certificate of technical studies, or diploma. Students should check with the department head for specific general education course grade requirements.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Electrician Diploma Program will be able to:

1. demonstrate fundamental knowledge of electrical safety, calculations, DC and AC electrical circuitry, resistance, current, voltage, wattage, tools, test equipment, devices, raceways, motors, transformers, and the National Electrical Code.
2. analyze and apply direct current theory, alternating current, single-phase theory, and alternating current polyphase theory.
3. use computer technology and electronic resources to access information related to continued study and current state-of-the-art knowledge of the electrical industry.
4. demonstrate modern techniques and skills to design, install, maintain, and repair electrical systems according to all current codes and standards.
5. understand and demonstrate professionally in the field of electrical design, installation, maintenance, and repair.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
ELEC 1010	Introductory Craft Skills I	3	0	3
ELEC 1020	Introductory Craft Skills II	2	1	3
ELEC 1101	Basic Electrical Skills I	2	1	3
ELEC 1102	Basic Electrical Skills II	2	1	3
ELEC 1030	Electrical Computations	3	0	3

TCA Apprentice Electrician (15) **15**

ELEC 1201	Residential Electrician I	3	1	4
ELEC 1202	Residential Electrician II	2	2	4
ELEC 1203	Electrical Raceways and Fittings	2	1	3
ELEC 1204	Conduit Bending	1	2	3
CPTR 1100	Intro to Computer Applications	3	0	3

CTS Residential Electrician (32) **17**

ELEC 2301	Industrial/Commercial Electrician I	3	0	3
ELEC 2302	Industrial/Commercial Electrician II	2	1	3
ELEC 2303	Electrical Calculations	3	0	3
ELEC 2304	Motors and Transformers	3	1	4
ELEC 2305	Control Systems	1	2	3
CLCR 2000	Career Preparation	2	0	2

TD Industrial/Commercial Electrician (50) **18**

CIP Code:460302

Total Clock Hrs.:.....945

GENERAL STUDIES

ASSOCIATE OF GENERAL STUDIES DEGREE

DIVISION: Arts & Sciences

PROGRAM DESCRIPTION: The Associate Degree in General Studies is designed to provide the flexibility needed to meet the needs of students who have a variety of backgrounds and interests. This program appeals to students who have identified distinct careers but find no matching curricula available and to those who need to explore interests and test their potential for satisfactory performance in selected areas of a curriculum. Students, in conjunction with an advisor, can design a unique program by selecting courses from among several different disciplines while fulfilling the basic degree requirements of the College.

PROGRAM COORDINATOR(S): Craig Courville

PROGRAM INSTRUCTORS: Interdisciplinary

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Associate of General Studies Degree will be able to:

1. demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. use information technology in their professional and personal lives.
3. grasp the knowledge and skills delivered through the content of concentration area courses.
4. acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.

SPECIAL DEGREE REQUIREMENTS: Students wishing to earn an Associate of General Studies Degree must:

- complete the 30 hour General Education requirement
- complete twelve hours of specific Enrichment Electives
- complete a Concentration Area* (18 hours)
- earn a GPA of 2.5 for coursework taken in the area of concentration

*All courses in the AGS degree program are to be selected in consultation with an advisor.

CURRICULUM

GENERAL EDUCATION REQUIREMENTS

Course No.	Course Title	Lecture	Lab	Total Credit Hours
ENGL 1010	English Composition I (GER)	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH 1###	Math Elective (GER) (1000 or higher)	3	0	3
CPTR ####	Computer Literacy Elective			3
	Humanities (GER)			3
	Fine Arts (GER)			3
	Natural Sciences (GER)			6
	Social Sciences (GER)			6

30

CONCENTRATION AREA

(A coherent selection of courses designed to meet the career objectives of the student) **18**

ENRICHMENT ELECTIVES

Mathematics	3
Humanities	6
Natural Sciences	3

AGS General Studies (60)

12

CIP Code:240102

Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the college of intended transfer to assure transferability of credits

GENERAL STUDIES

CERTIFICATE OF GENERAL STUDIES

DIVISION: Arts & Sciences

PROGRAM DESCRIPTION: The Certificate of General Studies (CGS) curriculum provides students with a broad foundation of fundamental academic skills. This program offers students who are undecided about career goals or who are unsure of preparation of collegiate studies, the opportunity to increase readiness for collegiate study, explore career opportunities, and improve individual capacity for learning, personal growth, and interpersonal communication skills. The CGS is designed to provide the foundation needed to pursue additional studies at another college or university. The CGS allows students that intend to transfer the opportunity to tailor their certificate courses to meet admission and/or prerequisite requirements of the student's intended program.

PROGRAM COORDINATOR(S): Craig Courville

PROGRAM INSTRUCTORS: Interdisciplinary

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Certificate of General Studies will be able to:

1. demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. use information technology in their professional and personal lives.
3. grasp the knowledge and skills delivered through the content of concentration area courses.
4. acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.

CURRICULUM

GENERAL EDUCATION REQUIREMENTS

Course No.	Course Title	Lecture	Lab	Total Credit Hours
ENGL 1010	English Composition I (GER)	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH 1###	Math Elective (GER) (1000 or higher)	3	0	3
	Fine Arts (GER)			3
	Humanities (GER)			3
	Natural Science (GER)			3
	Social Science (GER)			3

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GENERAL EDUCATION ELECTIVE

Mathematics, Humanities, Natural Science, or Social Science

3

ELECTIVES

Electives *

6

CGS General Studies (30)

9

*Students who plan to transfer after completion of the degree should discuss their plans with an advisor from the college of intended transfer to assure transferability of credits.

CIP Code:240102

INTEGRATED PRODUCTION TECHNOLOGIES ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Petroleum Services

PROGRAM DESCRIPTION: The Integrated Production Technologies (IPT) Program provides specialized academic and technical skills to prepare students for a career as a production technician in the oil and gas production industry. Students will learn to operate and monitor operations, production facilities, and pipeline systems. Production technicians are specialists in instrumentation, automation, electricity, mechanical equipment, process systems, safety and measurements. Production technicians need academic and technical skills in computer programs, mathematics, physical science, fluid mechanics, process diagrams, and process systems along with communication, teamwork and employability skills.

PROGRAM COORDINATOR: Alvin J. Justelien III, Ph.D.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree

SPECIAL COMMENTS: All Integrated Production Technologies, IPTN, courses must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

Note: Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Integrated Production Technology Associate of Applied Science Program will be able to

1. apply fundamental concepts of DC/AC electricity and electronics.
2. identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. demonstrate understanding of pneumatic, electronic, digital, and mechanical controls and systems.
4. describe the operation of integrated diesel, diesel electric, electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.
5. demonstrate understanding of computational methods and software used for vibration analysis, unit alignment, maintenance, troubleshooting, and repair of equipment and controls used in production and pipeline operations.
7. demonstrate understanding of offshore safety and compliance standards and regulations applicable to deep-water production and facilities.
8. demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas.
9. demonstrate and apply skills necessary to gain employment in the integrated production technology industry.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER I				
IPTN 1030	Process Diagrams	2	1	3
IPTN 1310	IPT Equipment I	2	1	3
IPTN 1600	Oil & Gas Production I	2	1	3
MATH 1100	College Algebra	3	0	3
CPTR 1100	Intro to Computer Science	3	0	3

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SEMESTER II

IPTN 1050	Petroleum Computational Methods	3	0	3
IPTN 1300	Applied Electricity & Instrumentation I	2	1	3
IPTN 1610	Oil and Gas Production II	2	1	3
ENGL 1010	English Composition I (GER)	3	0	3
IPTN 1500	Offshore Safety and Compliance	3	0	3
	Approved Natural Science (GER)	3	0	3

18

SEMESTER III

IPTN 1320	IPT Equipment II	2	1	3
IPTN 1400	Fluid Mechanics	1	2	3
IPTN 2300	Applied Electricity & Instrumentation II	2	1	3
	Approved Humanities	3	0	3
	Approved Social Science (GER)	3	0	3

15

SEMESTER IV

IPTN 2500	Careers in the Petroleum Industry	2	0	2
IPTN 2000	Planning and Management	3	1	4
IPTN 2100	Deepwater Systems and Technology	3	0	3
IPTN 2200	Production Safety Systems	2	1	3
SPCH 1200	Intro to Public Speaking	3	0	3

15

AAS-INPT Integrated Production Technologies (63)

CIP Code:.....150903

INTEGRATED PRODUCTION TECHNOLOGIES CERTIFICATE OPTIONS

DEPARTMENT: Petroleum Services

PROGRAM DESCRIPTION: The Integrated Production Technologies (IPT) Program provides specialized academic and technical skills to prepare students for a career as a production technician in the oil and gas production industry. Students will learn to operate and monitor exploration operations, production facilities, and pipeline systems. Production technicians are specialists in instrumentation, automation, electricity, mechanical equipment, process systems, safety and measurements. Production technicians need academic and technical skills in computer programs, mathematics, physical science, fluid mechanics, process diagrams, and process systems along with communication, teamwork and employability skills.

PROGRAM COORDINATOR: Alvin J. Justelien III, Ph.D.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a technical competency area certificate or certificate of technical studies.

SPECIAL COMMENTS: All Integrated Production Technologies, IPTN, courses must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

Note: Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Integrated Production Technology Associate of Applied Science will be able to

1. apply fundamental concepts of DC/AC electricity and electronics.
2. identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. demonstrate understanding of pneumatic, electronic, digital, and mechanical controls and systems.
4. describe the operation of integrated diesel, diesel electric, electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.
5. demonstrate understanding of computational methods and software used for vibration analysis, unit alignment, maintenance, troubleshooting, and repair of equipment and controls used in production and pipeline operations.
6. demonstrate understanding of offshore safety and compliance standards and regulations applicable to deep-water production and facilities.
7. demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas.
8. demonstrate and apply skills necessary to gain employment in the integrated production technology industry.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
IPTN ####	Elective			3
IPTN ####	Elective			3
IPTN ####	Elective			3

TCA Intro to Production Technologies (9)

9

APMA 1040	Applied Algebra	3	0	3
IPTN 1030	Process Diagrams	2	1	3
IPTN 1050	Petroleum Computational Methods	3	0	3
IPTN 1300	Applied Elect and Instrumentation 1	2	1	3
IPTN 1500	Offshore Safety and Compliance	2	1	3
IPTN 1310	IPT Equipment I	2	1	3
IPTN 1600	Oil and Gas Production I	2	1	3

CTS Production Helper (21)

21**CIP Code:150903**

LOUISIANA TRANSFER ASSOCIATE OF ARTS DEGREE

DIVISION: Arts & Sciences

PROGRAM DESCRIPTION: The Louisiana Transfer, Associate of Arts Degree is designed specifically for students who want to complete their freshman and sophomore years at Fletcher before transferring to a four-year college or university to finish a bachelor's degree. The program includes a core of general education courses that is required in all baccalaureate degree programs at Louisiana's public colleges. Students in the program complete basic requirements in English, mathematics, natural sciences, art, humanities, and social science.

PROGRAM COORDINATOR(S): Donna Estrada

SPECIAL COMMENTS: The degree includes 39 credits general education credits and 21 hours of courses that students will choose based on the requirements of the baccalaureate programs into which they plan to transfer. Students must follow an approved transfer agreement. Students following the Bachelors of Arts curriculum will receive the Associate of Arts degree.

COURSE GRADE REQUIREMENTS: All courses in the Louisiana Transfer Associate of Arts Degree program must be completed with a grade of C or better in order to earn the degree and qualify for block transfer guarantees.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Louisiana Transfer, Associate of Arts Degree will be able to:

1. demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. use information technology in their professional and personal lives.
3. grasp the knowledge and skills delivered through the content of concentration area courses.
4. acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.

CURRICULUM

English Composition - 2 Courses (GER)	6
Mathematics/Analytical Reasoning - 2 Courses (GER)	6
Natural Sciences - 3 Courses (GER)	9
2 courses in a biological sequence or physical science sequence	
1 course in the other area	
Humanities - 3 Courses (GER)	9
1 course must be in Literature.	
Some colleges may specify guidelines for the additional 2 courses.	
Social Sciences - 2 Courses (GER)	6
1 course must be at/above the sophomore level.	
Fine Arts - 1 Course (GER)	3
Electives - English, Mathematics, Humanities, Natural Sciences, Social Sciences, Fine Arts, or other approved courses)	21

AA Louisiana Transfer (60) 60

CIP Code:240199

LOUISIANA TRANSFER ASSOCIATE OF SCIENCE DEGREE

DIVISION: Arts & Sciences

PROGRAM DESCRIPTION: The Louisiana Transfer, Associate of Science Degree is designed specifically for students who want to complete their freshman and sophomore years at Fletcher before transferring to a four-year college or university to finish a bachelor's degree. The program includes a core of general education courses that is required in all baccalaureate degree programs at Louisiana's public colleges. Students in the program complete basic requirements in English, mathematics, natural sciences, art, humanities, and social science.

PROGRAM COORDINATOR(S): Donna Estrada

SPECIAL COMMENTS: The degree includes 39 credits general education credits and 21 hours of courses that students will choose based on the requirements of the baccalaureate programs into which they plan to transfer. Students must follow an approved transfer agreement. Students following the Bachelors of Science curriculum will receive the Associate of Science degree.

COURSE GRADE REQUIREMENTS: All courses in the Louisiana Transfer Associate of Science Degree program must be completed with a grade of C or better in order to earn the degree and qualify for block transfer guarantees.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Louisiana Transfer, Associate of Science Degree will be able to:

1. demonstrate competence in written and verbal communication skills, quantitative reasoning and critical thinking.
2. use information technology in their professional and personal lives.
3. grasp the knowledge and skills delivered through the content of concentration area courses.
4. acquire the analytical and critical skills needed to connect core knowledge and skills to discipline-specific information at a higher level of study.

CURRICULUM

English Composition - 2 Courses (GER)	6
Mathematics/Analytical Reasoning - 2 Courses (GER)	6
Natural Sciences - 3 Courses (GER)	9
2 courses in a biological sequence or physical science sequence	
1 course in the other area.	
Humanities - 3 Courses (GER)	9
1 course must be in Literature.	
Some colleges may specify guidelines for the additional 2 courses.	
Social Sciences - 2 Courses (GER)	6
1 course must be at/above the sophomore level.	
Fine Arts - 1 Course (GER)	3
Electives - English, Mathematics, Humanities, Natural Sciences, Social Sciences, Fine Arts, or other approved courses)	21

AS Louisiana Transfer (60)

60

CIP Code:240199

MACHINE TOOL TECHNOLOGY DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The Machine Tool Technology Program provides specialized classroom instruction and practical shop experience to prepare students for employment in the field of Machine Tool Technology or to provide supplemental training for persons previously or currently employed in the field of Machine Tool Technology. Students participating in the program operate industrial equipment and tools used by machinists including setup and operation of Computer Numerical Controlled (CNC) lathes and mills. The student will learn the operation of manual lathes, mills, drill presses, and grinders. The program is designed to offer a broad background in metalworking experiences including making computations; cutting speeds and feeds; using precision measuring instruments; laying out parts; CNC machine basic programming; and heat treatment of metals.

PROGRAM COORDINATOR: Chris Aysen

SPECIAL COMMENTS: All machine tool courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a technical competency area certificate, certificate of technical studies, or diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Machine Tool Technology Diploma/Certificate Program will be able to:

1. interpret machine tool working drawings, sketches, and part prints.
2. identify and use precision measuring instruments, and hand tools.
3. perform mathematical functions to solve numerical problems related to machine tool technology.
4. identify and use manual machine shop equipment.
5. identify and use computer numerical control equipment.
6. identify and use handheld precision measuring instruments.
7. demonstrate fundamental machine shop safety practices.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
MTTC 1110	Orientation and Safety	1	0	1
MTTC 1130	Machine Trades Print Reading	3	0	3
MTTC 1210	Machine Shop Theory I	4	0	4
TCA Shop Hand (8)				8
MTTC 1310	Machine Shop Theory II	6	0	6
MTTC 1341	Basic Lathe	0	6	6
CTS Lathe Operator (20)				12
MTTC 1410	Machine Shop Theory III	6	0	6
MTTC 1441	Basic Mill	0	3	3
CTS Mill Operator (29)				9
MTTC 2631	Advance Machining	0	6	6
MTTC 2710	CNC	3	0	3
MTTC 2711	CNC Lab	0	2	2
APMA 1010	General Mathematics	3	0	3
CLCR 2000	Career Preparation	2	0	2
	Approved Computer Literacy	3	0	3
TD Machine Tool Technology (48)				19

CIP Code:480501

Total Clock Hrs.:.....1,035

ELECTIVE COURSES:

MTTC 2991-SPECIAL PROJECTS I. An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

MTTC 2993-SPECIAL PROJECTS II. An elective course provided for specialized training or concentration in targeted areas of machine tool technology. This course also serves as a companion course with other educational institutions' courses in which Fletcher has articulation agreements.

MARINE DIESEL ENGINE TECHNICIAN DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Service Technology

PROGRAM DESCRIPTION: The Marine Diesel Engine Technician Program provides specialized classroom instruction and practical shop experience to prepare individuals for employment as job entry-level marine diesel engine technicians. The program prepares the individual to safely use hand and power tools and lifting and rigging equipment in a marine environment. The content of the course includes, but is not limited to, diesel engine theory of operation, marine transmission repair, hydraulics, electronics, and welding. This includes all engine systems such as fuel, air, coolant, lubrication, etc. Shop training includes overhaul of complete engines and their component systems, marine transmission repair, hydraulic system repair, and welding. Marine engine integration into the vessel and systems operation is included in the training. The instruction also includes the use of technical manuals, preventive maintenance procedures, communication, employability skills, and safe and efficient work practices.

PROGRAM COORDINATOR: Andrew Roy

SPECIAL COMMENTS: All diesel courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a diploma or a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Marine Diesel Engine Technician Diploma/Certificate Program will be able to:

1. safely use hand and power tools as well as lifting and rigging equipment in a marine environment.
2. describe the theory of operation of a diesel engine and marine transmission.
3. describe the various engine systems such as fuel, air, coolant, and lubrication.
4. disassemble and assemble diesel engines, marine transmissions, and components.
5. disassemble and repair basic hydraulic system components.
6. perform basic welding and cutting skills.
7. read and utilize technical manuals and computers to access information and explain repair procedures.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
DESL 1120	Safety Skills and Intro to Diesel Engines	2	1	3
DESL 1130	Diesel Engine Identification & Operating Principles	2	2	4
TCA Helper (7)				7
DESL 1120	Safety Skills and Intro to Diesel Engines	2	1	3
DESL 1130	Diesel Engine Identification & Operating Principles	2	2	4
DESL 1140	Engines	1	3	4
DESL 1150	Engine Diagnostics	1	2	3
DESL 1210	Basic Diesel Electrical Systems	2	1	3
CTS-DPMA Diesel Mechanic Apprentice (17)				17
DESL 1120	Safety Skills and Intro to Diesel Engines	2	1	3
DESL 1130	Diesel Engine Identification & Operating Principles	2	2	4
DESL 1140	Engines	1	3	4
DESL 1150	Engine Diagnostics	1	2	3
DESL 1210	Basic Diesel Electrical Systems	2	1	3
DESL 1220	Advanced Diesel Electrical Systems	2	1	3
DESL 1231	Diesel Engine Control Systems	1	2	3
DESL 1240	Diesel Engine Fuel Systems	1	2	3
DESL 1500	Basic Hydraulics	2	1	3
DESL 2500	Advanced Hydraulics	1	2	3
CTS-DPEM Diesel Engine Mechanic (32)				32
MDET 2210	Engine Mounting and Alignment	2	1	3
MDET 2310	Marine Air Intake and Exhaust Systems	0	1	1
MDET 2220	Drive Systems	2	1	3
MDET 2230	Gears and Engine Couplings	2	2	4
MDET 2320	Marine Cooling Systems	0	1	1
MDET 2700	Diesel Engines and the Vessel	4	0	4
MWLD 2230	Basic Welding for Mechanics	1	1	2
CLCR 2000	Career Preparation	2	0	2
TD-DPMR Marine Diesel Engine Technician (52)				20

CIP Code:470605

Total Clock Hrs.:.....1,185

MARINE OPERATIONS

DEPARTMENT: Marine Operations

PROGRAM DESCRIPTION: The Marine Operations Program provides specialized classroom instruction and practical training to prepare students to obtain various documents, licenses, and endorsements issued by the U. S. Coast Guard (USCG) and the Federal Communications Commission (FCC). These credentials are required for a variety of jobs in the field of marine operations. The program prepares individuals to obtain credentials for employment on inland, near-coastal, and ocean-going vessels. It also assists individuals who wish to upgrade their credentials. The program provides instruction in subjects associated with marine safety, including seamanship, emergency procedures, communications, navigation, watch keeping, and maritime law. The program emphasizes safe and efficient work practices and basic occupational skills. Program content is organized into competency-based courses that the student must successfully complete. These occupational competencies are derived from industry and certification standards. They are essential to achieving success in the marine industry. The Marine Operations Program is comprised of individual programs related to a specific certification in the marine industry. For licensing and/or certification, students must meet certain requirements, which include proof of age and U. S. citizenship, character references, documentation of work experience on vessels, and physical standards including drug screens.

MARINE OPERATIONS NON-DEGREE ADMISSION REQUIREMENTS: To be considered for Marine Operation Course(s), an applicant must:

1. Submit a completed application to the Marine and Petroleum Safety Center.
2. Applicants are screened on a case-by-case basis for entry into marine courses by marine faculty. Placement in a course may be determined by one or more of the following: Sea time, sea experience, licensure(s), certification(s), and/or written correspondence regarding related work experience.

PROGRAM COORDINATOR: Carl Moore

FACILITY COORDINATOR: Todd Boudreaux

PROGRAM INSTRUCTORS: Gary Tucker, Lester Jacobs, Duffy Guidry

STUDENT LEARNING OUTCOMES: Students who successfully complete the desired course(s) in the Marine Operations Program will be able to:

1. successfully demonstrate, discuss, and/or apply specific competencies that are derived from industry and USCG certification standards essential to achieving success in the marine industry.
2. meet requirements in individual programs related to a specific certification in the marine industry.

CURRICULUM

Course No.	Course Title	Course Length	Clock Hours
MRNE 1010	Master 100 tons	15 days	90.5
MRNE 1110	Upgrade Master 100 tons to Master 200 tons	10 days	70
MRNE 1120	Master/Mate 200 tons, Near Coastal or Inland	18 days	106.5
MRNE 1150	Master of Towing (Apprentice Mate)	18 days	118
MRNE 1160	OUPV – Operator of Uninspected Passenger Vessels	15 days	90.5
MRNE 1220	Celestial Navigation	15 days	100
MRNE 1230	Able-bodied Seaman (All Categories)	5 days	40
MRNE 1240	Bridge Resource Management	3 days	21
MRNE 1250	Rating Forming Part of Navigational Watch	2 days	13
MRNE 1260	Rating Forming Part of a Navigational Watch (Assessment)	2 days	13
MRNE 1320	Proficiency in Survival Craft	4 days	30
MRNE 1330	Firefighting (Advanced)	5 days	40
MRNE 1340	Rules of the Road	3 days	19
MRNE 1370	Marine Radio Operator Permit/GMDSS	1 day	8
MRNE 1380	Visual Communications (Flashing Light)	2 days	12
MRNE 1390	Radar Observer Unlimited	5 days	40
MRNE 1391	Radar Observer Recertification (Unlimited)	1 day	8
MRNE 1400	ARPA	5 days	28
MRNE 1510	STCW – Basic Safety Training	5 days	40
MRNE 1511	Personal Survival Techniques (STCW)	1.5 days	12
MRNE 1512	Personal Safety and Social Responsibility (STCW)	.5 days	4
MRNE 1513	First Aid and CPR (STCW)	1 day	8
MRNE 1514	Basic Firefighting (STCW)	2 days	16
MRNE 2010	500 GT Mate	Self-paced	100
MRNE 2020	500 GT Master	Self-paced	100
MRNE 2030	1600 GT Mate	Self-paced	100
MRNE 2040	1600 GT Master	Self-paced	100
MRNE 2100	3rd Mate Unlimited	Self-paced	100
MRNE 2200	2nd Mate Unlimited	Self-paced	100

CIP Code:490309

NURSE ASSISTANT TECHNICAL COMPETENCY AREA CERTIFICATE

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: This program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, basic nursing skills, body structure and function, and infection control. Students participate in clinical activities under the supervision of the instructor. All OBRA Skill Standards are included in this competency-based curriculum. Upon completion of the program, the student is qualified for certification and employment in the areas of long-term, home health, and acute care.

DEAN: Dr. Sonia Clarke, R.N., D.N.P.

PROGRAM COORDINATOR: Janie Cypret, LPN, AAT, ASPT Certified

PROGRAM INSTRUCTOR: Janie Cypret, LPN, AAT, ASPT Certified **CLINICAL SITES:** The Oaks of Houma, Chateau Terrebonne, AMG

SPECIAL COMMENTS: All courses in the Nurse Assistant Program must be completed with a grade of C or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a technical competency area certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Nurse Assistant Program will be able to:

1. demonstrate basic nursing skills while maintaining infection control and safety standards.
2. perform cardiopulmonary resuscitation (CPR).
3. demonstrate basic personal care skills for the client.
4. demonstrate basic mental health and social service needs by modifying his/her own behavior in response to residents' or clients' behavior.
5. demonstrate skills which incorporate principles of restorative nursing, including the use of assistive devices.
6. demonstrate behavior which maintains residents' or clients' rights including but not limited to providing privacy and maintenance of confidentiality and allowing clients to make personal choices to accommodate individual needs when possible, and providing care which maintains the client free from abuse.

NURSE ASSISTANT ADMISSION REQUIREMENTS: To be considered for the Nurse Assistant Program, an applicant must:

1. submit completed application with the \$10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
 - a. Achieve ACT score of: Reading 13 OR
 - b. Achieve COMPASS score of: Reading 60 OR
 - c. Combine test scores with official transcript(s) to meet required eligibility (eligible for placement out of DVRE 0910).
4. be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
5. submit a background check and be clear of felony charge(s)

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
NRSA 1211	Nursing Fundamentals	3	1	4
NRSA 1222	Skills Application	0	2	2
TCA Nurse Assistant (6)				6

CIP Code:513902

Total Clock Hrs.:.....165

NURSING ASSOCIATE OF SCIENCE

DEPARTMENT: Nursing

PROGRAM DESCRIPTION: The Associate of Science Degree in Nursing Program consists of both classroom instruction and supervised clinical activities to prepare the student to take the National Council Licensing Exam for Registered Nurses (NCLEX-RN) given by the National Council of State Boards of Nursing. The program incorporates course work identified as essential to the practice of the registered nurse. Classroom instruction includes the integration of the following material: human anatomy and physiology, microbiology, nutrition, nursing concepts, nursing care, pharmacology and clinical activities in accredited hospitals and health care facilities.

The program is approved by the Louisiana State Board of Nursing. Upon graduation, the student is eligible to take the licensure examination administered by the National Council of State Boards of Nursing. The student must pass the national exam to become a Registered Nurse (RN).

DEAN: Dr. Sonia Clarke, R.N., D.N.P.

DEPARTMENT HEAD: Allison Adams, R.N., M.S.N.

PROGRAM INSTRUCTORS: Allison Breaux Adams, R.N., M.S.N., Nicole Tusa, R.N., M.S.N., Chantell Thomas, R.N., M.S.N., Sandy Gonzalez Lottinger, R.N., A.P.R.N-BC

CLINICAL SITES: Bayou Pediatrics, Terrebonne General Medical Center, Leonard J. Chabert Ochsner, St. Anne Behavioral Unit, Thibodaux Regional Medical, Compass Psychiatric Specialties, Ochsner Hospitals, Children's Hospital, Ochsner Womens Baton Rouge, AMG Specialty Hospital, Teche Regional Medical Center

SPECIAL COMMENTS: All nursing clinical courses must be completed with a grade of C or higher on a 7-point grading scale. Students exiting the Nursing Program with credit for NURS 1300 will be awarded a TCA in Nursing Assistant. All senior nursing students will be expected to pass a comprehensive exit exam in order to receive approval to sit for the NCLEX State Board Exam. If a student is unsuccessful the first attempt the student must remediate and successfully retest in order to be allowed to sit for the NCLEX State Board Exam. If the student is unsuccessful on the second attempt they may be required to repeat any course content which they are deficient. Students are encouraged to take a computer literacy course.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an 80% in each course in order to receive a degree.

Program Outcomes

1. Performance on Licensure exam: Provide a course of study that promotes a first time pass rate of 80% or greater on the NCLEX-RN as set by the Louisiana State Board of Nursing.
2. Program Completion Rate: The program completion rates will increase at a rate of 5% per year.

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3. Graduate Program Satisfaction: Provide an opportunity for students to evaluate the effectiveness of their education, instructors and clinical agencies six to twelve months post-graduation.
 4. Employer Program Satisfaction: Provide an opportunity for nursing employers to evaluate the effectiveness of our students, instructors and program six to twelve months post-graduation.
 5. Job Placement Rates: Enable 90% of graduates to obtain employment in the field of nursing within one year of graduation.

STUDENT LEARNING OUTCOMES: Students who complete the Associate of Science in Nursing Program will be able to:

Student Learning Outcomes

1. Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values and needs.
2. Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Evidence-Based Practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
4. Quality Improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. Informatics: Use information technology to communicate, manage knowledge, mitigate error and support decision making.

ADMISSION CRITERIA FOR THE CLINICAL PHASE OF THE NURSING PROGRAM:

1. Follow the ASN Clinical Admission Guide for the year he/she is applying for clinical. A clinical class is expected to begin every year in the fall semester.
2. Be unconditionally admitted to Fletcher Technical Community College. Unconditional admission is granted once a student has submitted all materials requested for admission and the items have been positively evaluated.
3. Complete an "Application for Admission to a Nursing or Allied Health Program" form and return it to the Department of Nursing along with required documents. Please see website at www.fletcher.edu for more information.
4. Be a high school graduate, or HiSet equivalent, with documentation.
5. Be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
6. Have completed 29 credit hours of prerequisite coursework with a C or better
7. Have a minimum 2.75 GPA on all composite prerequisite coursework (including repeated courses).

8. Have taken the HESI A2 exam within 1 year of application to the nursing clinical component and scored a minimum 75% on each required component
9. Submit a typed essay with a minimum of 200 words explaining your interest and objectives for pursuing a degree and career in nursing.
10. Be drug free upon random testing.
11. If transferring from another nursing program, the applicant must follow the advanced standing procedure for the year he/she is applying for clinical. An advanced standing applicant must provide a letter of good standing from transfer program. The advanced standing procedure can be found on the website at www.Fletcher.edu.

* Anatomy & physiology lecture and lab I & II, statistics, and microbiology must have been taken within 5 years from the anticipated date of enrollment into clinical.

SELECTION PROCESS FOR CLINICALS: Students are accepted into the clinical program each year in the fall. Additional information for the ASN clinical application and selection process is included in the ASN Admission Guide.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
FALL				
ENGL 1010	English composition I	3	0	3
BIOL 1140	Anatomy & Physiology I*	3	0	3
BIOL 1150	Anatomy & Physiology I Lab *	0	1	1
MATH 1100	College Algebra	3	0	3
	Humanities Elective	3	0	3
	Fine Arts Elective	3	0	3
				16
SPRING				
ENGL 1020	English Composition II	3	0	3
BIOL 1160	Anatomy & Physiology II *	3	0	3
BIOL 1170	Anatomy & Physiology II Lab*	0	1	1
BIOL 2030	Microbiology*	3	0	3
MATH 2100	Introductory Statistics*	3	0	3
PSYC 2120	Lifespan Developmental Psych	3	0	3
				16

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER I (FALL)				
NURS 1080	Health Assessment for Nurses	3	1	4
NURS 1090	Pharmacology	3	1	4
NURS 1300	Nursing Care of the Adult Client with Health Alterations I	4	3	7

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SEMESTER II (SPRING)

NURS 2300	Nursing Care of the Adult w/ HealthAlterations II	4	3	7
NURS 2750	Maternal-child Nursing Care	4	1	5
NURS 2800	Issues in Nursing and Healthcare	3	0	3

15

SUMMER

NURS 2740	Nursing care of the client with Alterations In Mental Health	3	1	4
NURS 2760	Capstone Course	3	0	3

7

CIP Code:.....513801

Total Clock Hours:1320

Total Credit Hours:.....69

OFFICE SYSTEMS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Office Systems Technology Program provides specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed. This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

PROGRAM COORDINATOR: Faye Williams

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Tracy Carmichael, Lynette Callahan, John delaBretonne, Michelle Votaw,

SPECIAL COMMENTS: All business courses in the office systems curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

Note: Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

Computer application courses have a five-year time limit.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Office Systems Technology Associate Degree Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, and demonstrate simple payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques, resume writing skills, locate employment resources and determine the expectations of employers.
5. figure basic mathematical functions used to solve business-related problems.
6. demonstrate administrative office procedures emphasizing safe, efficient working environments.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER 1				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Intro to Computer Applications	3	0	3
KYBD 1100	Keyboarding I	1	2	3
TCA-BGCL General Clerk (12)				12
SEMESTER 2				
ACCT 2110	Managerial Accounting	3	0	3
CINS 1300	Introduction to Spreadsheets	3	0	3
APMA 1030	Business Math	3	0	3
CINS 1450	Basic Word Processing	3	0	3
CTS-BOSY Office Assistant (24)				12
SEMESTER 3				
KYBD 1200	Keyboarding II	1	2	3
CINS 1310	Introduction to Database Management	3	0	3
BUSI 1050	Business Communications	3	0	3
CINS 1550	Advanced Word Processing	3	0	3
CTS-BOWP Word Processor Operator (36)				12
SEMESTER 4				
	Business Elective	3	0	3
OSYS 2530	Office Procedures	3	0	3
CINS 1650	Desktop Publishing	3	0	3
BUSI 2451	Integrated Career Skills	3	0	3
Additional Courses needed for degree completion				12
MATH 1100	College Algebra (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
	Additional General Education Courses needed for degree			
AAS-BOST Office Systems Technology (60)				12

CIP Code:520401

Total Clock Hrs.:.....1,065

APPROVED BUSINESS ELECTIVES:

Any business course not required within the curriculum except DVKB 0900

Any course approved by department

OFFICE SYSTEMS TECHNOLOGY CERTIFICATE OPTIONS

DEPARTMENT: Business and Information Systems

PROGRAM DESCRIPTION: The Office Systems Technology Program provides specialized classroom instruction and practical experience to prepare students for employment or to provide supplemental training for persons previously or currently employed. This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

PROGRAM COORDINATOR: Faye Williams

PROGRAM INSTRUCTORS: Susan Guerrero, Faye Williams, Tracy Carmichael, Lynette Callahan, John de la Bretonne, Michelle Votaw

SPECIAL COMMENTS: All business courses in the office systems curriculum must be completed with a grade of C or higher. A grade of D or higher is acceptable in general education courses and electives unless the course will be used for transfer or as a prerequisite to another course.

Note: Generally, only courses with a grade of C or higher will be considered when transferring courses to Fletcher. However, if a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will follow the guidelines stated above.

Computer application courses have a five-year limit,

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Office Systems Technology Certificate Program will be able to:

1. apply accounting terminology, prepare and analyze financial documents, and demonstrate simple payroll procedures.
2. use computers to create paper and electronic documents, organize spreadsheets, access, retrieve, and communicate information.
3. communicate effectively using the written English language to produce clear, concise, and coherent documents.
4. demonstrate interview techniques, resume writing skills, locate employment resources and determine the expectations of employers.
5. figure basic mathematical functions used to solve business-related problems.
6. demonstrate administrative office procedures emphasizing safe, efficient working environments.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
SEMESTER I				
ACCT 2100	Financial Accounting	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
CPTR 1100	Intro to Computer Applications	3	0	3
KYBD 1100	Keyboarding I	1	2	3
TCA-BGCL General Clerk (12)				12

SEMESTER 2

ACCT 2110	Managerial Accounting	3	0	3
KYBD 1200	Keyboarding II	1	2	3
APMA 1030	Business Math	3	0	3
CINS 1450	Basic Word Processing	3	0	3
CTS-BOSY Office Assistant (24)				12

SEMESTER 3

CINS 1300	Introduction to Spreadsheets	3	0	3
CINS 1310	Introduction to Database Management	3	0	3
BUSI 1050	Business Communications	3	0	3
CINS 1550	Advanced Word Processing	3	0	3
CTS-BOWP Word Processor Operator (36)				12

Eligible for Certification Core/Proficient MOS

CIP Code:520401

Total Clock Hrs.:..... 675

PATIENT CARE TECHNICIAN CERTIFICATE OF TECHNICAL STUDIES

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: Patient Care Technician Program is used to prepared the student for an entry-level position as patient care assistant. The program provides competency in the fundamentals of patient care and basic nursing skill, training in basic EKG and phlebotomy. Students will progress through the program with the opportunity to achieve a technical certificate in phlebotomy and Certified Nursing Assistant with the ultimate achievement of the patient care technical certificate of technical studies. Program graduates will be qualified for employment at hospitals, nursing homes, clinics or at any health care institution.

PROGRAM COORDINATOR: Dr. Sonia Fanguy Clarke, RN DNP

CLINICAL SITES: Terrebonne General Medical Center, AMG, Ochsner Hospitals, Cardiovascular Institute of the South (CIS) and Thibodaux Regional Medical Center

SPECIAL COMMENTS: All courses in the Patient care technician program must be completed with a grade of C or higher.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a technical competency are certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Patient Care Technician program will be able to:

1. Demonstrate understanding of the most common medical terminology abbreviations.
2. Demonstrate proficiency in taking and interpreting vital signs, transferring the patients, personal care including bed bath, feeding, toileting and activities of daily living.
3. Demonstrate the knowledge and skills in medical asepsis, bed making, general care of patients, care of orthopedic, bedbound and diabetic patients, diet and nutrition and patient confidentiality.
4. Demonstrate the required skills needed to assist and perform in a clinical setting including safe, venipuncture, identifying EKG changes appropriately, assure patient rights are adhere to and uphold HIPPA regulations.

CURRICULUM

Course No.	Course Title	Lecture	Clinical	Lab	Total Credit Hours
SPRING SEMESTER					
HIHC 1110	Introduction to Health Care	2	0	0	2
HPHL 1010	Phlebotomy Principles	2	0	1	3
HMDT 1170	Medical Terminology	2	0	0	2
HPHL 1020	Phlebotomy Techniques	3	3	0	6
HIHC 1160	Professionalism for health care providers	1	0	0	1
NBAP 1120	Body Structure and Function	2	0	0	2
HIHC 1500	Health Assessment Skills	0	0	1	1
CIP 511009	CTS -Phlebotomy (17)	12	3	2	17
SUMMER SEMESTER					
HEKG 1011	EKG Principles & procedures	3	1	1	5
CIP 510902	TCA -EKG Technician (5)	3	1	1	5
FALL SEMESTER					
NRSA 1211	Nursing Fundamentals	3	0	1	4
NRSA 1212	Skills Application	0	2	0	2
CIP 513902	TCA -Nurse Assistant (6)	3	2	1	6
CIP 512601	CTS Patient Care Technician (28)	17	7	3	28

PHLEBOTOMY CERTIFICATE OF TECHNICAL STUDIES

DEPARTMENT: Allied Health

PROGRAM DESCRIPTION: The Phlebotomy Program provides specialized classroom instruction and practical laboratory experience to prepare students for employment in the health care field. The program prepares students for employment in hospitals, long-term care facilities, and home health agencies where venipuncture is needed. Classroom instruction includes basic venipuncture skills, basic anatomy and physiology, and infection control. Students also participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

PROGRAM ACCREDITATION: The Phlebotomy Program achieved Approval Status in the Fall 2005 with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N.River Road, Suite 720, Rosemont, IL 60018, phone (713)714-8880, fax (713) 714-8886, www.naacls.org

PROGRAM COORDINATOR: Dr. Sonia Fanguy Clarke, CPT, RN, MSN, DNP

PROGRAM INSTRUCTOR: Janie Cypret, LPN, AAT, ASPT Certified

CLINICAL SITES: Terrebonne General Medical Center, and Ochsner Chabert Medical Center, Lady of the Sea Hospital, Thibodaux Regional Medical Center, Cardiovascular Institute of the South (CIS).

SPECIAL COMMENTS: All courses in the Phlebotomy Program must be completed with a grade of C or higher. This program is typically offered once a year during the spring semester.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a technical competency area certificate.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Phlebotomy Program will be able to:

1. demonstrate knowledge of the healthcare delivery system and medical terminology.
2. demonstrate knowledge of infection control and safety.
3. demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents
6. follow standard operating procedures to collect specimens.
7. demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. demonstrate understanding of quality assurance and quality control in phlebotomy.
9. communicate (verbally and nonverbally) effectively and appropriately in the workplace.

PHLEBOTOMY ADMISSION REQUIREMENTS: To be considered for the Phlebotomy Program, an applicant must:

1. submit completed application with the \$10 application fee.
2. submit official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
3. satisfactorily complete one of three categories for admission before qualifying to submit an application. These admission categories will include:
 - a. Achieve ACT scores of: Reading 18, English 16, and Math 17 OR
 - b. Achieve COMPASS scores of: Reading 78, Writing 50, and Algebra 26
 - c. Combine test scores with official transcript(s) to meet required eligibility
4. be a high school graduate, or HiSet equivalent, with documentation.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
HIHC 1110	Introduction to Health Care	2	0	2
HPHL 1010	Phlebotomy Principles	2	1	3
HMDT 1170	Medical Terminology	2	0	2
HPHL 1020	Phlebotomy Techniques	3	3	6
HIHC 1160	Professionalism for Healthcare Providers	1	0	1
NBAP 1120	Body Structure and Function	2	0	2
HIHC 1500	Health Assessment Skills	0	1	1
CTS Phlebotomy (17)				17

CIP Code:511009
Total Clock Hrs.:.....375

PRACTICAL NURSING DIPLOMA

DEPARTMENT: Nursing

PROGRAM DESCRIPTION: The Practical Nursing Program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Classroom instruction includes the integration of the following material: anatomy and physiology, microbiology, nutrition and diet therapy, documentation, communication, psychology, pharmacology, mental health, care of the adult and elderly, and maternal and child health. The program is approved by the Louisiana State Board of Practical Nurse Examiners. Applicants cannot be currently serving a court imposed order of supervised probation, work-release, school release and/or parole in conjunction with any felony convictions(s), plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 893. The student must pass the national exam to become a licensed practical nurse (LPN).

DEAN: Dr. Sonia Clarke, R.N., D.N.P.

DEPARTMENT HEAD: Allison Adams, R.N., M.S.N.

PROGRAM COORDINATOR: Allison Adams, R.N., M.S.N.

PROGRAM INSTRUCTORS: Allison Adams, R.N., M.S.N.; Danielle Vauclin, R.N., B.S.N.; Matt Hebert, RN FNP; Heather Fanguy, RN FNP

CLINICAL SITES: Bayou Pediatrics, Terrebonne General Medical Center, Ochsner/Leonard J. Chabert, Maison D'Ville Nursing Home, St. Anne Behavioral Unit, The Oaks of Houma, Heritage Manor of Houma, Chateau Terrebonne Health Care, Compass Psychiatric Specialties, Ochsner St. Anne General Hospital, AMG Specialties of Houma, Children's Medical Clinic, Ochsner Womens Baton Rouge

SPECIAL COMMENTS: All courses in the Practical Nursing Program must be completed with a grade of 80/C or higher. Students who make less than an 80/C in a course are required to repeat the course before progressing to the next semester of the curriculum. Students exiting obtaining credit in HNUR 1211 and HNUR 2105 will be awarded a TCA at Fletcher in nursing assistant and will receive national certification upon request.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an 80% in each course in order to receive a degree.

PROGRAM OUTCOMES:

1. Theoretical Competencies: 80% or greater pass rate on the exit exam after two possible attempts.
2. Clinical Competencies: 80% of employers and graduates returning surveys will report satisfaction one year after graduation as evidenced by the Employer and Graduate Survey
3. PN Completion Rate: Practical Nursing student completion rates will increase 5% each year
4. PN NCLEX Pass Rate: 80% or greater pass rate on NCLEX-PN examination by one year after graduation.
5. Job Placement Rates: 90% or greater employment rate in the field of nursing of graduates within one year of graduation.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Practical Nursing Program will be able to:

1. Provide nursing care that contributes to the enhancement of the health care delivery setting and protects clients and health care personnel
2. Collaborate with health care team members to facilitate effective client care
3. Contribute to the protection of clients and health care personnel from health and environmental hazards
4. Provide nursing care for clients that incorporate knowledge of expected stages of growth and development and prevention and/or early detection of health problems
5. Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients
6. Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting them with the management of health alterations
7. Provide comfort to clients and assistance in the performance of their activities of daily living
8. Provides care related to the administration of medications and monitors clients who are receiving parenteral therapies
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
10. Participates in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process
11. Demonstrate competency in laboratory and clinical skills

PRACTICAL NURSING ADMISSION REQUIREMENTS WITH FALL 2015 ADMISSION: To be considered for the Practical Nursing Program, an applicant must:

1. Submit a completed application to Fletcher Technical Community College and complete all college admission requirements including but not limited to submission of official copies of ACT or COMPASS scores and official copies of transcripts of all college work to Admission Office.
2. Satisfactorily complete one of two categories for admission before qualifying to submit an application to Nursing and Allied Health Department. These admission categories include:
 - a. Achieve ACT scores of: Reading 20, English 18, and Math 19 OR
 - b. Achieve COMPASS scores of: Reading 85, Writing 70, and Algebra 40
3. Be at least 18 years of age by December 31st of the applying year
4. Be a high school graduate, or HiSet equivalent, with transcripts submitted with application to the Nursing and Allied Health Department
5. Must be physically and emotionally able to meet the requirements of the program as determined by a qualified physician and drug-free upon random testing.
6. Submit a completed application to the Nursing and Allied Health Department by the deadline using instructions found the appropriate admission guide found on the website.

SELECTION PROCESS: Applicants for the PN Program are admitted based on weighted and ranked Compass/ACT scores and Psychological Services Bureau (PSB) test scores. Fletcher PN Program does not maintain a waiting list.

ACCREDITATION: The Practical Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000.

CURRICULUM

Course No.	Course Title	Lecture	Lab/Clinical	Total Credit Hours
Semester I				
HNUR 1211	Nursing Fundamentals I	3	1	4
HMDT 1170	Medical Terminology	2	0	2
HBIO 1200	Anatomy & Physiology for Practical Nursing	3	1	4
HNUR 1152	Basic Nutrition for Practical Nursing	1	0	1
HNUR 1180	Basic Pharmacology	2	1	3
HNUR 2105	Nursing Care throughout the Lifespan	2	1	3
				17
SEMESTER II				
HNUR 1340	Practical Nurse Concepts	2	0	2
HNUR 1411	Nursing Fundamentals II	3	2	5
HNUR 2205	Medical/Surgical Nursing I	6	4	10
				17
SEMESTER III				
HNUR 2505	Mental Health Nursing	4	1	5
HNUR 2611	IV Therapy	1	1	2
				7
SEMESTER IV				
HNUR 2605	Pediatrics and Obstetrical Nursing	5	1	6
HNUR 2305	Medical/Surgical Nursing II	6	4	10
				16
SEMESTER V				
HNUR 2405	Medical/Surgical Nursing III	6	4	10
HNUR 2621	Professionalism for Practical Nursing	2	0	2
TD Practical Nursing (69)				12

CIP Code:513901

TECHNICAL STUDIES

ASSOCIATE OF APPLIED SCIENCE DEGREE

DEPARTMENT: Interdepartmental

PROGRAM DESCRIPTION: The Technical Studies Program offers students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. The Technical Studies Program will allow a student to select one of two options. All students will complete eighteen credit hours of general education courses. The program is not designed for transfer: it is designed to prepare students for immediate employment. All courses are to be selected in consultation with an advisor.

PROGRAM COORDINATOR: Fathia Williams

PROGRAM INSTRUCTORS: Interdisciplinary

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive an associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Technical Studies Associate Degree Program will be able to:

1. perform basic mathematical functions needed to solve problems related to the chosen subject area.
2. communicate effectively using written English to produce coherent documents.
3. demonstrate an understanding of safety procedures and practices, safety equipment, regulations and reporting requirements.
4. understand basic management skill such as: decision making, planning, quality control and effective communication.
5. use computers to access resources to access and manipulate information.
6. identify and interpret the data.
7. demonstrate competency in the chosen subject area concentration

CURRICULUM

COMPONENT I – GENERAL EDUCATION COURSES

Course No.	Course Title	Lecture	Lab	Total Credit Hours
CPTR 1100	Intro to Computer Applications	3	0	3
ENGL 1010	English Composition I (GER)	3	0	3
MATH 1100	College Algebra (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3

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COMPONENT II – TECHNICAL AREA COURSEWORK

(Student chooses coursework from either option one or option two)

Option 1: Complete a Technical Diploma or a CTS and additional hours (0-26) in a technical or

Option 2: Complete 42 credit hours in an approved individualized concentration that has an identifiable career objective.

AAS Technical Studies (60)

42

CIP Code:479999

WELDING DIPLOMA/CERTIFICATE OPTIONS

DEPARTMENT: Manufacturing Technology

PROGRAM DESCRIPTION: The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, and plasma arc cutting. After completion of this program, the student will have covered the skills designated by the American Welding Society (AWS) and will be prepared to take the AWS entry-level test.

PROGRAM COORDINATOR/MASTER INSTRUCTOR: Tony Callais, Certified Welding Inspector

SPECIAL COMMENTS: WELD 1110, 1111, and 1210 must be completed with a grade of 100%. All other welding courses must be completed with a grade of C or higher. Students should check with the department head for specific general education course grade requirements.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher in order to receive a certificate or diploma.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Welding Diploma Program will be able to:

1. demonstrate fundamental proficiencies in the use of hand tools, portable, and power equipment.
2. utilize the computer to access information related to continued study and job market enhancement.
3. analyze drawings and specifications related to welding problems and jobs.
4. demonstrate modern welding techniques and skills to enhance employability.

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
WELD 1110	Occupational Orientation and Safety	1	1	2
WELD 1210	Oxyfuel Systems	1	1	2
TCA Thermal Cutter (4)				4
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 1412	SMAW V-Groove BU/Gouge	1	2	3
TCA 3G-4G SMAW Welder (4)				4
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 1512	SMAW – Pipe 6G	1	2	3
TCA SMAW Pipe Welder (4)				4
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2111	FCAW Groove Weld	1	3	4
TCA 3G – 4G FCAW Welder (5)				5

CURRICULUM

Course No.	Course Title	Lecture	Lab	Total Credit Hours
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2114	FCAW – Pipe 6G (R)	2	3	5
TCA FCAW Pipe Welder (6)				6
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2222	GTAW – Pipe 6G	1	2	3
TCA TIG Pipe Welder (4)				4
WELD 1110	Occupational Orientation and Safety	1	1	2
WELD 1210	Oxyfuel Systems	1	1	2
WELD 1410	SMAW Basic Beads	1	1	2
WELD 1411	SMAW Fillet Weld	1	2	3
WELD 1412	SMAW V-Groove	1	2	3
WELD 2110	FCAW Basic Fillet Weld	0	2	2
WELD 2111	FCAW Groove Weld	1	3	4
	Welding Electives			3
CTS Intermediate Welder (21)				21
CLCR 2000	Career Development	2	0	2
WELD 2210	GTAW Multi-joint	1	3	4
WELD 2114	FCAW – Pipe 6G (R)	2	3	5
WELD 1310	Cutting Process CAC/PAC	0	1	1
WELD 2230	GTAW Aluminum Multi-Joint	1	2	3
WELD 2310	GMAW Basic Fillet Weld	1	2	3
WELD 2311	GMAW Groove Weld	0	3	3
	Welding Electives			3
TD Welding (45)				24

APPROVED ELECTIVES:

WELD 1511	SMAW Pipe 5g
WELD 2993	Special Projects II
WELD 1512	SMAW Pipe 6g
WELD 2995	Special Projects III
WELD 2220	GTAW Pipe 6g
WELD 2222	GTAW Pipe 6g
WELD 2322	GMAW Pipe 6g
WELD 2991	Special Projects I

CIP Code:480508

Total Clock Hrs.1,125

COURSE DESCRIPTIONS

The following is a listing of all courses of instruction offered by departments at Fletcher Technical Community College. This listing is as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some courses may have been added, others may have been deleted, and/or changes in content may have been made.

The course numbering system implies the following: Courses numbered below 1000 are developmental courses. Courses in the 1000 series are designed for freshmen. Courses in the 2000 series are designed for sophomores.

Courses numbered below 1000 are developmental and are not acceptable for credit toward a diploma or an associate degree. Some other courses numbered 1000 and above may not carry credit toward some associate degrees.

The numerical listing after the course titles gives the following information (ex. 3-3-0):

- first number, semester credit hours
- second number, lecture hours per week
- third number, laboratory or other contact hours per week

EXAMPLE:

HNUR 1211 - Nursing Fundamentals I (2-1-3)

2 credit hours

1 clock hour lecture

3 clock hours laboratory per week

A credit hour is a measurement of course work completed satisfactorily. For lecture, one semester hour credit is given for one hours of class attendance per week for period of one semester. In laboratory courses, two or three clock hours of attendance per week are required to earn one semester hour. For internships, practicum, studio work, or other workbased activities, one credit hour is given for a minimum of three clock hours of attendance per week.

Listing of a course does not necessarily mean that it will be offered every year or every term during a given year. Some departments indicate in the course description the semester in which a course is normally offered. If no information is given in the course description, students should contact the department to determine when the course is to be offered.

All courses used as prerequisites to other courses must be completed with a C or higher in order to satisfy the prerequisite requirement for the subsequent course.

ACCOUNTING

ACCT 2100 – FINANCIAL ACCOUNTING (3-3-0)

Prerequisites: Prerequisite or corequisite of APMA 1030 for Accounting Technology/Office Systems Technology majors OR MATH 1100 for AGS majors. Fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash and accrual basis for a service enterprise. (520302)

ACCT 2110 – MANAGERIAL ACCOUNTING (3-3-0)

Prerequisites: ACCT 2100 and prior completion of or concurrent enrollment in APMA 1030. An introduction to managerial accounting including a study of costs and cost behavior within business entities, the use of cost information for planning and control decisions, and product costing for purposes of inventory valuation and income determination. (520302)

ACCT 2150 – FEDERAL TAXATION – CORPORATE AND PARTNERSHIP (3-3-0)

Prerequisites: ACCT 2100. Introduction to the tax laws as currently implemented by Congress and the Internal Revenue Service to provide a working knowledge of preparing taxes for partnerships, Subchapter S Corporations, and C Corporations. Emphasis is placed on the determination of Taxable Income for Partnerships, S Corporations, and C Corporations, as well tax research and tax planning. (520302)

ACCT 2250 – PAYROLL ACCOUNTING (3-3-0)

Prerequisite: ACCT 2100 and prior completion of or concurrent enrollment in CINS 1300. Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports: computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions. Fall only. (520302)

ACCT 2300 – INTERMEDIATE ACCOUNTING (3-3-0)

Prerequisite: ACCT 2100. Accounting principles relating to accounts payable and receivable, uncollectables, notes, and interest; merchandise inventory, property, plant and equipment, and accounting for partnerships. Principles relating to the corporate organization, including accounting for capital stock, retained earnings. Long-term debt, and intangible assets; also accounting principles and reporting standards. Fall only. (520302)

ACCT 2400 – ADVANCED ACCOUNTING (3-3-0)

Prerequisite: ACCT 1300. Principles relating to the corporate organization, including accounting for accounting principles reporting standards. Financial reporting and analysis including cash flow statements, measures of profitability, liquidity, and financial strength; and accounting for departmentalized profit and cost centers. Spring only. (520302)

ACCT 2500 – COMPUTERIZED ACCOUNTING (3-3-0)

Prerequisite: ACCT 2100. Basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations. Spring only. (520302)

ACCT 2700 – FEDERAL TAXATION – INDIVIDUAL (3-3-0)

Prerequisites: ACCT 2100. A study of tax laws currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for the individual. Emphasis is placed on the determination of income, statutory deductions and federal income tax liability for individuals and sole proprietorships. (520302)

ARTS

ARTS 1200 – ART APPRECIATION (3-3-0)

Basic elements and principles of the visual arts: the vocabulary of art; appreciation and understanding of diverse styles and mediums of art, past and present; developing visual literacy. Includes opportunities to experience art (reproductions and/or live). (LCTCSOnline Course Number: ARTS 120). (Louisiana Common Course Number: CART 1023) (500703)

ARTS 2010 – BEGINNING DRAWING (3-0-6)

Introduction to elements, vocabulary and principles of drawing through various media; drawing from observation; includes composition, perspective, spatial organization, line, value and gesture. (Studio course, with at least 6 contact hours.) (Louisiana Common Course Number: CART 2203) (500705)

ARTS 2020 – INTERMEDIATE DRAWING (3-0-6)

Prerequisites: C or better in ARTS 2010. Use of a variety of media and approaches to develop representational abstract and non-objective images. Emphasis placed on using preparatory drawings to develop finished pieces. (500705)

ARTS 2030 – FIGURE DRAWING (3-0-6)

Prerequisites: C or better in ARTS 2020. Introduction to drawing the human form from observation, using various media. (Studio course, with at least 6 contact hours.). (Louisiana Common Course Number: CART 2213). (500705)

ARTS 2300 – DIGITAL PHOTOGRAPHY I (3-0-6)

Basic digital photography and use of the digital camera. Covers camera functions and usage and software used by the modern digital photographer in manipulation of photographs. (500605)

ARTS 2310 – DIGITAL PHOTOGRAPHY II (3-0-6)

Prerequisite: C or better in ARTS 2300. Intermediate digital photography and use of photo-manipulation software. Covers advanced camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Includes introduction to digital infrared camera techniques and photo manipulation. (500605)

ARTS 2320 – DIGITAL PHOTOGRAPHY III (3-0-6)

Prerequisite: C or better in ARTS 2310. Advanced digital photography and use of photo-manipulation software. Covers advanced camera functions and usage and software used by the modern digital photographer in manipulation of photographs. Includes creation of a portfolio of student work, via hard copy or website. (500605)

ARTS 2510 – BEGINNING DESIGN (3-0-6)

Problem-solving course covering the visual elements and principles of 2-D design. Hands-on experience (Studio course, with at least 6 contact hours.) (Louisiana Common Course Number: CART 1113) (500701)

ARTS 2520 – COLOR DESIGN (3-0-6)

Prerequisite: C or better in ARTS 2510. Problems designed to explore theories and effects of color. (500701)

ARTS 2540 – GRAPHIC DESIGN I (3-0-6)

Prerequisite: C or better in ARTS 2520. Recommended: ARTS 2010 and 2300. Translating objects into various graphic styles, letterform design, and Introduction to computer graphics. (500701)

ARTS 2600 – INTRODUCTION TO GRAPHIC ARTS TECHNOLOGY (3-0-6)

Introduction to basic Photoshop techniques and tools: exposure, saturation, selection, cutting, pasting, filters, special effects, etc. Introduction to basic Illustrator techniques and tools: vector images, font and typeface manipulation, clip art manipulation, effects, filters, etc. Introduction to basic In-Design desktop publishing techniques and tools: print-ready layouts; web-ready layouts, text wrap, linked text, pagination, bleed, printer marks, save as

formats (pdf, png, jpg, html), etc. (500409)

ARTS 2800 – ART HISTORY SURVEY I (3-3-0)

Chronological survey of art: prehistoric, Near-Eastern, Greek, Roman, and medieval art (Louisiana Common Course Number: CART 2103). (500703)

ART 2810 – ART HISTORY SURVEY II (3-3-0)

Chronological survey of Renaissance to modern art. (Louisiana Common Course Number: CART 2113) (500703)

AUTOMOTIVE TECHNOLOGY

AUTO 1000 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY (2-2-0)

This course will introduce students to the field of automotive service technology. Students will learn of the career opportunities available in the automotive field as well as safety factors relating to the automotive service industry. Students will be introduced to responsibilities performed and the tools used in the automotive service industry. Topics include the following: careers, chemicals used in automotive service, tools and equipment used, certification requirements, and OSHA and EPA regulations. (470604)

AUTO 1001 – INTRODUCTION TO AUTOMOTIVE TECHNOLOGY LAB (1-0-1)

Lab to accompany AUTO 1000. (470604)

AUTO 1100 – ENGINE REPAIR (2-2-0)

This course covers the theory, construction, and operation of the internal combustion engine. Topics include the following: automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, engine lubrication system, and drivability problems related to internal engine problems. (470604)

AUTO 1101 – ENGINE REPAIR LAB (3-0-3)

Lab to accompany AUTO 1100. (470604)

AUTO 1200 – AUTOMATIC TRANSMISSION AND TRANSAXLE (2-2-0)

This course will cover theory, design, and operation of automatic transmissions and transaxles. Topics include the following: transmission design and components, electric transmission controls, and automatic transmission diagnosis and service. (470604)

AUTO 1201 – AUTOMATIC TRANSMISSION AND TRANSAXLE LAB (3-0-3)

Lab to accompany AUTO 1201. (470604)

AUTO 1300 – MANUAL DRIVE TRAINS (2-2-0)

This course will cover the theory, design, and function of the manual drive train. The following topics are included: manual transmission components, operation, diagnosis, and service; clutch assembly components, operation, diagnosis, and service; driveshaft and axle components, diagnosis, and service; differential components, diagnosis, and service; and four-wheel drive operation, diagnosis, and service. (470604)

AUTO 1301 – MANUAL DRIVE TRAINS LAB (3-0-3)

Lab to accompany AUTO 1300. (470604)

AUTO 1400 – STEERING AND SUSPENSION (2-2-0)

This course covers the theory, function, and operation of the automotive steering and suspension system. Topics include the following: steering and suspension system designs, inspection and service of steering and suspension system components, MacPherson Strut analysis and service, wheel bearing and spindle service, adjustable shock absorbers and electronic suspension controls, alignment procedures, and wheel and tire analysis and service. (470604)

AUTO 1401 – STEERING AND SUSPENSION LAB (3-0-3)

Lab to accompany AUTO 1400. (470604)

AUTO 1500 – BRAKES (2-2-0)

This course will cover theory, design, and operation of the automotive brake systems. Topics include the following: disc and drum brake system components; properties of brake fluids; components of the hydraulic brake system; diagnosing, replacing, and adjusting automotive brake systems; and the design, components, operations, diagnosis, and service of the antilock brake system. (470604)

AUTO 1501 – BRAKES LAB (3-0-3)

Lab to accompany AUTO 1500. (470604)

AUTO 1600 – ELECTRICAL/ELECTRONIC I (2-2-0)

This course will teach the fundamentals of the electrical/electronic automotive systems. charging system, automotive lighting, and air conditioning; and using electrical trouble shooting manuals. (470604)

AUTO 1601 – ELECTRICAL/ELECTRONIC LAB I (3-0-3)

Lab to accompany AUTO 1600. (470604)

AUTO 1610 – ELECTRICAL/ELECTRONIC II (2-2-0)

This is the advanced level electrical/electronics course. Topics include the following: gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and the function, analysis, and service of the automotive computer system. (470604)

AUTO 1611 – ELECTRICAL/ELECTRONIC LAB II (3-0-3)

Lab to accompany AUTO 1610. (470604)

AUTO 1700 – HEATING AND AIR CONDITIONING (2-2-0)

This course will cover the theory and design of automotive climate control systems. The following topics will be included in this course: principles of refrigeration; air conditioning design, components, and controls. Diagnosis, and service of air conditioning systems; and automotive heating system components, diagnosis, and service. (470604)

AUTO 1701 – HEATING AND AIR CONDITIONING LAB (3-0-3)

Lab to accompany AUTO 1700. (470604)

AUTO 1800 – ENGINE PERFORMANCE I (2-2-0)

Students will learn the fundamentals of the ignition system. Topics will include the following: engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to the ignition system. (470604)

AUTO 1801 – ENGINE PERFORMANCE LAB I (3-0-3)

Lab to accompany AUTO 1800. (470604)

AUTO 1810 – ENGINE PERFORMANCE II (2-2-0)

This course is designed to teach the concepts of automotive fuel systems. Topics include the following: fuels and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems. (470604)

AUTO 1811 – ENGINE PERFORMANCE LAB II (3-0-3)

Lab to accompany AUTO 1810. (470604)

AUTO 1820 – ENGINE PERFORMANCE III (2-2-0)

This course will cover the design, function, and operation of the emissions systems as well as EPA guidelines. Topics include the following: relationship of automobile and air pollution, drivability problems related to emission systems, components of vehicle emission system, analysis and service of emission system operation, government mandated emission testing, use of exhaust gas analysis to test emission, and OBDI and OBDII systems. (470604)

AUTO 1821 ENGINE PERFORMANCE LAB III (3-0-3)

Lab to accompany AUTO 1820. (470604)

BIOLOGY

BIOL 1010 – GENERAL BIOLOGY I – PRINCIPLES OF BIOLOGY (3-3-0)

Co-requisite: Eligibility for ENGL 1010 and MATH 0099. Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution. (LCTCOnline Course Number: BIO 101) (Louisiana Common Course Number: CBIO 1013) (260101)

BIOL 101 – GENERAL BIOLOGY I LAB (1-0-3)

Prerequisite: Prior completion of or concurrent enrollment in BIOL 1010. Laboratory designed to supplement General Biology I for non-science majors. (Louisiana Common Course Number: CBIO 1011). (260101)

BIOL 1020 – GENERAL BIOLOGY II – THE DIVERSITY OF LIFE (3-3-0)

Prerequisite: C or better in BIOL 1010. Broad biological principles for non-science majors: evolution and biological diversity. Topics may vary. (LCTCOnline Course Number: BIO 102) (Louisiana Common Course Number: CBIO 1023) (260101)

BIOL 1140 – HUMAN ANATOMY AND PHYSIOLOGY I (3-3-0)

Prerequisite: Non-developmental placement and one of the following: 1) C or better in BIOL 1010, 2) ACT composite score of 22 or higher, or 3) 70% or better on the Biology Placement Exam. Cells, tissues, integumentary, skeletal, muscular, and nervous systems. (Louisiana Common Course Number: CBIO 2213). (260601) NOTE: New prerequisites effective Spring 2015

BIOL 1150 – HUMAN ANATOMY AND PHYSIOLOGY I LAB (1-0-3)

Prerequisite: Prior completion of or concurrent enrollment in BIOL 1140. Laboratory designed to supplement Human Anatomy and Physiology I. (Louisiana Common Course Number: CBIO 2211). (260701)

BIOL 1160 – HUMAN ANATOMY AND PHYSIOLOGY II (3-3-0)

Prerequisite: C or better in BIOL 1140. Endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. (Louisiana Common Course Number: CBIO 2223). (260706)

BIOL 1170 – HUMAN ANATOMY AND PHYSIOLOGY II LAB (1-0-3)

Prerequisite: C or better in BIOL 1150 and prior completion of or concurrent enrollment in BIOL 1160. Laboratory designed to supplement Human Anatomy and Physiology II. (Louisiana Common Course Number: CBIO 2221). (260701)

BIOL 2030 – MICROBIOLOGY FOR NURSING AND ALLIED HEALTH (3-3-0)

Prerequisites: Prior completion of or concurrent enrollment in BIOL 1160 or equivalent coursework. Principles of microbiology, with emphasis on health and disease. (Louisiana Common Course Number: CBIO 2113). (260503)

BUSINESS AND OFFICE SYSTEMS

BUSI 1000 – BUSINESS LAW (3-3-0)

Analysis of the legal environment and its impact on business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment. (520101)

BUSN 1010 SERVICE COMMUNICATIONS (2-2-0)

Prerequisites: None. This course introduces the student to the basic communications skills used on the job and behavior-based expectations of employees (safety and personal interactions). (CIP 520201)

BUSN 1050 – BUSINESS COMMUNICATIONS (3-3-0)

Prerequisites: Eligibility for ENGL 1010. The communication theories and their applications; the role of technology; legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos. (520501)

BUSN 1100 – INTRODUCTION TO BUSINESS (3-3-0)

Prerequisites: None. This course explores the nature of the American free enterprise system, including the contemporary business world, management, organization structures, human resources, marketing, managing information, and financial issues. (520201)

BUSI 2010 – HUMAN RELATIONS (3-3-0)

Provides an understanding of human behavior in various settings including the home and the workplace. The course covers a variety of topics including motivation, emotional stress, sexuality, and applied social psychology. (520201)

BUSN 2100 – INTRODUCTION TO MANAGEMENT (3-3-0)

This course explores effective management of organizations with emphasis on the management functions, planning, organizing, leading, and controlling, to achieve successful performance within the organization. (520201)

BUSN 2120 HUMAN RESOURCES MANAGEMENT (LCN: CMGM 2213) (3-3-0)

Prerequisites: None. Principles and techniques of human resource management with emphasis on planning, developing, selecting, compensating, evaluating, and supervising employees. The course explores the maintenance and utilization of a labor force. (521001)

BUSN 2130 PERSONAL FINANCE (LCN: CMGM 2113) (3-3-0)

Prerequisites: None. This course surveys personal money management concepts, determining sources of incomes, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. The course will examine the relationship between consumer finance and the economy. (520801)

BUSN 2140 INTRODUCTION TO ENTREPRENEURSHIP (LCN: CMGM 2413) (3-3-0)

Prerequisites: None. The course surveys and analyzes contemporary techniques for managing a successful small business setting. Topics include writing a successful business plan, new and existing ventures, developing and maintaining an organization, staffing opportunities, and people. Potential entrepreneurs must adapt and flex, push, and explore. (520701)

BUSI 2200 –LEGAL ENVIRONMENTOF BUSINESS (3-3-0)

The course incorporates all aspects of the American legal system including Constitutional, common, cyber, case, statutory, torts, and administrative law. The individual's rights and responsibilities as a member of society are studied. Ethical and legal decision making and the impact on business is analyzed. (520101)

BUSN 2230 PRINCIPLES OF MARKETING (LCN: CMKT 2003) (3-3-0)

Prerequisite: ECON 2020 Microeconomics. This course takes a managerial approach to marketing function. It emphasizes the exchange process, marketing analysis, price determinants, and present-day marketing trends. The course focuses on how firms adapt products and services to changes in consumer demand. (521401)

BUSN 2240 ENTREPRENEURIAL FINANCE (3-3-0)

Prerequisites: BUSN 1100 Introduction to Business; CINS 1100 Introduction to Computer Applications; BUSN 2130 Personal Finance; ACCT 2100 Financial Accounting. This course provides the student with basic knowledge of the financial requirements for starting and maintaining a business. (520801)

BUSI 2451 – INTERGRATED CAREER SKILLS (3-3-0)

Prerequisites: Prior completion of or concurrent enrollment in OSYS 2530. Course must be taken within two semesters of graduating. This is a capstone course for the business student who must be in the graduating semester or the semester prior to graduation. The business student is prepared to enter the job market through the integration of skills gained during the course of study: accounting applications, office application software use, resume and cover letter preparation, job application completion, interviewing techniques, analyzing benefits, evaluating job offers, and job search methods. Student is required to participate in a mock interview. Previously BUSI 2450. (320105)

OSYS 1100 – RECORDS MANAGEMENT (2-1-1)

This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act. (520204)

OSYS 2530 – OFFICE PROCEDURES (3-3-0)

Prerequisite: CINS 1450. Focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development. (520401)

CARDIOPULMONARY CARE

CPCS 1010 – ORIENTATION TO CARDIOPULMONARY PROFESSION (2-0-2)

Student must be enrolled by Program Director. History, professional ethics, professional organization, effective communication, introductory patient care techniques, and supervised clinical observation in an approved facility. Spring only. (510908)

CPCS 1500 – GENERAL PATIENT CARE AND THERAPEUTICS (1-1-0)

Student must be enrolled by Program Director. Prerequisites: C or better in CPCS 1010 and acceptance in the program. Chest physical assessment, clinical application of medical gases, aerosol/humidity therapy, CPAP/ BiPAP, IPPB, incentive spirometry, and pulmonary physiotherapy. Summer only. (510908)

CPCS 2000 – CLINICAL APPLICATIONS AND PROCEDURES I (5-0-5)

Pre-requisites: C or better in CPCS 1500. Introduction to adult and pediatric general patient care techniques and therapeutic applications. Includes clinical experiences in hospitals and other health care institutions. Fall only. (510908)

CPCS 2040 – CARDIOPULMONARY PATHOPHYSIOLOGY (3-3-0)

Co-requisites: CPCS 2000, 2140. Infection control, cardiopulmonary diseases, and cardiopulmonary mechanics. Pathological processes basic to inflammation, infection, neoplasia, genetic and metabolic diseases, and selected endocrine disorders as related to cardiopulmonary care. Fall only. (510908)

CPCS 2140 – LIFE SUPPORT AND AIRWAY MECHANICS (3-3-0)

Co-requisites: CPCS 2000, 2040. Basic and advanced life support methods and critical care techniques of the newborn and adult patient. Fall only. (510908)

CPCS 2220 – CARDIOPULMONARY PHARMACOLOGY (3-3-0)

Pre-requisites C or better in CPCS 1500, 2000, 2040, 2140. Drugs, their indications, contraindications, side effects, dosage calculations, and techniques of administration. Emphasis on drugs affecting the cardiovascular, pulmonary, and renal systems. This course is also available via Internet. Basic computer knowledge is required for students enrolled in the Internet section. Spring only. (510908)

CPCS 2250 – CARDIOPULMONARY DIAGNOSTICS (4-4-0)

Co-requisites: CPCS 2220, 2260, 2280, 2500. Introduction to basic and advanced cardiovascular diagnostic and monitoring techniques. Emphasis on electrocardiography, cardiac ultrasound, cardiovascular hemodynamics, critical care monitoring, and cardiovascular rehabilitation. Spring only. (510908)

CPCS 2280 – PERINATOLOGY AND PEDIATRICS DIAGNOSTICS (3-3-0)

Co-requisites: CPCS 2220, 2260, 2500. The development of the cardiopulmonary system from embryo to puberty. Cardiopulmonary dysfunctions of the newborn and infant; techniques for basic and advanced therapeutic and diagnostic procedures and patient care. A combined lecture and laboratory course. Spring only. (510908)

CPCS 2500 – CLINICAL APPLICATIONS AND PROCEDURES II (5-0-5)

Co-requisites: CPCS 2220, 2240, 2260, 2280. Clinical experience in an authorized hospital. Clinical application of intermediate and advanced techniques in critical care. Clinical application of cardiopulmonary diagnostic studies. Assessment of program product competency via self assessment examination. Spring only. (510908)

CPCS 2700 – COMPREHENSIVE CARDIOPULMONARY THERAPEUTICS (2-1-1)

Prerequisites: C or better in CPCS 2220, 2240, 2260, 2280, 2500. Review of content commonly included on national credentialing examinations in respiratory care and cardiovascular technology. Evaluation and assessment of clinical performance skills and knowledge base via laboratory and clinical evaluations, computer based competency simulations, and therapist self assessment examination. Summer only. (510908)

CPCS 2800 – CLINICAL APPLICATIONS AND PROCEDURES III (3-0-3)

Co-requisite: CPCS 2700. Clinical experience in an authorized hospital setting. Emphasis is placed on the clinical application of cardiovascular diagnostics. Summer only. (510908)

CHEMISTRY

CHEM 1010 – CHEMISTRY I (Non-Science Majors) (3-3-0)

Prerequisite: Eligibility for ENGL 1010 and MATH 0099. An Introduction to nomenclature; atomic structure; chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Energy relationships, and solutions. (Louisiana Common Course Number: CCEM 1103) (400501)

COLLEGE AND CAREERS

CLCR 1000 – FRESHMAN STUDIES (3-3-0)

This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses. (320107)

CLCR 1010 JOB SEEKING/KEEPING SKILLS (2-2-0)

Prerequisites: None. This course prepares the student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, and interviewing techniques. (CIP 320105)

CLCR 2000 – CAREER PREPARATION (2-2-0)

Designed to prepare the technical program student to successfully enter the job market with usage of the following career preparation skills: resume preparation, application completion, interviewing techniques, behavior based expectations of employees (safety and personal interactions), mechanical aptitude and spatial relations, application of social skills, and job search methods. This course is designed for students in the Technical Education Division, specifically. (320105)

COMPUTER-AIDED DESIGN

CADD 1200 – INTRODUCTION TO CADD (3-1-2)

Prerequisite: Concurrent enrollment or prior completion of DRFT 1200. This course introduces the concepts and principles of CADD. Student will learn file management, drawing setups, application of graphic and geometric controls, and complete single and multi-view drawings. This course applies commands such as layer controls, editing and dimensioning commands, and plotting equipment. Student must demonstrate knowledge of orthographic, auxiliary, section, and pictorial intersection and development drawings. (151302)

CADD 2300 – ADVANCED CADD (3-1-2)

Prerequisite: CADD 1200. Student learns to create block libraries including dynamic blocks, customize AutoCAD toolbars and linetypes, and use external references, images, and layouts. 3D solid creation is also covered. (151302)

COMPUTER INFORMATION SYSTEMS

CINS 1300 – INTRODUCTION TO SPREADSHEETS (3-3-0)

Prerequisite: CPTR 1100. Focuses on the basic fundamentals of producing spreadsheets and graphs. (110601)

CINS 1310 – INTRODUCTION TO DATABASE MANAGEMENT – (3-3-0)

Prerequisite: CPTR 1100 and KYBD 1100 required and CINS 1300 and CINS 1450 recommended. Basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels. (110601)

CINS 1450 – BASIC WORD PROCESSING (3-3-0)

Prerequisites: CPTR 1100 and KYBD 1100. Hands-on experience of basic word-processing techniques and functions. Current version of popular word processing software is incorporated. (110602)

CINS 1550 – ADVANCED WORD PROCESSING (3-3-0)

Prerequisite: CINS 1450. Hands-on experience of advanced word processing techniques and functions.

Current version of popular word processing software is incorporated. Spring only. (110602)

CINS 1650 – DESKTOP PUBLISHING (3-3-0)

Prerequisite: CINS 1550. Basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Fall only. (110602)

CINS 2640 – ADVANCED SPREADSHEET APPLICATIONS (3-3-0)

Prerequisite: CINS 1300. Focuses on use of multiple spreadsheets, database capabilities, and special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets. (110601)

CINS 2650 – ADVANCED DATABASE APPLICATIONS (3-3-0)

Prerequisite: CINS 1310. A continuation of CINS 1310, with a focus on structured programming using database commands, manipulating multiple database files, database file design, screen design, and creating custom reports. (110601)

COMPUTER LITERACY

CPLT 1000 – COMPUTER LITERACY (3-3-0)

An overview of computer components, operating systems, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. This course is not intended for transfer. (110101)

CPLT 1010 – COMPUTER LITERACY (1-0-1) OR (1-1-0)

Fundamental computer concepts including Windows and the Internet. Course credit not applicable toward an associate degree. Course open only to students with no prior course credit in computers. (110101)

CPTR 1000 – INTRODUCTION TO COMPUTERS (3-3-0)

An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features. (110101)

CPTR 1100 – INTRODUCTION TO COMPUTER APPLICATIONS (3-3-0)

An introductory study of computers, operating systems, and application software. Includes an overview of operating systems, word processing software, and spreadsheets software. (LCTCSOnline Course Number: CIS 105) (110101)

CRIMINAL JUSTICE

CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-3-0)

Prerequisites: C or better in DVRE 0910 or satisfactory score on placement test. An examination of the history, organization, and function of the local, state, and federal agencies that make up the criminal justice system. The survey is organized around the three major components of the criminal justice system: police, courts, and corrections. (Louisiana Common Course Number: CCRJ 1013). (430104)

CRJU 2010 – CRIMINAL INVESTIGATIONS (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Aspects of criminal justice investigations; interrogations, interviews, confessions, written notes and statements, case preparation and procedures, police patrol, analysis of pertinent court decisions and problems and methods of coping with current emergency situations confronting criminal justice. (430104) Fall only

CRJU 2020 – PUBLIC AND COMMUNITY RELATIONS (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Criminal justice's involvement with citizens – individuals and groups. Factors contributing to friction or cooperation between the police and the community, with emphasis on the problems of minority groups, political pressures and cultural problems. (430104)

CRJU 2030 – CRIMINAL RELATED LAW (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Survey of law, crime, general principles of criminal responsibility, elements of major crimes, punishments, conditions or circumstances that may excuse criminal responsibility or mitigate punishment, the court system of Louisiana and the US, basic concepts of criminal law. (Louisiana Common Course Number: CCRJ 2213). (430104)

CRJU 2040 – POLICE ADMINISTRATION (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Study of the role, scope, organization, and management of police agencies at local, state, and federal levels. (Louisiana Common Course Number: CCRJ 2313). (430103) Fall only

CRJU 2150 – CRIMINAL PROCEDURE (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Legal steps in the enforcement of criminal law. Constitutional principles applied to criminal law arrest, interrogation, self-incrimination, confession, and exclusionary rule. (430104)

CRJU 2200 – ADJUDICATION PROCESS (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Criminal court system, its development, and present structure. The pre trial and post trial process, institutional arrangements, court personnel and changes the courts are undergoing. (430104)

CRJU 2520 – INTRODUCTION TO DRUG USE AND ABUSE (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. An overview of drug use in America. The impact of drug-taking behavior on our society and our daily lives is studied. The use and abuse of a wide range of licit and illicit drugs are discussed from historical, biological, psychological, and sociological perspectives. Special emphasis is placed on psychoactive drugs. (430104)

CRJU 2600 – INTRODUCTION TO FORENSIC SCIENCE (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test.. Overview of forensic sciences pertaining to criminal law. (430104) Spring only

CRJU 2610 – CRIMINAL JUSTICE ETHICS (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. An examination of the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections. (430107) Spring only

CRJU 2630 – INTRODUCTION TO CORRECTIONS (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. A study of the American correctional process with emphasis on the development of current correctional programs and practice, modern rehabilitative processes, and community-based correctional efforts. Focus is also given to the roles of correctional system and its interrelation with the other components of the criminal justice system. (Louisiana Common Course Number: CCRJ 2013). (430102)

CRJU 2640 – JUVENILE JUSTICE (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. An examination of the process by which juvenile offenders are handled within the criminal justice system through the study of recent court decisions and case law development. (430110) Spring only

CRJU 2650 – INTRODUCTION TO CRIMINOLOGY(3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Study of the theoretical perspectives used to explain the causation, prevalence, and societal impacts of crime. (Louisiana Common Course Number: CCRJ 2113). (430199) Spring only

CRJU 2670 – INTRODUCTION TO VICTIMOLOGY (3-3-0)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Contemporary concept and status of the victim of crime, with an emphasis on historical evolution in terms of compensation, retribution, and vengeance. (430104) Summer only

CRJU 2980 – CRIMINAL JUSTICE INTERNSHIP. (6-0-6)

Prerequisites: Eligibility for DVEN 0920, MATH 0098; and C or better in DVRE 0910 or satisfactory score on placement test. Supervised participation in activities of local, state or federal criminal justice agencies. This course is for Criminal Justice majors, and student must obtain permission of the program coordinator or department head. (430104)

DRAFTING AND DESIGN

DRFT 1100 – BASIC BOARD DRAFTING (9-3-6)

Prerequisite: Successful completion of required developmental courses. This course covers the orientation to the drafting profession, sketching techniques, introduction to drafting instruments, use of scales, types of media, and reproduction, methods used in drafting vertical, slanted, miscellaneous lettering techniques, ANSI page layout, geometric terms, basic geometric shapes, and use combinations of geometric shapes associated with geometry in single view drawing. The course will also cover the alphabet of lines, line relationships and connections, and geometry of curved lines. The course content will identify the class of pictorial drawings (axonometric, oblique and perspective drawings), fundamentals of orthographic projection and the application of dimensioning practices in the preparation of formal multi-view drawings. (151301)

DRFT 1200 – ADVANCED BOARD DRAFTING (7-3-4)

Prerequisite: DRFT 1100. This course identifies section conventions and different types of sectional views. Students will prepare full, half, offset, broken out, revolved, aligned, and removed sectional drawings. It also covers identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space, determination of the true size of angles and distances of lines of intersections between two geometric shapes, and construction of flat developments of various geometric shapes. (151301)

DRFT 2300 – INTRODUCTION TO DRAFTING DISCIPLINES (7-3-4)

Prerequisite: Concurrent enrollment or prior completion of CADD 2300. This computer-aided design and drafting course introduces general background information, terms, and conventions and various types of working drawing used in manufacturing and architectural drafting. (151301)

DRFT 2400 – ADVANCED DRAFTING DISCIPLINES (9-3-6)

Prerequisite: Concurrent enrollment or prior completion of CADD 2300. This computer-aided design and drafting course introduces general background information, terms, and conventions and various types of working drawings used in civil/mapping, structural, and pipe drafting. (151301)

ECONOMICS

ECON 2010 – PRINCIPLES OF MACROECONOMICS (3-3-0)

Prerequisites: Eligibility for MATH 1100 and ENGL 1010. The theory of the economy as a system. Problems of inflation and unemployment and policies to deal with these problems. Topics include determination of national income, employment, and price levels; money and banking; economic stabilization policies; international trade and finance. (LCTCSOnline Course Number: ECON 201) Louisiana Common Course Number: CECN 2213. (450601)

ECON 2020 – PRINCIPLES OF MICROECONOMICS (3-3-0)

Prerequisites: Eligibility for MATH 1100 and ENGL 1010. The theory of market exchanges and competition. Fundamental economic problems, methods of economic organization, and the price system. Topics include theory of demand and supply; international trade; markets in various competitive environments; income distribution and resource allocation; market failure, democratic processes and government failure. (LCTCSOnline Course Number: ECON 202) Louisiana Common Course Number: CECN 2223. (450601)

ELECTRICIAN

ELEC 1010 – INTRODUCTORY CRAFT SKILLS I (3-3-0)

Introductory craft skills course covering basic safety, basic communication skills, employability skills, construction math, construction drawings, and materials handling. (460302)

ELEC 1020 – INTRODUCTORY CRAFT SKILLS II (3-2-1)

Introductory craft skills course covering hand tools, power tools, and basic rigging techniques. (460302)

ELEC 1030 – ELECTRICAL COMPUTATIONS (3-3-0)

This course covers the basic concepts of arithmetic, geometry, and algebra. Emphasis is placed on computations involving ratio and proportion, weights and measures, areas and volumes, and simple linear equations. (460302)

ELEC 1101 – BASIC ELECTRICAL SKILLS I (3-2-1)

Basic electrical skills course covering orientation to the electrical trade, electrical safety, electrical theory, and an introduction to electrical circuits and the National Electrical Code®. (460302)

ELEC 1102 – BASIC ELECTRICAL SKILLS II (3-2-1)

Basic electrical skills course covering device boxes, conductors and cables, basic electrical construction drawings, and electrical test equipment. (460302)

ELEC 1201 – RESIDENTIAL ELECTRICIAN I (4-3-1)

Prerequisite: 'C' or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Electrical skills course covering residential electrical services, alternating current, and electric lighting. (460302)

ELEC 1202 – RESIDENTIAL ELECTRICIAN II (4-2-2)

Prerequisite: 'C' or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Electrical skills course covering conductor installations, terminations and splices, grounding and bonding, circuit breakers, and fuses. (460302)

ELEC 1203 – ELECTRICAL RACEWAYS AND FITTINGS (3-2-1)

Prerequisite: 'C' or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Electrical skills course covering raceways, fittings, pull boxes, junction boxes, and cable trays. (460302)

ELEC 1204 – CONDUIT BENDING (3-1-2)

Prerequisite: 'C' or better in ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Electrical skills course covering conduit bending and installations. (460302)

ELEC 2301 – INDUSTRIAL/COMMERCIAL ELECTRICIAN I (3-3-0)

Prerequisite: 'C' or better in ELEC 1201, ELEC 1202, ELEC 1203, and ELEC 1204. Advanced electrical skills course covering practical applications of lighting systems, over current protection devices, and distribution equipment. (460302)

ELEC 2302 – INDUSTRIAL/COMMERCIAL ELECTRICIAN II (3-2-1)

Prerequisite: 'C' or better in ELEC 1201, ELEC 1202, ELEC 1203, and ELEC 1204. Advanced electrical skills course covering hazardous locations, commercial electrical services, introduction to programmable logic controllers, and voice, data, and video systems. (460302)

ELEC 2303 – ELECTRICAL CALCULATIONS (3-3-0)

Prerequisite: 'C' or better in ELEC 1201 and ELEC 1202. Advanced electrical skills course covering load calculations (branch and feeder circuits), conductor selection, conductor calculations, and motor calculations. (460302)

ELEC 2304 – MOTORS AND TRANSFORMERS (4-3-1)

Prerequisite: 'C' or better in CPTR 1100 (or equivalent computer course), ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Advanced electrical skills course covering the theory and application of electric motors transformers. (460302)

ELEC 2305 – CONTROL SYSTEMS (3-1-2)

Prerequisite: 'C' or better in CPTR 1100 (or equivalent computer course), ELEC 1010, ELEC 1020, ELEC 1101, and ELEC 1102. Advanced electrical skills course covering the fundamental concepts of control systems and motor controls. (460302)

ENGLISH**DVEN 0910 – BASIC COMPOSITION (3-3-0)**

This course provides an in-depth study of sentence structure with a basic review of grammar and usage and the fundamentals of paragraph and essay writing. (320108)

DVEN 0920 – INTERMEDIATE COMPOSITION (3-3-0)

Prerequisite: C or better in DVEN 0910 or satisfactory score on placement test (See Appendix C). This course provides a study of paragraph development and introductory essay writing with an intense review of grammar and usage. (320108)

ELAB 1000: SUPPLEMENTAL INSTRUCTION IN ENGLISH COMPOSITION I (3-3-0)

Prerequisites: Successful completion of all required developmental reading courses, C or better in DVEN 0920, or satisfactory score on placement test (See Appendix C). Co-requisite: ENGL 1000 - English Composition I: Enhanced Writing- This course will be taught in conjunction with specially designated English Composition I sections. Course is graded S/U. (23.1401)

ENGL 1000 – ENGLISH COMPOSITION I: ENHANCED WRITING (3-3-0)

Prerequisites: Successful completion of all required developmental reading courses, C or better in DVEN 0920, or satisfactory score on placement test (See Appendix C). Introduces students to the critical thinking, reading, writing, and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays that integrates sentence and paragraph level writing skills and grammar. Basic computer skills are required. ELAB 1000 is a mandatory component of this course. Credit in ENGL 1000 is equivalent to ENGL 1010. (Louisiana Common Course Number: CENL 1013). (23.1401)

ENGL 1010 – ENGLISH COMPOSITION I (3-3-0)

Prerequisites: Successful completion of all required developmental reading courses, C or better in DVEN 0920, or satisfactory score on placement test (See Appendix C). Introduces students to the critical thinking, reading, writing, and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. Basic computer skills are required. ACT score of 28 or above or COMPASS score of 99 places the student out of ENGL 1010. (LCTCOnline Course Number: ENGL 101) (Louisiana Common Course Number: CENL 1013) (230401)

ENGL 1020 – ENGLISH COMPOSITION II (3-3-0)

Prerequisites: C or better in ENGL 1010 or satisfactory score on placement test (See Appendix C). Continuation and further development of material and strategies introduced in English Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. Basic computer skills are required for this course. (LCTCOnline Course Number: ENGL 102) (Louisiana Common Course Number: CENL 1023). (230401)

ENGL 2010 - ENGLISH LITERATURE I (3-3-0)

Prerequisites: C or better in ENGL 1020. Surveys British literature from the Anglo-Saxon period through Chaucer, Shakespeare, and the 17th and 18th centuries, emphasizing the critical reading of individual works that represent significant literary, social, historical, language, and intellectual developments. Prerequisites: C or better in ENGL 1020. (LCTCSONline Course Number: ENGL 201) (Louisiana Common Course Number: CENL 2103) (231404)

ENGL 2020 - ENGLISH LITERATURE II (3-3-0)

Prerequisites: C or better in ENGL 1020. Surveys British literature from the Romantic period through the Victorian and Modern periods, emphasizing the critical reading of individual works that represents significant literary, social, historical, and intellectual developments. Prerequisites: C or better in ENGL 1020. (LCTCSONline Course Number: ENGL 202). (Louisiana Common Course Number: CENL 2113). (231404)

ENGL 2110 – INTRODUCTION TO FICTION (3-3-0)

Prerequisites: C or better in ENGL 1020. Introduction to fiction; includes critical analysis and writing about literature. (Louisiana Common Course Number: CENL 2303). (230801)

ENGL 2120 – CHILDREN’S LITERATURE (3-3-0)

Prerequisites: C or better in ENGL 1020. Close reading of children’s literature to prepare students for teaching first through fifth grade in the genres of poetry, prose, and drama. (239999)

ENGL 2150 – POETRY AND DRAMA (3-3-0)

Prerequisites C or better in ENGL 1020. Introduction to poetry and/or drama; includes critical analysis and writing about poetry/drama. (Louisiana Common Course Number: CENL 2313). (230801)

ENGL 2200 – MAJOR BRITISH WRITERS (3-3-0)

Prerequisites: C or better in ENGL 1020. A survey of significant British writers; Includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2123). (230801)

ENGL 2210 – MAJOR AMERICAN WRITERS (3-3-0)

Prerequisites: C or better in ENGL 1020. A survey of significant American writers; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2173). (230701)

ENGL 2996 – SPECIAL TOPICS IN LITERATURE (3-3-0)

Prerequisites: C or better in ENGL 1020. Selected topics in literature. This course may be repeated for credit if course content differs. (239999)

FRENCH

FREN 1010 – ELEMENTARY FRENCH I (3-3-0)

Basic lexicon and structure of French; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the French and Francophone world. Beginning course: no previous knowledge of French expected or required. (Louisiana Common Course Numbers: CFRN 1013 and CFRN 1014). (160901)

GEOGRAPHY

GEOG 2010 – WORLD REGIONAL GEOGRAPHY (3-3-0)

A study of the patterns of cultural characteristics and human landscapes of the major world regions. (Louisiana Common Course Number: CGRG 2113). (450701)

GEOG 2020 – PHYSICAL GEOGRAPHY (3-3-0)

Physical processes and world patterns of weather, climate, soil, vegetation, landform, and ocean phenomena. (LCTCSONline Course Number: GEOG 205) (Louisiana Common Course Number: CGRG 2213). (450701)

GEOLOGY

GEOL 1010 – PHYSICAL GEOLOGY (3-3-0)

A study of the physical processes of Earth, including such topics as minerals, the rock cycle, volcanoes, earthquakes, weathering, plate tectonics, and rivers. (LCTCSONline Course Number: GEOL 101) (Louisiana Common Course Number: CGEO 1103). (400601)

GEOL 1020 – HISTORICAL GEOLOGY (3-3-0)

Prerequisites: Completion of GEOL 1010 with a C or higher. A study of the origin and history of the Earth and the development of life on Earth as revealed in the rocks and fossils. (Louisiana Common Course Number: CGEO 1113). (400601)

HEALTH AND NURSING

HEKG 1011-EKG Principles and Procedures (5-3-3)

Introduce students to the electrocardiogram (EKG) principles and procedures in the health care setting. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of lab instruction/practice and 45 hours of clinical externship to be performed by the student under the supervision of a preceptor in a variety of healthcare settings (510902)

HBI0 1200-HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING (4-3-2)

Prerequisites: Acceptance into the Practical Nursing program. A comprehensive study of cells, tissues, structures, organ systems, and summative function of the human body as these relate to wellness or disease processes. Overview of body systems, disease states, and pathophysiology with medical terminology and laboratory component are included. Credits for this course are not transferable to the college or university level. (513901)

HIHC 1110 – INTRODUCTION TO HEALTH CARE (2-0-2)

In this course the student learns to establish a safe and supportive environment for the patient/resident/ client through ethical and legal responsibilities, effective communication, observational skills, and safety; issues including fire safety, infection control, CPR, and personal hygiene and grooming practices. (513902)

HIHC 1160 – PROFESSIONALISM FOR HEALTH CARE PROVIDERS (1-0-1)

Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course. (513902)

HMDT 1170 – MEDICAL TERMINOLOGY (2-2-0)

Prerequisites: Acceptance in the PN or Phlebotomy program. Interpretation and analysis of medical terms including the combination of prefixes, root words, and suffixes to and recognize spell, utilize and pronounce medical terminology correctly. Medical abbreviations are also included. (513901)

HNUR 1152 – BASIC NUTRITION FOR THE PN (1-1-0)

Prerequisites: Acceptance into the Practical Nursing program. The application of basic nutritional principles related to health promotion, wellness, and essential dietary requirements across the lifespan. Consideration is given to socioeconomic and cultural differences within the global society. (513901)

HNUR 1180 – BASIC PHARMACOLOGY (3-2-2)

Prerequisites: Acceptance into the Practical Nursing program. A study of fundamental pharmacological and math concepts including whole numbers, fractions, decimals, roman numerals, ratios and proportions, simple equations, percentages, measurements, and U. S. Standard and metric conversions as it applies to drug and dosage calculations. The basic drug classes and properties of pharmacokinetics are introduced. Safety regarding drug preparation, administration, documentation and storage of medications through oral, sublingual, buccal, transdermal, intradermal, subcutaneous, and intramuscular routes are discussed and practiced (513901)

HNUR 1211 – NURSING FUNDAMENTALS I (4-3-2)

Prerequisites: Acceptance into the Practical Nursing program. The fundamental concepts of nursing are introduced through theory and supervised laboratory experiences. Primary focus is on providing basic nursing skills to meet the biopsychosociocultural and spiritual needs of the patient/client in various health care settings. Infection control and safety issues are also addressed. This course also includes an introduction to the nursing process as it relates to the management of the patient/client with health alterations. (513901)

HNUR 1340 – PRACTICAL NURSING CONCEPTS (2-2-0)

Prerequisites: HNUR 1211, HMDT 1170, HBIO 1200, HNUR 1180, HNUR 2105, HNUR 1152. Practical nursing roles, personal characteristics, concepts, critical thinking, legal/ethical considerations, community health issues, and basic professional skills within the scope of the practical nurse are presented. It expounds the role of the practical nurse, practical nursing education, and the law relating to the practice of practical nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and the Louisiana Revised Statutes. (513901)

HNUR 1411 – NURSING FUNDAMENTALS II (5-3-4)

Prerequisites: HNUR 1211, HMDT 1170, HBIO 1200, HNUR 1180, HNUR 2105. HNUR 1152. The fundamental concepts of nursing are expanded through theory and supervised laboratory experiences. Advanced skills are presented through the application of the nursing process to integrate into practice the management of patient/client with health alterations throughout the lifespan. (513901)

HNUR 2105– NURSING CARE THROUGHOUT THE LIFESPAN (3-2-3)

Prerequisites: Acceptance into the Practical Nursing Program. This is a holistic and preventive approach to nursing care and health promotion of the individual and family throughout all developmental stages of the lifespan with an emphasis on geriatric care. Considerations related to total health of patient/client throughout dimensions of development, from birth to end of life, as well as assessment of the physical, nutritional, mental, emotional, soci-cultural, and spiritual needs and characteristics of the whole person including health promotion and interventions are discussed. This course includes a 45-hour clinical component for students integrate into practice basic skills to clients throughout the lifespan under the supervision of a nursing faculty member (513901)

HNUR 2205 – MEDICAL/SURGICAL NURSING I (10-6-12)

Prerequisites: HNUR 1211, HMDT 1170, HBIO 1200, HNUR 1180, HNUR 2105, HNUR 1152. Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including but not limited to: fluid & electrolytes, acid-base balance, microbiological and infection control principles, perioperative, and cardiovascular care. Evidence-based nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology and detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system addressed including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 180-hour clinical component for students to integrate into

practice principles learned in theory under the supervision of a nursing faculty member. (513901)

HNUR 2305 MEDICAL/SURGICAL NURSING II (10-6-12)

Prerequisites: HNUR 2611 and HNUR 2505. Intermediate application of the nursing process as a method of individualizing evidence-based patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to, alterations in the respiratory, gastrointestinal, and endocrine. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology with a detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 180-hour clinical component for students integrate theory into practice and expand clinical skills under the supervision of a nursing faculty member. (513901)

HNUR 2405 – MEDICAL/SURGICAL NURSING III (10-6-12)

Prerequisites: HNUR 2305 and HNUR 2505. This course includes advanced application of the nursing process as a method of individualizing evidence based patient care with emphasis on essential concepts related to the adult patient/client. Discussion of body functions including, but not limited to musculoskeletal, genitourinary, neurological, and reproductive disorders. The care of the adult in multiple settings will be presented with a review of anatomy and physiology and detailed explanation of therapeutic/modified diets and pharmacological interventions for each body system including diet and drug types, classifications, actions and interactions, side effects and adverse effects are also presented. This course includes a 180-hour clinical component for students to integrate into practice and master clinical skills under the supervision of a nursing faculty member. (513901)

HNUR 2505 – MENTAL HEALTH NURSING (5-4-3)

Prerequisites: HNUR 1340, HNUR 1411, HNUR 2205. This is an introduction to basic concepts of psychiatric-mental health nursing. The nursing process applied to caring for patient/client experiencing alterations in emotional, behavioral, mental, and social functioning. Integration of pharmacology, diet therapy, and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed. Theories of wellness promotion are discussed. This course includes a 45-hour clinical component for students to integrate into practice principles learned in theory under the supervision of a nursing faculty member to the mental health client. (513901)

HNUR 2605 – PEDIATRIC AND OBSTETRICAL NURSING (6-5-3)

Prerequisites: HNUR 2611 and HNUR 2505. Emphasis on developmentally appropriate, evidence based nursing practice for children and families from conception through antepartum, intrapartum, and postpartum periods, birth, infancy, childhood and adolescences including, but not limited to, the knowledge, skills, and attributes essential to providing compassionate cultural care to meet the health needs of mother and infant from birth through adolescences experiencing multiple health alterations. A discussion of anatomical, physiological, pharmacological, and nutritional theory is presented. This course includes a 45 hours clinical component for students to integrate both obstetrical and pediatric nursing theory into practice under the supervision of a nurse faculty member (513901)

HNUR 2611 – IV THERAPY (2-1-2)

Prerequisites: HNUR 1340, HNUR 1411, HNUR 2205 or current PN license in the state of Louisiana. The implications for intravenous therapy (IV Therapy) including equipment/devices used, anatomy/ physiology, methods and techniques, infection control measures, safety, complications, and related issues are discussed. The role of the practical nurse related to legal and ethical considerations of intravenous therapy and supervised lab performance are integral parts of this course. (513901)

HNUR 2621 – PROFESSIONALISM FOR PRACTICAL NURSING (2-2-0)

Prerequisites: HNUR 2305 and HNUR 2605. This course provides a deeper understanding of the laws, rules and regulations which govern licensure of the practical nurse in the state of Louisiana. Legal responsibilities, confidentiality, safety and ethical principles along with concepts of management and supervision are emphasized. Preparations for employment are discussed including, but not limited to gaining and maintaining a license, evaluating job opportunities and interviewing for those opportunities, compiling a resume and resignation letter as well as work skills essential to the healthcare industry. (513901)

NBAP 1120 – BASIC BODY STRUCTURE AND FUNCTION (2-0-2)

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each. (260403)

NRSA 1211 - NURSING FUNDAMENTALS (4-3-2)

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations. (513901)

NRSA 1222 - SKILLS APPLICATION (2-0-6)

The student will perform, demonstrate, and practice a minimum of 90 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

NURS 1080 – HEALTH ASSESSMENT FOR NURSES (4-3-2)

Prerequisite: Acceptance into the clinical component of the nursing program and concurrent enrollment in or prior completion of NURS 1090. Introduction of nursing concepts and critical thinking processes utilized in health history, physical assessment, and management of the patient/client with health alterations throughout the lifespan. Students learn to develop skills and a systematic pattern for performing an integrated health history and physical assessment (513801)

NURS 1090 – PHARMACOLOGY FOR NURSES (4-3-2)

Prerequisite: Acceptance into the clinical component of the nursing program. Foundations and principles of pharmacology and applications in practice including medical math concepts which apply to drug and dosage calculations are discussed in this course. Drug types, classifications, actions and interactions, side effects and adverse effects are also presented. Safe, effective drug administration and important nursing implications and developmental considerations related to each drug underlying principles of actions of various drug groups, sources, physical and chemical properties, physiological actions, absorption rate, excretion, therapeutic uses, side effects, and toxicity are emphasized in this course. (513801)

NURS 1300 – NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS I (7-4-8)

Prerequisite: Acceptance into the clinical component of the nursing program and enrollment in NURS 1080 and NURS 1090. Preliminary application of the nursing process as a method of individualizing patient care with emphasis on essential concepts related to the adult patient/client are presented in classroom and clinical components of this course. Discussion of body systems and functions including, but not limited to, fluid & electrolytes, acid-base balance, lymphatic, immune, musculoskeletal, respiratory, and integumentary systems, as well as perioperative care. Nursing care of the adult in multiple settings will be presented with a review of anatomy and physiology, therapeutic/modified diets, basic nutritional

information as it is associated to the health of the client and pharmacological interventions for each body system addressed. (513801)

NURS 2300- NURSING CARE OF THE ADULT WITH HEALTH ALTERATIONS II (7-4-9)

Prerequisites: Acceptance into the clinical component of the nursing program and prior completion of HSCI 1060, NURS 1090, and NURS 1300. Advanced application of the nursing processes are presented in classroom and clinical components of this course with emphasis on planning, implementing, and evaluating nursing care for adult patient/client with complex health needs in acute care settings. Discussion of body systems and functions including, but not limited to, cardiovascular, neurological, reproductive, gastrointestinal, endocrinology, genitourinary, sensory, hematological, and oncology/neoplasia. Complex nursing care of the adult will be presented with a review of anatomy and physiology, therapeutic/modified diets, nutritional information as it is associated with the health of the client and pharmacological interventions for each body system addressed. (513801)

NURS 2740 – NURSING CARE OF THE CLIENT WITH ALTERATIONS IN MENTAL HEALTH (4-6-6)

Prerequisites: Acceptance into the clinical component of the nursing program and prior completion of NURS 1090, and NURS 1300. An introduction to the basic concepts of psychiatric-mental health nursing care as applied to the nursing process for the patient/client experiencing alterations in emotional, behavioral, mental and social functioning. Integration of pharmacology and therapeutic communication are emphasized and principles of pathophysiology, lifespan and socio-cultural influences are addressed, as well as theories of wellness, promotion of mental health, and methods of treatment associated with mental health nursing care and rehabilitation. (513801).

NURS 2750- Maternal-Child Nursing Care (5-4-12)

Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of NURS 1080, NURS 1300 and NURS 1090. Focuses on the reproductive system, care of the mother in all stages of pregnancy, the normal and emotional growth of the healthy child, and care of the sick child. Topics include: introduction to obstetrics, female reproductive system, male reproductive system, intrauterine development, prenatal care, principles of specialized testing, labor and delivery, postpartum care, patient education, and methods of contraception. Child development and common pathophysiology from newborn through adolescence. (513801)

NURS 2760-Capstone Course (3-6-0)

Prerequisite: Graduating Nursing Student.

The capstone review and evaluation course is designed to assist students to synthesize nursing knowledge and practice as a beginning nurse. Students will prepare to pass the NCLEX-RN licensure exam, be evaluated on accomplishment of the knowledge and theory of nursing practice as well as receive advanced cardiac life support training and certification as well as portfolio preparation. (513801)

NURS 2800 – ISSUES IN NURSING AND HEALTH CARE (3-3-0)

Prerequisites: Acceptance into the clinical component of the nursing program, prior completion of NURS 1300, and concurrent enrollment in or prior completion of NURS 2300 and NURS 2740. This course presents definitions and roles of nursing within the changing environment of global health care. Current issues related to nursing education, practice, governance, quality improvement, and health care costs, policies and delivery systems are discussed. Challenges, collaboration, cultural diversity and legal/ ethical/social issues encountered in meeting global health care needs are discussed (513801).

HISTORY

HIST 1010 – WESTERN CIVILIZATION I (3-3-0)

Prerequisite: C or better in DVRE 0910 or satisfactory score on placement test. (See Appendix C). Survey of western civilization from ancient times to the Reformation era. (LCTCSONline Course Number: HIST 101) (Louisiana Common Course Number: CHIS 1013) (540101)

HIST 1020 – WESTERN CIVILIZATION II (3-3-0)

Prerequisite: C or better in DVRE 0910 or satisfactory score on placement test. (See Appendix C). Survey of western civilization from the Reformation to the present. (LCTCSONline Course Number: HIST 102) (Louisiana Common Course Number: CHIS 1023). (540101)

HIST 1500 – WORLD HISTORY I (3-3-0)

Prerequisite: C or better in DVRE 0910 or satisfactory score on placement test. (See Appendix C). Survey of world history from ancient civilizations to 1500. (Louisiana Common Course Number: CHIS 1113). (540101)

HIST 1510 – WORLD HISTORY II (3-3-0)

Prerequisite: C or better in DVRE 0910 or satisfactory score on placement test. (See Appendix C). Survey of world history from 1500 to present. (Louisiana Common Course Number: CHIS 1123) (540101)

HIST 2010 – AMERICAN HISTORY I (3-3-0)

Prerequisite: C or better in DVRE 0910 or satisfactory score on placement test. (See Appendix C). Survey of United States history from earliest times to the Civil War era. (LCTCSONline Course Number: HIST 201) (Louisiana Common Course Number: CHIS 2013). (540101)

HIST 2020 – AMERICAN HISTORY II (3-3-0)

Prerequisite: C or better in DVRE 0910 or satisfactory score on placement test. (See Appendix C). Survey of United States history from the Civil War era to the present. (LCTCSONline Course Number: HIST 202) (Louisiana Common Course Number: CHIS 2023). (540101)

INTEGRATED PRODUCTION TECHNOLOGIES

IPTN 1030 – PROCESS DIAGRAMS (3-2-2)

Prerequisite: Eligibility for ENGL 1010. Course topics include identification and application of electrical, piping, instrumentation, mechanical and process drawings used in job planning. Identification of lines, symbols, lean symbols; Interpretation of views, dimensions, and tolerances. Includes PFD, P&ID, Safe Charts, PE&I, electrical and electrical one-line drawings. (150903)

IPTN 1050 – PETROLEUM COMPUTATIONAL METHODS (3-3-0)

Prerequisite: MATH 1000 or MATH 1100, or permission of IPTN Department Head. Computational methods to solve problems in the petroleum industry. (150903)

IPTN 1300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION I (3-2-2)

Prerequisite: MATH 1000 or MATH 1100, and IPTN 1030. An introductory course focusing on basic electrical concepts and automatic control discussing the instruments used to sense, measure, transmit and control production. The students will be introduced to Direct and Alternating currents, Ohm's Law, magnetism, series and parallel circuits, meters, instrument symbols, five process variables, controllers, regulators, control loops, solid-state devices, transistor circuits, digital electronics and control loops. (150903)

IPTN 1310 – Integrated Production Technologies Equipment I - (3-2-2)

Prerequisite: Eligibility for ENGL1010. - Introduces equipment used in the petroleum production industry. Studies many process industry-related equipment concepts including purpose, components and operation. Emphasizes the production Operator's role in operating and troubleshooting equipment. Includes the fundamentals of tools, production containment equipment, thermal exchangers, and environmental safety and controls used in production and pipeline operations. (150903)

IPTN 1320 Integrated Production Technologies Equipment II - (3-2-2)

Prerequisite: Prior completion of or concurrent enrollment in IPTN 1310 or permission of IPTN Department Head - Introduces equipment used in the petroleum process industry. Studies many process industry-related equipment concepts including purpose, components and operation. Emphasizes the process technician's role in operating and troubleshooting equipment. Includes the fundamentals and operation of the integrated diesel, diesel electric, electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations. Course topics also include piping, tubing, hoses, fittings, valves and pumps. (150903)

IPTN 1400 – FLUID MECHANICS (3-2-2)

Prerequisite: MATH 1000 or MATH 1100, and IPTN 1050, and eligibility for ENGL 1010 or permission of IPTN Department Head. Includes a study of measurements, properties, principles of fluid flow, and calculations for oil and gas measurement conversions. (150903)

IPTN 1500 – OFFSHORE SAFETY AND COMPLIANCE (3-2-2)

Prerequisite: Eligibility for ENGL 1010 - A study of BSEE, BOEM, OSHA, DOT and USCG standards and regulations applicable to production and pipeline operations is included. Other topics include safety inspections, audits, incident investigations, emergency evacuations, record keeping and environmental awareness. (150903)

IPTN 1600 – OIL AND GAS PRODUCTION I (3-2-2)

Prerequisite: Prior completion of or concurrent with IPTN 1310, and eligibility for ENGL 1010 - Provides an overview of the job requirements for an oil and gas production technician. Focuses on operation of the equipment and systems used in oil and gas production. Also an Introduction to geology, exploration, drilling, work-over, wellheads, production, and refining and processing. Topics also include well shut-in, emulsion separator systems, heat and chemical treatment systems and Safety, Hazards & Environmental issues. (150903)

IPTN 1610 – OIL AND GAS PRODUCTION II (3-2-2)

Prerequisite: Prior completion of IPTN 1600. Contains information on Natural Gas treatment and processing, dehydration, compression systems and equipment, Produced water treating and handling systems and equipment. Auxiliary systems (fuel gas, air compressors, fresh water systems and HVAC) Artificial Lift and enhanced recovery systems, Pumping and Transportation systems. H S & E considerations, and an introduction to Petroleum refining and plant processing. (150903)

IPTN 2000 – PLANNING AND MANAGEMENT (4-3-2)

Prerequisite: Eligibility for ENGL 1010. Introduces effective communication skills, team collaboration, decision-making process, and quality control. Planning, scheduling, performance management, safety planning, facility economics, security, conflict management, and leadership skills are also covered. Includes practical exercises utilizing oil and gas activities. (150903)

IPTN 2100 – INTRODUCTION TO DEEP WATER SYSTEMS AND TECHNOLOGY (3-2-2)

Prerequisite: IPTN 1030 or permission of IPTN Department Head - An introductory study of the concept of deepwater exploration, production and transportation of oil and gas. The course provides an introduction to special equipment, systems, abnormal operating conditions, and operations of deepwater production facilities. Topics include subsea wellhead and production systems, ROV's, gas-lift optimization, chemical injection, hydrates, operation of subsea wells, and control systems required for deep water production and facilities. (150903)

IPTN 2200 – PRODUCTION SAFETY SYSTEMS (3-2-2)

Prerequisite: IPTN 1500 or permission of IPTN Department Head. A study of the installation, operation, inspection, testing, and maintenance of the safety devices and production equipment used on offshore platforms. Topics include flow, pressure, temperature and level sensors, gas and fire detection devices, surface and sub-surface safety valves. (150903)

IPTN 2300 –APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION II (3-2-2)

Prerequisite: MATH 1000 or MATH 1100, and IPTN 12100 or IPTN 1300 or permission of IPTN Department Head. A continuation of Industrial Instrumentation I with emphasis on instrumentation troubleshooting, control schemes, switches, annunciators, signal conversion and transmission, digital control systems, programmable logic control systems, and distributed control systems. Instrumentation I & II include pneumatic, electronic, digital and mechanical controls and systems. (150903)

IPTN 2500 – CAREERS IN THE PETROLEUM INDUSTRY (2-2-0)

Prerequisite: CPTR 1100, ENGL 1010. Develops skills necessary for a career in the petroleum industry. Topics include: employability skills, job seeking skills, interview skills, mechanical aptitude, and employers expectations. (150903)

KEYBOARDING

DVKB 0900 - BASIC KEYBOARDING (3-3-0)

This is a developmental course that introduces the student to the touch method of typing alphabetic, numeric, and symbol keys using a personal computer. The student will type at a minimum rate of 25 wpm on a 3-minute timed writing from straight copy material with three or fewer errors. (110602)

KYBD 1100 – KEYBOARDING I (3-3-0) OR (3-1-2)

Prerequisite: KYBD 1001 or meet a goal of 25 wpm with 3 or less errors on a 3-minute timing test. (See a business instructor for information on a timing test.) An introduction to basic keyboarding terminology and touch typing. Emphasis on speed, accuracy, and correct techniques. Preparation of letters, reports, and tables. (110602)

KYBD 1200 – KEYBOARDING II (3-3-0) OR (3-1-2)

Prerequisite: KYBD 1100. Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables, and correspondence for various types of businesses.(110602)

LEGAL ASSISTANT

LASS 1010 – INTRODUCTION TO LEGAL ASSISTANT (3-3-0)

Terminology and duties of a Legal Assistant to include ethics and human relations. (220302)

LIBRARY RESEARCH

LIBR 1000 – LIBRARY RESEARCH (1-1-0)

The course is designed to provide instruction in research and technology for retrieving, analyzing, evaluating and using information resources. (259999)

MACHINE TOOL TECHNOLOGY

MTTC 1110 – ORIENTATION AND SAFETY (1-1-0)

Overview of the Industrial Machine Shop Industry, safety, and health information, and general shop procedures. (480501)

MTTC 1130 – MACHINE TRADES PRINT READING (3-3-0)

Identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances. (480501)

MTTC 1210 – MACHINE SHOP THEORY I (4-4-0)

Use of layout tools, precision measuring tools, hand tools, metals, and grinding wheels. Identify types and uses of drill presses, parts and controls. Learning proper use, speeds and feeds, and drilling and tapping. (480501)

MTTC 1310 – MACHINE SHOP THEORY II (6-6-0)

Prerequisites: MTTC 1210 or approved equivalent. Identifying types of lathes, accessories, parts and controls. Learning to face, turn, knurl, and calculate proper feeds and speeds. Learn drilling, reaming, boring, and taper turning operations. Learn thread cutting calculations on several types of thread forms, including associated tool geometry. (480501)

MTTC 1341 – BASIC LATHE (6-0-6)

Sharpen cutting tools. Manufacture mechanical parts using turning, facing, drilling and reaming operations. Manufacture mechanical parts using boring and counterboring operations, steadyrest, and followrest setups, filing and polishing operations. Manufacture mechanical parts using knurling, taper, and thread operations. (480501)

MTTC 1410 – MACHINE SHOP THEORY III (6-6-0)

Prerequisites: MTTC 1210 or approved equivalent. Identifying types of milling machines, accessories, parts, and controls. Learning to mill to length, squaring part, milling set-ups, associated cutting tool, and calculate proper feeds and speeds. Learn keyway and indexing calculation and associated set-ups. Grinding machined parts, performing wheel dressing and maintenance, proper uses of surface grinders, and performing precision grinding operations. Identification and use of powdered metals and metalizing, hydraulic and arbor presses and accessories. (480501)

MTTC 1441 – BASIC MILL (3-0-3)

Realign Vertical Milling head. Square up milling vise. Manufacture 3-D parts using a milling process. Cut a key-seats. Manufacture mechanical parts that include gang milling, indexing, and angular milling procedures. Manufacture mechanical parts that include slot cutting, indexing, and pocket milling procedures using a combination of lathe and milling operations. (480501)

MTTC 2631 – ADVANCED MACHINING (6-0-6)

Perform precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations. Perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations. (480501)

MTTC 2710 – CNC (3-3-0)

Identify coding used in CNC technology. (480501)

MTTC 2711 – CNC LAB (3-0-3)

Write CNC programs. Install and operate CNC machinery. (480501)

MARINE

MRNE 1010 – MASTER 100 TONS - 90.5 hours

Any applicant successfully completing this 90.5-hour Master Not More Than 100 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements for original issuance or for renewal and for reissuance of a license as Master of Steam or Motor Vessels of Not More Than 100 Gross tons (except oceans). (MARI 1310) (490309)

MRNE 1110 – UPGRADE MASTER 100 TONS TO MASTER 200 TONS - 70 hours

Any applicant successfully completing this 39-hour Upgrade Master Not More Than 100 Gross Tons to Master Not More Than 200 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training will satisfy the exam requirements for upgrade of a license from Master Not More Than 100 Gross Tons Near Coastal to Master Not More Than 200 Gross Tons Near Coastal. (MARI 1320) (490309)

MRNE 1120 – MASTER 200 TONS - 106.5 hours

Any applicant successfully completing this 106.5-hour Master/Mate Not More Than 200 Gross Tons course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements for original issuance or for renewal and for reissuance of a license as Master or Mate of Steam or Motor Vessels of Not More Than 200 Gross tons (except oceans). (490309)

MRNE 1150 – APPRENTICE MATE (STEERSMAN) – 118 hours

Any applicant successfully completing this Apprentice Mate (Steersman) course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the requirements for original issuance, for renewal, and for reissuance of a as Apprentice Mate (Steersman) of Towing Vessels (Near Coastal or Inland). (MARI 1030) (490309)

MRNE 1160 – OPERATOR OF UNINSPECTED PASSENGER VESSELS (OUPV) - 90.5 hours

Any applicant successfully completing this 90.5 hour OUPV course and presenting this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training will satisfy the examination requirements for original issuance for renewal and for reissuance of a license as Operator of Uninspected Passenger Vessels (Near Coastal). (MARI 1070) (490309)

MRNE 1220 – CELESTIAL NAVIGATION (OPERATIONAL LEVEL) - 100 hours

Any applicant successfully completing this 93 hour Celestial Navigation (Operational Level) course will satisfy EITHER the Celestial Navigation competency requirements of Section A-II/1 of the STCW Code, as amended 2010, and the training requirements for endorsements as OICNW on vessels of 500 GT or more. Provided the applicant can show completion of the celestial navigation assessments as listed in NVIC 12-14: 1.1.A, 1.1.B, 1.1.C, 1.1.D, 1.1.E, and 1.1.F. Please note this endorsement does NOT meet the examination requirements for any national endorsement.(490309)

MRNE 1230 – ABLE SEAMAN - 40 hours

Any applicant successfully completing this 40-hour Able Seaman course and who presents this Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the written examination requirements of 46 CFR 12.05-9 for the “Deck and Navigation General / Deck Safety” and “Deck General and Safety / Rules of the Road” exam modules for any Able Seaman endorsement. (490309)

MRNE 1240 – BRIDGE RESOURCE MANAGEMENT - 21 hours

Any applicant successfully completing this 21 hour course will satisfy the requirements of 46 CFR 11.202(e) and the requirements of Table A-II/1, of the STCW Code, Maintain a Safe Navigational Watch. In conjunction with this course, any approved instructor for this course is authorized to sign- off for successful demonstrations on the students’ “Control Sheets” from the National Assessments Guidelines for Table A-II/1 of the STCW Code. (see USCG-NMC approval letter for specific sheet(s)).(MARI 1340) (490309)

MRNE 1250 – RATING FORMING PART OF A NAVIGATIONAL WATCH - 13 hours

Any applicant successfully completing this 13 hr Rating Forming Part of a Navigational Watch course, including all practical assessments will satisfy the service, training and assessment requirements of 46 CFR 12.05-3 (c) and Table A-II/4 of STCW code, Specification of Minimum Standard of Competence for Ratings Forming Part of a Navigational Watch, provided that they also present evidence of at least 60 days service performing navigational watchkeeping functions on seagoing vessels of at least 200 gross registered tons. (490309)

MRNE 1260 – RATING FORMING PART OF A NAVIGATIONAL WATCH (ASSESSMENT) - 13 hours

Any applicant successfully completing the Rating Forming Part of a Navigational Watch Assessments course will satisfy the 46 CFR 12.05-3(c), and the Section A-II/4, paragraph 3, and Table A-II/4 of the STCW Code, As Amended, assessment requirements for Rating Forming Part of a Navigational Watch, for the following assessments:, RFPNW-1-1A,

RFPNW-1-2E, RFPNW-1-3B, RFPNW-1-1B, RFPNW-1-2F, RFPNW-2-1A, RFPNW-1-1C, RFPNW-1-2G, RFPNW-2-1B, RFPNW-1-2A, RFPNW-1-2H, RFPNW-2-2A, RFPNW-1-2B RFPNW-1-2I, RFPNW-3-1A, RFPNW-1-2C, RFPNW-1-2J, RFPNW-3-1B, RFPNW- 1-2D, RFPNW-1-3A, RFPNW-3-2A. (490309)

MRNE 1320 – PROFICIENCY IN SURVIVAL CRAFT - 30 hours

Any applicant successfully completing this 30-hour Proficiency in Survival Craft course will satisfy the Survival Craft training requirements of Section A-VI/2 and Table A-VI/2-1 of the STCW Code for any endorsement as Lifeboatman; AND if presented WITHIN ONE YEAR of the completion of training, the written and practical examination requirements for a Lifeboatman endorsement and the written “Survival Craft” examination requirements for service on vessels not equipped with lifeboats. (MARI 1300) (490309)

MRNE 1330 – FIREFIGHTING (ADVANCED) - 40 hours

Any applicant who has successfully completed this 40 hour course will satisfy the: a) Basic Safety Fire Prevention and Fire Fighting training requirements of Section AVI/1 and Table A-VI/1-2 of the STCW Code AND b) Advanced Fire Fighting training requirements of Section A-VI/3 and Table A-VI/3 of the STCW Code; AND c) Basic and Advanced Fire Fighting training requirements and for an officer endorsement; AND d) Fire Fighting training requirements for any tankerman endorsement. (MARI 1330) (490309)

MRNE 1340 – RULES OF THE ROAD - 19 hours

Any applicant successfully completing this 19-hour Rules of the Road course with a passing grade of at least 90% will receive 5 days sea service credit towards a near coastal or oceans license restricted to service upon vessels not more than 200 gross tons (domestic) or any license restricted to service upon Great Lakes or inland waters. This sea service credit may not exceed limits specified by law and may not be used to satisfy any recent requirements or requirements for service on specific routes or types of vessels. (MARI 1050) (490309)

MRNE 1370 – MARINE RADIO OPERATOR PERMIT - 8 hours

Any applicant successfully completing this one-day course, including passing an FCC examination, will receive a license from the Federal Communications Commission authorizing the use of the ship’s radio. (MARI 1090) (490309)

MRNE 1380 – VISUAL COMMUNICATIONS (FLASHING LIGHT) - 12 hours

Any applicant successfully completing Visual Communications (Flashing Lights) course will satisfy the Visual Signaling requirements of 46 CFR 11.309(a)(4)(vi) if presented WITHIN ONE YEAR of the completion of training; AND will be considered to have successfully demonstrated the equivalent of assesment 8.2A for an STCW, as amended 2010 endrosemnt as Officer in Charge of a Navigational Watch on vessels of 600 GT or more. Applicants who successfully complete this course need not present a completed assessment sheet for this assessment in application for STCW certification. (MARI 1560) (490309)

MRNE 1390 – RADAR OBSERVER (UNLIMITED) - 40 hours

Any applicant successfully completing this Radar Observer (Unlimited) course, including successful demonstration of all practical assessments, will satisfy the requirements of 46 CFR 10.480 for an endorsement as Radar Observer (Unlimited) and the radar training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 and A-II/2 of the STCW Code: OICNW-1-2B; OICNW-1-2C; OICNW-3-1A; OICNW-3-1B; OICNW-3-1C; OICNW-3-1D; OICNW-3-1E; OICNW-3-1F; OICNW-3-1G; OICNW- 3-1H; OICNW- 3-1I; OICNW-3-1J; and OICNW-3-1K. Any approved instructor for this course is authorized to sign off for a successful demonstration on the students’ control sheets. Applicants who successfully complete this course need not present completed “Control Sheets” for these assessments in application for STCW certification. (MARI 1290) (490309)

MRNE 1391 – RADAR OBSERVER RECERTIFICATION - 8 hours

Any applicant successfully completing this Radar Observer Recertification course will satisfy the requirements for renewal of any Radar Observer endorsement. (MARI 1291) (490309)

MRNE 1400 – ARPA - 28 hours

Any applicant successfully completing this Automatic Radar Plotting Aids (ARPA) course, will satisfy the ARPA training requirements for certification. The practical assessments conducted in this course will be accepted as the equivalent of the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-3-2A; OICNW-3-2B; OICNW- 3-2C; OICNW-3-2D; OICNW-3-2E; OICNW-3-2F; OICNW-3-2G; OICNW-3-2H; OICNW-3-2I; OICNW- 3-2J; OICNW-3-2K; OICNW-3-2L, OICNW-3-2M, and OCINW-3-2N. Any approved instructor for this course is authorized to sign off for a successful demonstration on the students' control sheets. Applicants who have successfully completed your course need not present completed "Control Sheets" for these assessments in application for STCW certification. (MARI 1570) (490309)

MRNE 1510 – STCW BASIC SAFETY TRAINING - 40 hours

Any applicant successfully completing this 40-hour STCW Basic Safety Training course will satisfy the following: 1. Personal Safety and Social Responsibilities training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code. 2. Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW AND the survival suit and survival craft training requirements of 3. Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code and AND-- (2) the Basic Fire Fighting training requirements of for a license; --AND-- (3) the Fire Fighting training requirements for any tankerman endorsement 4. (1) the Basic Safety – Elementary First Aid training requirements --AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid and CPR training requirements of and for original issuance of a license. (MARI 1041) (490309)

MRNE 1511 – PERSONAL SURVIVAL TECHNIQUES - 12 hours

Any applicant successfully completing this 12-hour Personal Survival Techniques course will satisfy the Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code AND the survival suit and survival craft training requirements. (MARI 1044) (490309)

MRNE 1512 – PERSONAL SAFETY AND SOCIAL RESPONSIBILITIES - 4 hours

Any applicant successfully completing this 4-hour Personal Safety and Social Responsibilities course and presenting your Certificate of Training at a Regional Exam Center will satisfy the Personal Safety and Social Responsibilities training requirements of Section A-VI/1 and Table A-VI/1-4 of the STCW Code. (MARI 1043) (490309)

MRNE 1513 – FIRST AID AND CPR- 8 hours

Any applicant successfully completing this 8-hour First Aid and CPR course will satisfy: (1) the Basic Safety – Elementary First Aid training requirements of Section A-VI/1 and Table AVI/ 1-3 of the STCW Code and--AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid and CPR training requirements for original issuance of a license. (MARI 1040) (490309)

MRNE 1514 – BASIC FIRE FIGHTING - 16 hours

Any applicant successfully completing this 16 hour Basic Fire Fighting course will satisfy: (1) the Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code --AND-- (2) the Basic Fire Fighting training requirements of for a license; --AND-- (3) the Fire Fighting training requirements of for any tankerman endorsement. (MARI 1042) (490309)

MRNE 2010 – 500 GT MATE - 100 hours

Self-paced course that is designed to prepare a mariner for the Coast Guard 500 GT Mate Near Coastal (OSV) or 500 GT Mate Near Coastal (non Trade Restricted) license examination. (490309)

MRNE 2020 – 500 GT MASTER - 100 hours

Self-paced course that is designed to prepare a mariner for the Coast Guard 500 GT Master Near Coastal (OSV) or 500 GT Master Near Coastal (non Trade Restricted) license examination. (490309)

MRNE 2030 – 1600 GT MATE - 100 hours

Self-paced course that is designed to prepare a mariner for the Coast Guard 1600 GT Mate Near Coastal (non Trade Restricted) license examination. (490309)

MRNE 2040 – 1600 GT MASTER - 100 hours

Self-paced course that is designed to prepare a mariner for the Coast Guard 1600 GT Master Near Coastal (non Trade Restricted) license examination (490309)

MRNE 2100 – 3RD MATE UNLIMITED - 100 hours

Self-paced course that is designed to prepare a mariner for the Coast Guard 3rd Mate Unlimited license examination. (490309)

MRNE 2200 – 2ND MATE UNLIMITED - 100 hours

Self-paced course that is designed to prepare a mariner for the Coast Guard 2nd Mate Unlimited license examination. (490309)

MARINE DIESEL ENGINE TECHNOLOGY

DESL 1120 – SAFETY SKILLS AND INTRO TO DIESEL ENGINES (3-2-1)

Basic safety information needed to prepare individuals entering the workforce with an introduction to the occupation of diesel technicians, safety, tools, test equipment, fasteners, bearings, and seals. Laboratory work requires using tools and fasteners. (470605)

DESL 1130 – DIESEL ENGINE PARTS IDENTIFICATION AND OPERATING PRINCIPLES (4-2-2)

Corequisite: DESL 1120. An introduction to the design and construction of diesel engines and identification of diesel engine parts. (470605)

DESL 1140 – ENGINES (4-1-3)

Corequisite: DESL 1130. The disassembly, inspection and evaluation, repair and reassembly of engines. (470605)

DESL 1150 – ENGINE DIAGNOSTICS (3-1-2)

Corequisite: DESL 1140. The performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment. (470605)

DESL 1210 – BASIC DIESEL ELECTRICAL SYSTEMS (3-2-1)

Electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems. (470605)

DESL 1220 – ADVANCED DIESEL ELECTRICAL SYSTEMS (3-2-1)

Prerequisite: DESL 1210. The study of DC resistance and conductors, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics. (470605)

DESL 1231 – DIESEL ENGINE CONTROL SYSTEMS (3-1-2)

Prerequisite: DESL 1220. The identification of types of governors, functions, and classifications, the disassembly inspection reassembly, and testing of governors according to manufacturer's specifications, and the applications of electronic engine controls, types, and functions. (470605)

DESL 1240 – DIESEL ENGINE FUEL SYSTEMS (3-1-2)

The identity of type and functions of fuel injectors, nozzles, and unit injectors; troubleshooting, replacing injectors and nozzles, the identify of types, parts, functions, operation, and uses of various fuel injection pumps, electronic metering systems and electronic unit injectors. (470605)

DESL 1500 – BASIC HYDRAULICS (3-2-1)

The principles of basic hydraulic systems and troubleshooting hydraulic systems including the use of schematics and control diagrams. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations. (470605)

DESL 2500 – ADVANCED HYDRAULICS (3-1-2)

Prerequisite: DESL 1500. The principles of advanced hydraulic systems, troubleshooting and application of open-centered and closed-centered systems, close-centered load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electro hydraulic systems. (470605)

MDET 2210 – ENGINE MOUNTING AND ALIGNMENT (3-2-1)

Prerequisite: DESL 1140. The major issues involved in mounting an engine in a vessel. (470616)

MDET 2220 – DRIVE SYSTEMS (3-2-1)

Prerequisite: MDET 2210. The theory of operation and application of various drive systems. (470616)

MDET 2230 – GEARS AND ENGINE COUPLINGS (4-2-2)

Prerequisite: MDET 2210. Principles of marine gears, marine gear clutches, and engine couples. (470616)

MDET 2310 – MARINE AIR INTAKE AND EXHAUST SYSTEMS (1-0-1)

The design of air intake systems and both wet and dry exhaust systems. (470616)

MDET 2320 – MARINE COOLING SYSTEMS (1-0-1)

Prerequisite: DESL 1140. The design and operation of both heat exchanger and keelcoolers. (470616)

MDET 2700 – THE VESSEL (4-4-0)

Issues and procedures following the installation of a diesel engine in a sea going vessel including ship and water safety issues. (470616)

MWELD 2230 – BASIC WELDING FOR MECHANICS (2-1-1)

Practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position and an introduction of oxyacetylene/cutting procedures is also included. (480508)

MATHEMATICS

APMA 1010 – GENERAL MATHEMATICS (3-3-0)

Prerequisite: Eligibility for MATH 0098. This course covers the basic concepts of algebra, geometry, and trigonometry. Emphasis is placed on computations involving basic algebraic expressions, simple linear equations, basic geometric principles, and solution of right triangle problems. Scientific calculator required. Fall Only (270101).

APMA 1030 – BUSINESS MATH (3-3-0)

Prerequisite: Eligibility for MATH 0098. A study of various business-related mathematical processes, principles, and techniques used to solve business problems with a calculator. (270101)

MATH 0097 – BASIC MATHEMATICS (3-3-0)

This course is designed as a foundation of arithmetic concepts for students with limited mathematical background. The major topics include operations with whole numbers, integers, decimals, fractions, and mixed numbers; properties of real numbers, order of operations, ratios, rates, percents, proportions, basic equations, and numerical square roots. A grade of “C” or better must be earned to satisfactorily complete MATH 0097. (320104)

MATH 0098 – ALGEBRA FOUNDATIONS I (3-3-0)

Prerequisite: C or better in MATH 0097 or satisfactory score on placement test (See Appendix C); 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. (320104)

MATH 0099 – ALGEBRA FOUNDATIONS II (3-3-0)

Prerequisite: C or better in MATH 0098 or satisfactory score on placement test (See Appendix C); This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra before taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions and equations, and solving and graphing with quadratics. (320104)

MATH 1000 – COLLEGE ALGEBRA (3-3-0)

Prerequisites: C or better in both DVRE 0910 and MATH 0099 or satisfactory scores on placement test (See Appendix C); Corequisite: MLAB 1000. In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. Credit in MATH 1000 is equivalent to MATH 1100. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1100 – COLLEGE ALGEBRA (3-3-0)

Prerequisites: C or better in both DVRE 0910 and MATH 0099 or satisfactory scores on placement test (See Appendix C); In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. (LCTCS Online Course Number: MATH 110). (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1110 – TRIGONOMETRY (3-3-0)

Prerequisite: C or better in MATH 1100 or satisfactory score on placement test (See Appendix C). Trigonometric functions and graphs; inverse trig functions; fundamental identities and angle formulas; solving equations and triangles with applications; polar coordinate system. (Louisiana Common Course Number: CMAT 1223). (270101)

MATH 1160 – CONTEMPORARY MATHEMATICS WITH INTEGRATED ALGEBRA (3-3-0)

Prerequisites: C or better in both DVRE 0910 and MATH 0098 or satisfactory scores on placement test (See Appendix C); Corequisite: MLAB 1160. An introduction to topics in contemporary mathematics that integrates a review of designated items in elementary algebra. Contemporary Mathematics topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) Credit in MATH 1160 is equivalent to MATH 1170 (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 1170 – CONTEMPORARY MATHEMATICS (3-3-0)

Prerequisites: C or better in both DVRE 0910 and MATH 0099 or satisfactory scores on placement test (See Appendix C). An introduction to topics in contemporary mathematics. Topics may include the theory of finance, perspective and symmetry in art, formal Aristotelian logic, graph theory, probability and odds, statistics, elementary number theory, optimization, numeracy in the real world, and historical topics in mathematics that have influenced contemporary mathematics. (Topics will vary.) (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 2010 – APPLIED CALCULUS (3-3-0)

Prerequisite: C or better in MATH 1100 or satisfactory score on placement test (See Appendix C). Introduction to differential and integral calculus with emphasis on applications, designed primarily for business, economics, and social sciences. Topics include limits, the first and second derivative, the first and second derivative tests for relative extrema; exponential and logarithmic functions; the definite and indefinite integral; the Fundamental Theorem of Calculus. Calculus will be used to solve real world applications (This course is not equivalent to a Calculus I course and does not serve as a prerequisite for a Calculus II course.) (Louisiana Common Course Number: CMAT 2103). (270101)

MATH 2100 – INTRODUCTORY STATISTICS (3-3-0)

Prerequisites: C or better in MATH 1100 or satisfactory score on placement test (See Appendix C). Descriptive statistics; probability; discrete and continuous (including binomial, normal and T) distributions; sampling distributions; interval estimation; hypothesis testing; linear regression and correlation. (Louisiana Common Course Number: CMAT 1303). (270101)

MLAB 1000 – SUPPLEMENTAL INSTRUCTION IN COLLEGE ALGEBRA (3-3-0)

Prerequisite: C or better in MATH 0099 or satisfactory score on placement test ((See Appendix C); Co- requisite: Enrollment in a corresponding college algebra (MATH 1000) section is required. This course will be taught in conjunction with specially designated college algebra sections. Course is graded S/U. (270101)

MLAB 1160 – CONTEMPORARY MATHEMATICS WITH INTEGRATED ALGEBRA LAB (3-3-0)

Prerequisites: C or better in both DVRE 0910 and MATH 0098 or satisfactory scores on placement test (See Appendix C); Co-requisite: Enrollment in a corresponding MATH 1160 - Contemporary Mathematics with Integrated Algebra - section is required for Supplemental instruction to MATH 1160. Course is graded S/U.

MUSIC

MUSC 1010 – MUSIC APPRECIATION (3-3-0)

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). (LCTCOnline Course Number: MUSC 101). (Louisiana Common Course Number: CMUS 1013). (500902)

MUSC 2010 – INTRODUCTION TO ROCK MUSIC (3-3-0)

Prerequisite: C or better in all developmental courses or satisfactory scores on placement test. This is a survey course that traces the roots of rock 'n roll from its origins in blues and rock 'a billy to present day styles. The course will also look at the cultural, economic, and social influences that shaped this American musical genre. Students will have music listening assignments and an individual music project. (LCTCOnline Course Number: MUSC 201). (500902)

MUSC 2020 – JAZZ HISTORY (3-3-0)

Prerequisite: C or better in all developmental courses or satisfactory scores on placement test. Basic elements and vocabulary of jazz; appreciation and understanding of diverse styles of jazz, past and present. (recorded and/or live). This course satisfies the requirement for a fine arts elective. (Louisiana Common Course Number: CMUS 1023). (500902)

NURSING – SEE HEALTH AND NURSING

PHILOSOPHY

PHIL 2030 – INTRODUCTION TO PHILOSOPHY (3-3-0)

An introduction to the major issues and ideas developed throughout the history of philosophy. (Louisiana Common Course Number: CPHL 1013). (380101)

PHLEBOTOMY

HPHL 1010 – PHLEBOTOMY PRINCIPLES (2-1-3)

This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipunctures, capillary sticks, infection control procedures, and lab tests which may be performed by the phlebotomist. (511009)

HPHL 1020 – PHLEBOTOMY TECHNIQUES (3-3-6)

A study of advanced phlebotomy skills and procedures which include laboratory administrative procedures, tube identification, and laboratory equipment usage. Student performance of introductory, fundamental and advanced phlebotomy skills for instructor evaluation in preparation for clinical experiences is included. Students spend at least 115 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain necessary course requirements. Students must successfully perform 5 skin punctures and 100 unaided venipunctures to complete the program. (511009)

PHYSICAL SCIENCE

PHSC 1000 – PHYSICAL SCIENCE I (3-3-0)

Prerequisite: Eligibility for MATH 0099 or higher. Survey of concepts in physics and physical sciences. Not intended for science majors. (LCTCSOnline Course Number: PHSC 101). (Louisiana Common Course Number: CPHY 1023). (400101)

PHSC 1100 – PHYSICAL SCIENCE I LAB (1-0-3)

Prerequisite: Prior completion of or concurrent enrollment in PHSC 1000. Provides the means to gain an empirical understanding of the topics covered in PHSC 1000. Not intended for science majors. (400101)

PHSC 1200 – PHYSICAL SCIENCE II (3-3-0)

Prerequisites: Eligibility for MATH 0099 or higher. Applications of concepts learned in Physical Science I, which may include physics, chemistry, geology, astronomy, oceanography, etc. Not intended for science majors. (Louisiana Common Course Number: CPHY 1033). (400101)

PHSC 1300 – PHYSICAL SCIENCE II LAB (1-0-3)

Prerequisite: Prior completion of or concurrent enrollment in PHSC 1200. Provides the means to gain an empirical understanding of the topics covered in PHSC 1200. Not intended for science majors. (400101)

PHSC 1400 – INTRODUCTION TO PHYSICAL SCIENCE III (3-3-0)

Prerequisites: Eligibility for MATH 0099 or higher. Concepts of the laws and principles of earth and space science applied to matter and energy. (400101)

PHSC 1500 – PHYSICAL SCIENCE III LAB (1-0-3)

Prerequisite: Prior completion of or concurrent enrollment in PHSC 1400. Provides the means to gain an empirical understanding of the topics covered in PHSC 1400. Not intended for science majors. (400101)

POLITICAL SCIENCE

POLI 1100 – AMERICAN NATIONAL GOVERNMENT (3-3-0)

The principles, institutions, processes, and functions of the government of the United States, and American political behavior. (LCTCSOnline Course Number: POLI 110). (Louisiana Common Course Number: CPOL 2013). (451002)

POLI 2500 – POLITICAL IDEOLOGIES (3-3-0)

Survey of politics in democratic, post-communist, and developing societies; emphasis on major actors and institutions. (451001)

POLI 2520 – STATE AND LOCAL GOVERNMENT (3-3-0)

Principles, organization, and administration of state and local government, including the politics of Louisiana. (Louisiana Common Course Number: CPOL 2113). (451002)

PSYCHOLOGY

PSYC 2010 – INTRODUCTION TO PSYCHOLOGY (3-3-0)

Prerequisites: C or better in DVRE 0910 or satisfactory score on placement test and eligibility for ENGL 1010 and MATH 0098. Overview of the scientific study of behavior and mental processes. (LCTCSOnline Course Number: PSYC 201) (Louisiana Common Course Number: CPSY 2013) (420101)

PSYC 2040 – PSYCHOLOGY OF PERSONALITY (3-3-0)

Prerequisite: C or better in PSYC 2010. Major contemporary theories; emphasis on the development and structure of personality. (422705)

PSYC 2060 – CHILDHOOD DEVELOPMENT PSYCHOLOGY (3-3-0)

Prerequisite: C or better in PSYC 2010. Survey of the development processes of the child. (Louisiana Common Course Number: CPSY 2313) (422703)

PSYC 2110 – SOCIAL PSYCHOLOGY (3-3-0)

Prerequisite: C or better in PSYC 2010. Survey of the scientific study of individuals as they influence and are influenced by others. (Louisiana Common Course Number: CPSY 2413) (422707)

PSYC 2120 – LIFE SPAN DEVELOPMENTAL PSYCHOLOGY (3-3-0)

Prerequisite: Eligibility for MATH 0098 and ENGL 1020 or a C or better in PSYC 2010. Survey of developmental processes from conception to death. (Louisiana Common Course Number: CPSY 2113) (420101)

PSYC 2200 – ABNORMAL PSYCHOLOGY (3-3-0)

Prerequisite: C or better in PSYC 2010. A study of the more common psychopathologies with emphasis on their etiology, diagnosis, and treatment. An emphasis on understanding these disorders in terms of general psychological principles, and biological and social influences. (429999)

READING

DVRE 0910 – BASIC LITERACY (3-3-0)

This course is designed for the student to gain skills and strategies necessary to increase grade equivalent levels in reading comprehension to meet workforce demands as well as career and personal goals. In order to take an online version of this course, students must have basic knowledge of computers and the Internet and an ACT score of 15 or better in reading or a COMPASS score of 65 or better in reading. (320108)

SOCIOLOGY

SOCI 2010 – INTRODUCTION TO SOCIOLOGY (3-3-0)

Introduction to major subject areas, theoretical perspectives, basic research methods, culture, socialization, social organization, institutions, inequality, and social change. (LCTCSONline Course Number: SOCI 201) (Louisiana Common Course Number: CSOC 2013). (451101)

SOCI 2020 – CONTEMPORARY SOCIAL PROBLEMS (3-3-0)

Description and analysis of contemporary community, national, and international social issues, including history, theory, social implications, and current trend. (Louisiana Common Course Number: CSOC 2113). (451101)

SPANISH

SPAN 1010 – ELEMENTARY SPANISH I (3-3-0)

Basic lexicon and structure of Spanish; emphasis on the four basic skills (listening, speaking, reading, and writing) and culture of the Spanish-speaking world. Beginning course: no previous knowledge of Spanish expected or required. (LCTCSONline Course Number: SPAN 101). (Louisiana Common Course Numbers: CSPN 1013 and CSPN 1014). (160905)

SPAN 1020 – ELEMENTARY SPANISH II (3-3-0)

Continuation of the study of Spanish on the elementary level. (LCTCSONline Course Number: SPAN 102). (Louisiana Common Course Number: CSPN 1023 and CSPN 1024). (160905)

SPAN 2010 – INTERMEDIATE SPANISH I (3-3-0)

Intermediate level study of structures and lexicon of Spanish; additional emphasis on the four basic skills and culture. (LCTCSONline Course Number: SPAN 201). (Louisiana Common Course Number: CSPN 2013 and CSPN 2014). (160905)

SPAN 2020 – INTERMEDIATE SPANISH II (3-3-0)

Continues the skills developed in SPAN 201. Continuation of the study of Spanish on the intermediate level. (LCTCSONline Course Number: SPAN 202). (Louisiana Common Course Number: CSPN 2023) (160905)

SPEECH

SPCH 1200 – INTRODUCTION TO PUBLIC SPEAKING (3-3-0)

Prerequisite: Eligibility for DVEN 0920 or satisfactory score on placement test (See Appendix C). Study and application of basic principles of effective extemporaneous speaking, including audience analysis and adaption, topic selection, research, organization, and presentation skills. Students deliver, listen to, and critique a variety of speeches. This course does not fulfill a humanities requirement. (LCTCSONline Course Number: SPCH 120). (Louisiana Common Course Number: CCOM 2013). (231001)

SPECIAL PROJECTS AND TOPICS

XXXX 2991 – SPECIAL PROJECTS I (1-0-1)

Prerequisite: Consent of instructor. A one-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2992 – SPECIAL TOPICS I (1-1-0)

Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

XXXX 2993 – SPECIAL PROJECTS II (2-2-0)

Prerequisite: Consent of instructor. A two-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2994 – SPECIAL TOPICS II (2-2-0)

Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

XXXX 2995 – SPECIAL PROJECTS III (3-0-3)

Prerequisite: Consent of instructor. A three-credit hour lab course designed for the student who has demonstrated specific special needs. This course can be repeated for credit when the content changes.

XXXX 2996 – SPECIAL TOPICS III (3-3-0)

Prerequisite: Consent of instructor. A variable content course with topics that can change from semester to semester.

XXXX 2997 – PRACTICUM (3-0-3)

Prerequisite: Consent of instructor. Supervised on-the-job work experience related to the student's education objectives. Participating students do not receive compensation for the work.

XXXX 2999 – COOPERATIVE EDUCATION (3-0-3)

Prerequisite: Consent of instructor. Supervised on-the-job work experience related to the student's educational objective. Participating students receive compensation for the work.

THEATRE

THEA 1010 – INTRODUCTION TO THEATER APPRECIATION (3-3-0)

Basic aspects, theatre arts, and vocabulary of theatre and dramatic arts, past and present; appreciation and understanding of diverse traditions. Includes opportunities for experiencing live or recorded theatrical performance. (Louisiana Common Course Number: CTHE 1013). (500501)

WELDING

WELD 1110 – OCCUPATIONAL ORIENTATION AND SAFETY (2-1-1)

Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding. This course is required of all students. (480508)

WELD 1111 – SHOP ORIENTATION AND SAFETY (1-1-0)

Prerequisite: Prior welding experience. Introduces the student to rules, regulations, and standard welding safety procedures associated with this college. (480508)

WELD 1210 – OXYFUEL SYSTEMS (2-1-1)

An introduction to and practice of safety, setup, and handling of oxyfuel cylinders and cutting equipment including practice cutting mild steel. This course is required of all students. (480508)

WELD 1310 – CUTTING PROCESSES – CAC/PAC (1-0-1)

An introduction to the principals of safely operating carbon arc cutting (CAC) and plasma arc cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals. (480508)

WELD 1410 – SMAW – BASIC BEADS (2-1-1)

An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads. (480508)

WELD 1411 – SMAW – FILLET WELD (3-1-2)

Prerequisite: WELD 1410 or permission of program instructor. Maintaining safety and practice of fillet welds using the shielded metal arc welding process. (480508)

WELD 1412 – SMAW – V – GROOVE BU/GOUGE (3-1-2)

Prerequisite: WELD 1411 or permission of program instructor. Maintaining safety and practice of V-Groove welds with a backing or back gouging using the shielded metal arc welding process. (480508)

WELD 1511 – SMAW – PIPE 5G (3-1-2)

Prerequisite: WELD 1412 or permission of program instructor. Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding process. (480508)

WELD 1512 – PIPE 6G (3-1-2)

Prerequisite: WELD 1511 or permission of program instructor. Maintaining safety and practice of a 6G-pipe weld using the shielded metal arc welding process. (480508)

WELD 2110 – FCAW – BASIC FILLET WELDS (2-0-2)

An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds. (480508)

WELD 2111 – FCAW GROOVE WELDS (4-1-3)

Prerequisite: WELD 2110 or permission of program instructor. Maintaining safety and practice of groove welds using the flux-cored arc welding process. (480508)

WELD 2114 – FCAW 6GR PIPE (5-2-3)

Prerequisite: WELD 2111 or permission. Maintaining safety and practice of a 6 GR-pipe weld using the flux-cored arc welding process. (480508)

WELD 2210 – GTAW – BASIC MULTI-JOINT (4-1-3)

An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds. (480508)

WELD 2220 – GTAW – PIPE 5G (3-1-2)

Prerequisite: WELD 2210 or permission of program instructor. An introduction to the fundamentals of gas tungsten arc welding of pipe including safety and practice of a 5G-pipe weld. (480508)

WELD 2222 – GTAW – PIPE 6G (3-1-2)

Prerequisite: WELD 2220 or permission of program instructor. Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process. (480508)

WELD 2230 – GTAW – ALUMINUM MULTI-JOINT (3-1-2)

An introduction to the fundamentals of gas tungsten arc welding including safety and practice of fillet welds. (480508)

WELD 2310 – GMAW – BASIC FILLET WELD (3-1-2)

An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds. (480508)

WELD 2311 – GMAW – GROOVE WELD (3-0-3)

Prerequisite: WELD 2310 or permission of program instructor. Maintaining safety and practice of groove welds using the gas metal arc welding process. (480508)

WELD 2322 – GMAW PIPE 6G (3-1-2)

Prerequisite: WELD 2311 or permission of program instructor. Maintaining safety and practice of a 6G-pipe weld using the gas metal arc welding process. (480508)

PERSONNEL

All staff members and instructors are carefully selected. Instructors have both educational background and occupational experience in the area in which they teach. The school adheres to all state and federal regulations pertaining to employment. The faculty listed in the catalog are regular, full-time faculty of this campus. Other faculty may be appointed, depending upon the instructional needs of the campus.

FINANCE AND ADMINISTRATION

Earl W. Meador, Chancellor; B.S., J.D., Loyola University School of Law

Karla Babin, Maintenance Repairer 2

Martha Bardwell, Property & Compliance Coordinator

Andrew E. Boyne II, Director of Accounting; B.S., Nicholls State University

Nancy Clement, Director of Procurement; B.S., MBA, Nicholls State University

David Dawson, Maintenance Foreman

Chasidy DeHart, Custodian 1

Brenda Faucheux, Executive Assistant to the Chancellor; A.S., Nicholls State University

John Garibotte, Maintenance Repairer 2

Greg Gaspard, IT Technician; B.S. Nicholls State University

Jaclyn Gehbauer, Development Coordinator; B.S. Nicholls State University

Frannie Guillot, Human Resources Generalist; B.S., Nicholls State University

William Gold, Maintenance Repairer 1

Christopher Jemblonski, Maintenance Repairer 1

Derrick Manns, Executive Vice Chancellor; B.S., M.Ed; Bowling Green State University, Ph.D.;
University of Toledo

Gina Marcel, Human Resources Manager; A.S., Nicholls State University

Janet Michot, Restricted Funds Accountant; B.S., Arkansas State University

Katie Nolan, IT Technician; A.S., LTC Shreveport-Bossier Campus

Jessica Thornton, Executive Director of Institutional Advancement; B.S. Nicholls State University

Chera Woods, Accounting Specialist 2; A.A.T., Louisiana Technical College – Lafourche

ACADEMIC AFFAIRS

Catherine Barber, Director of Grant Writing Initiatives; B.S., M.S., University of Louisiana at Lafayette

Nicol Blanchard, Career and Technical Facilitator; B.S., Nicholls State University

Breck Chaisson, Director of Technical Education/Special Projects; B.S., M.B.A., Nicholls State University

Marlene Chauvin, Administrative Specialist

Crystal Chiasson, Workforce Development Coordinator; A.S. Nicholls State University

Carrie Cortez, Director of Institutional Research & Effectiveness; BA, M.Ed., Nicholls State
University, Ed.D., Capella University

Vina Cruse, Workplace Experience Coordinator; B.S., Nicholls State University

Alvin Justilien, Integrated Production Technologies Department Head; B.S., M.S.,
University of Southern Mississippi; PHD, Louisiana State University

Alexis Knight, Administrative Assistant 4; A.S. Fletcher Technical Community College

Darren Kraemer, Institutional Research Database Administrator; B.S., Louisiana State University;
M.S., Nicholls State University

Steven Lee, Director of Research & Development; B.S.N., R.N. Nicholls State University;
M.S., LSU Health Sciences Center
Roye Matherne, Administrative Assistant 4
Cynthia Poskey, Vice Chancellor of Workforce Development; B.S., University of Louisiana
at Lafayette, M.S., Louisiana State University
Jenny Webre, Administrative Coordinator 4

LIBRARY

Suzanne Martin, Head Librarian; B.A., Nicholls State University; M.L.I.S., Louisiana State University
Cynthia Blaschke, Technical Services Librarian; A.A., Northern Oklahoma College; B.S., University
of Phoenix; M.S., Johns Hopkins University; M.L.I.S., Louisiana State University
Jodi Duet, Cataloging Specialist; B.A., Southeastern Louisiana University
Nicole Shaw, Part-time Library Assistant; B.S., Nicholls State University

STUDENT AFFAIRS

Cherie Bright, Career Academic Advisor; B.S., Nicholls State University
Krista Cormier, Financial Aid Counselor; B.S., Nicholls State University
Benjamin Duet, Financial Aid Counselor; B.S. Nicholls State University
Nadja Haynie, Assistant Director of Financial Aid; MBA Nicholls State University
Lisa Hidalgo, Registrar; B.S., M.Ed., Nicholls State University
Ana Nanney, Director of Admissions; A.S., Delgado Community College, B.S., Our Lady of
Holy Cross College
Angela Pellegrin, Director of Counseling and Advising; B.A., M.A., Nicholls State University
Derrick Procell, Director of Financial Aid; B.S., University of Southern Mississippi
Brittany Rhodes, Student Admissions Counselor; B.S., Nicholls State University
Rhonda Smith, Assistant Registrar; B.S., Nicholls State University, M.S., Louisiana State University
Cheryl Thomas, Financial Aid Counselor, A.S., B.G.S., Nicholls State University

FACULTY

Allison Adams, Nursing Department Head; Nursing Instructor; B.S.N., Nicholls State University;
M.S.N., University of Phoenix
Ann Arnold, Nursing Instructor; B.S.N. Nicholls State University, M.S.N. University of Phoenix
Terry Authement, Mathematics Department Head and Mathematics Instructor; B.S., M.B.A., M.S.,
Nicholls State University
Chris Aysen, Machine Tool Technology Instructor; Diploma, Louisiana Technical College –
Young Memorial Campus, A.A.T. SOWELA Technical Community College
Guy Baxter, Math Instructor; M.Ed., University of Louisiana at Monroe
Cory Blanchard, Art Instructor; B.F.A., Nicholls State University; M.F.A., University of North Dakota
Alyson Blythe, Assistant Professor of English; B.A., Nicholls State University; M.A.,
University of New Orleans
William Brunet, Petroleum Services Instructor, B.S., Marketing, Nicholls State University, B.S.,
Mechanical Engineering, University of New Orleans
Lynette Callahan, Computer Information Systems Instructor; B.S., Nicholls State University,
M.A., Ashford University
Tony Callais, C.W.I., Assistant Master Instructor of Welding; Diploma, Louisiana Technical College –
Young Memorial Campus; A.G.S., Nicholls State University

Errol Champagne, R.R.T.-N.P.S., Assistant Professor of Cardiopulmonary Care Science and Program Director; R.T. Diploma, Ochsner School of Allied Health Sciences; B.S., M.Ed., Nicholls State University

Kelly Champagne, Math Lecturer; B.A., Nicholls State University

Sonia Clarke, R.N., Dean of Nursing and Allied Health, A.S.N., B.S.N., Nicholls State University, M.S.N., D.N.P., Loyola University

Wilford Claville, Biology Instructor, B.S., Southern University; M.S., Louisiana Tech University

Craig Courville, Math Instructor; B.S., M.S., Nicholls State University

Janie Cypret, L.P.N., Nursing Assistant Instructor; Diploma, Fletcher Technical Community College; A.A.T., Sowela Technical Community College

John DeLaBretonne, Business Instructor; B.G.S., M.Ed, Nicholls State University

Donna Estrada, Dean of Arts and Sciences; B.G.S., Nicholls State University; M.A., Northwestern State University

Adam Fauchaux, Biology Instructor, B.S., Rhodes College; M.S., University of Memphis

Susan E. Guerrero, Office Systems Technology Instructor; B.S., M.B.A., Nicholls State University

Duffy Guidry, Marine Operations Instructor; U.S.C.G Master License

Stacey Guidry, Psychology Instructor; B.S., M.S., Nicholls State University

Jessica Gomez, English Lecturer; B.A. Nicholls State University

John Hamner, Physical Science Instructor; B.S.N, Nicholls State University; M.S., University of Arizona

Rodney Hodges, Freshman Studies Instructor; B.G.S, B.A., M.Ed., Nicholls State University

Lester Jacobs, Marine Operations Instructor; A.A.S., Maine Vocational Technical Institute, B.S., Maine Maritime Academy

Davis Kieff, Mathematics Instructor; B.S., M.A., Nicholls State University

Amy Lane, Mathematics Instructor; B.S. Louisiana College, M.S. Nicholls State University

Gary Lapeyrouse, Electrician Instructor

Bonnie Le, Assistant Professor of Music; B.A., Nicholls State University; M.M., University of Louisiana in Lafayette

Betty LeBlanc, LPN Instructor; B.S.N., Nicholls State University

Ryan Lecompte, Academic Learning Resource Center Coordinator; B.A., Nicholls State University

Daphne Leray, Mathematics Instructor; B.S., M.S., Nicholls State University

William Lopez, Criminal Justice Instructor; A.S., B.A. Nicholls State University; M.S., Southern University and A&M College

Kem Matherne, English & Humanities Department Head; Reading Instructor; B.A., M.Ed., Nicholls State University

Herbert McCoy, Petroleum Services Instructor; B.S., Southern University and A&M College

Jennifer Meleen, Instructor of Cardiopulmonary and Director of Clinical Education: A.S., Delgado; B.S., Louisiana State University, M.Ed., Nicholls State University

Thomas Mewherter, Drafting and Design Technology Instructor; B.A., Post University

Heidi Norwood, English Instructor; B.A, Louisiana Scholar's College, M.A., Northwestern State University

Cliff Oncale, Mathematics Instructor; B.S., M.S., Nicholls State University

Dean Pitre, Drafting and Design Technology Instructor; A.A.T., Fletcher Technical Community College; B.A., Nicholls State University

Stacy Prejean, Mathematics Instructor; B.S., M.S., Nicholls State University

Craig Rodrigue, Automotive Technology Instructor; Diploma, Fletcher Technical Community College; A.A.T., Sowela Technical Community College

Andrew Roy, Marine Diesel Technology Instructor; A.A.T., Sowela Technical Community College

Cherish Tenney, English Instructor; B.A., Nicholls State University, M.A. Northwestern State University

Chantell Thomas, Nursing Instructor; B.S.N., Dillard University, M.S.N., University of Phoenix
Steven Thompson, History Instructor; B.A., University of Central Arkansas; M.A., Louisiana State University
Ellie Toups, English Instructor; B.S., M.Ed., Nicholls State University
Gary Tucker, Marine Operations Instructor; U.S.C.G. Master License
Nicole Tusa, Nursing Instructor; B.S.N. LSUHSC School of Nursing, M.S.N. University of South Alabama
Danielle Vauclin, Nursing Instructor; B.S.N., Nicholls State University
Tuyetnhu Vo, Mathematics Instructor; B.S., M.S., Nicholls State University
Michelle Votaw, Office Systems Technology Instructor/E-Learning Coordinator; A.S., B.S., M.Ed.,
Nicholls State University
Maureen Watson, Mathematics Instructor; B.S., M.S., Nicholls State University
Fathia Williams, Director of Business and Drafting; B.S., Nicholls State University; M.B.A.,
University of Phoenix
Joseph Zorn, Integrated Production Technologies Instructor; B.A. Nicholls

APPENDIX A

COMPASS SCORES

Program	Writing	Reading	Algebra
Automotive Technology	----	60	23
Electrician Technology	----	60	23
Machine Tool Technology	----	60	23
Marine Diesel Engine Technician	----	60	23
Marine Operations	----	----	----
Welding	----	----	----
Accounting Technology Associate Degree**	68	78	40
Cardiopulmonary Care	68	78	40
Criminal Justice	68	78	40
Drafting and Design Technology Diploma*	45	78	40
Drafting and Design Technology Associate Degree**	68	78	40
General Studies Associate Degree**	68	78	40
Integrated Production Technology	68	78	40
Practical Nursing** (Fall 2015 Admission)	70	85	40
Nursing**	68	78	40
Nursing Assistant	----	60	
Office Systems Technology Associate Degree**	68	78	40
Phlebotomy**	48	76	22

---- No minimum level established

* High School Diploma/Adult Education Diploma recommended

** High School Diploma/Adult Education Diploma required

SCORES ARE SUBJECT TO CHANGE!
SCORES MUST BE DATED WITHIN TWO YEARS OF DATE OF ENTRY.

APPENDIX B

ACT SCORES

Program	English	Reading	Math
Automotive Technology	-----	13	14
Electrician Technology	-----	13	14
Machine Tool Technology	-----	13	14
Marine Diesel Engine Technician	-----	13	14
Marine Operations	-----	-----	-----
Welding	-----	-----	-----
Accounting Technology Associate Degree**	18	18	19
Cardiopulmonary Care	18	18	19
Criminal Justice	18	18	19
Drafting and Design Technology Diploma*	18	18	19
Drafting and Design Technology Associate Degree**	18	18	19
General Studies Associate Degree**	18	18	19
Integrated Production Technology	18	18	19
Practical Nursing** (Fall 2015 Admission)	18	20	19
Nursing**	18	18	19
Nursing Assistant	-----	13	-----
Office Systems Technology Associate Degree**	18	18	19
Phlebotomy**	15	17	13

---- No minimum level established

* High School Diploma/Adult Education Diploma recommended

** High School Diploma/Adult Education Diploma required

**SCORES ARE SUBJECT TO CHANGE!
SCORES MUST BE DATED WITHIN FIVE YEARS OF DATE OF ENTRY.**

APPENDIX C

PLACEMENT RECOMMENDATIONS

All highest ACT and COMPASS sub-scores should be used to determine placement

Reading		
ACT Score	Compass Score	Placement
0-17	0-77	DVRE 0910
18 or higher	78 or higher	No reading required

English		
ACT Score	Compass Score	Placement
0-14	0-42	DVEN 0910
15-17	43-67	DVEN 0920
16-17	61-67	ENGL/ELAB 1000 Pilot Program (First-time Freshman Only)
18-20	68-75	ENGL/ELAB 1000
21-27	76-98	ENGL 1010
28	99	ENGLISH 1020 (Advanced Placement)

Mathematics			
ACT Score	Compass Algebra Score	Compass Pre-Algebra	Placement
0-14	0-18	0-43	MATH 0097
15-16	19-29	44 or higher	MATH 0098 or APMA 1010 or APMA 1030
17-18	30-39	Not applicable	MATH 0099
18	33-39	Not applicable	MATH/MLAB 1000 Pilot Program (First-time Freshman Only)
19-20	40-50	Not applicable	MATH/MLAB 1000
21-22	51-60	Not applicable	MATH 1100
23	61	Not applicable	MATH 1110 or MATH 2010 OR MATH 2100(Advanced Placement)

Notes:

- APMA courses do not meet prerequisite requirements for College Algebra
- The Advanced Placement Credit policy only applies to MATH and ENGL courses
- MATH 1170 is not to be used in place of MATH 1000 or MATH 1100 unless the program allows

Test Score Limits:

- COMPASS scores are valid for two years from the test date
- ACT scores are valid for three years from the test date

APPENDIX D

COLLEGE-LEVEL EXAMINATION PROGRAM EXAMS

CLEP Title	Min. Score	Fletcher Equivalent	Hours Credit
American Government	50	POLI 1100	3
American History I	50	HIST 2010	3
American History II	50	HIST 2020	3
Calculus with Elem Functions	50	MATH 1100, 1110, 2010	9
College Algebra	50	MATH 1100	3
College Algebra-Trig	50	MATH 1100, 1110	6
College Composition	50	ENGL 1010, 1020	6
College French	50	FREN 1010	3
Contemporary Mathematics	50	MATH 1170	3
College Spanish	50	SPAN 1010	3
General Biology	50	BIOL 1010, 1020	6
General Chemistry	50	CHEM 1010	3
Human Growth & Development	50	PSYC 2120	3
Info Sys & Computer Appl	50	CPTR 1100	3
Introductory Business Law	50	BUSI 1000	3
Introductory Psychology	50	PSYC 2010	3
Introductory Sociology	50	SOCI 2010	3
Principles of Macroeconomics	50	ECON 2010	3
Principles of Microeconomics	50	ECON 2020	3
Trigonometry	50	MATH 1110	3
Western Civilization I	50	HIST 1010	3
Western Civilization II	50	HIST 1020	3

APPENDIX E

ADVANCED PLACEMENT (AP) PROGRAM EXAMINATIONS

AP/CEEB Title	Minimum Score	Fletcher Equivalent	Hours Credit
Art History	3	ART 2800, 2810	6
Biology	3	BIOL 1010, 1020	6
Calculus AB	3	Math Elective	6
Calculus BC	3	Math Elective	6
Chemistry	3	Chemistry 1010 & CHEM Elective	6
Computer Science A	3	Computer Science Elective	3
Macroeconomics	3	ECON 2010	3
Microeconomics	3	ECON 2020	3
English Language	3	ENGL 1010, 1020	6
English Literature	3	ENGL 1010, 1020	6
Environmental Science	3	Science Elective	3
European History	3	HIST 1010, 1020	6
French Language	3	FREN 1010 & Elective	6
Comp Government & Politics	3	POLI 2500	3
U.S. Government & Politics	3	POLI 1100	3
Human Geography	3	GEOG 2010	3
Music Theory	3	Music Elective	3
Physics B	3	Science Elective	6
Physics C: Electricity & Magnetism	3	Science Elective	3
Physics C: Mechanics	3	Science Elective	3
Psychology	3	PSYC 2010	3
Spanish Language	3	SPAN 1010, 1020	6
Spanish Literature	3	Spanish Elective	3
Statistics	3	MATH 2100	3
Studio Art Drawing	3	ARTS 2010	3
2D Design	3	ARTS 2510	3
U.S. History	3	HIST 2010, 2020	6
World History	3	HIST 1500, 1510	6

APPENDIX F

ASSOCIATE DEGREES APPROVED GENERAL EDUCATION COURSES

	AAS ACCOUNTING	AAS DRAFTING	AAS INTEGRATED PRODUCTION TECHNOLOGIES	AAS OFFICE SYSTEMS	AAS TECHNICAL STUDIES	AS CARDIOPULMONARY CARE	AS CRIMINAL JUSTICE	AS NURSING	AA LOUISIANA TRANSFER	AAS ACCOUNTING	AS LOUISIANA TRANSFER
ENGLISH COMPOSITION	3	3	3	3	3	6	6	6	6	6	6
MATH	3	3	3	3	3	6	6	6	3	6	6
NATURAL SCIENCES	3	3	3	3	3	6	6	11	6	9	9
HUMANITIES	3	3	3	3	3	3	3	3	3	9	9
SOCIAL SCIENCE	3	3	3	3	3	3	3	3	6	6	6
FINE ARTS	0	0	0	0	0	3	3	3	3	3	3
TOTALS	15	15	15	15	15	27	27	32	27	39	39

ENGLISH COMPOSITION

ENGL 1010/1000 English Composition I

ENGL 1020 English Composition II

HUMANITIES

ENGL 2110 Introduction to Fiction

ENGL 2120 Children's Literature

ENGL 2150 Poetry and Drama

ENGL 2200 Major British Writers

ENGL 2210 Major American Writers

ENGL 2010 English Literature I

ENGL 2020 English Literature II

ENGL 2996 Special Topics in Literature

HIST 1010 Western Civilization I

HIST 1020 Western Civilization II

HIST 1500 World History I

HIST 1510 World History II

HIST 2010 American History I

HIST 2020 American History II

PHIL 2030 Introduction to Philosophy

FREN 1010 Elementary French I

SPAN 1010 Elementary Spanish I

SPAN 1020 Elementary Spanish II

SPAN 2010 Intermediate Spanish I

SPAN 2020 Intermediate Spanish II

MATHEMATICS

MATH 1100/1000 College Algebra

MATH 1110 Trigonometry

MATH 1170/1160 Contemporary

MATH 2010 Applied Calculus

MATH 2100 Elementary Statistics

NATURAL SCIENCES

BIOL 1010 General Biology I

BIOL 1020 General Biology II

BIOL 1140 Human Anatomy and Physiology I

BIOL 1160 Human Anatomy and Physiology II

BIOL 2030 Microbiology

CHEM 1010 Fundamentals of Chemistry

GEOL 1010 Physical Geology

GEOL 1020 Historical Geology

PHSC 1000/1010 Intro to Physical Science I

PHSC 1200 Intro to Physical Science II

PHSC 1400 Intro to Physical Science III

SOCIAL SCIENCES

ANTH 1600 Cultural Anthropology

CRJU 1010 Introduction to Criminal Justice

CRJU 2030 Criminal Related Law

CRJU 2040 Police Administration

CRJU 2630 Introduction to Corrections

CRJU 2650 Introduction to Criminology

ECON 2010 Macroeconomics

ECON 2020 Microeconomics

GEOG 2010 World Regional Geography

GEOG 2020 Physical Geography

POLI 1100 American National Government

POLI 2500 Political Ideologies

POLI 2520 State and Local Government

PSYC 2010 Introduction to Psychology

PSYC 2120 Life Span Developmental Psychology

PSYC 2200 Abnormal Psychology

SOCL 2010 Introduction to Sociology

SOCL 2020 Contemporary Social Problems

FINE ARTS

ARTS 1200 Introduction to Fine Arts

ARTS 2xxx (Any 2000 level ARTS class)

MUSC 1010 Music Appreciation

MUSC 2010 Introduction to Rock Music

MUSC 2020 Jazz History

THEA 1010 Introduction to Theater Appreciation

APPENDIX G

CRIME STATISTICS FLETCHER TECHNICAL COMMUNITY COLLEGE

SELECTED CRIMES

CALENDAR YEAR JAN. 1 - DEC. 31

	2010	2011	2012	2013
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses-Forcible	0	0	0	0
Sex Offenses Non-forcible	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	1	0	0	0
Hate-based Crimes	0	0	0	0
Illegal Weapons Possessions	0	0	0	0
Drug Law Violations	0	0	0	0
Liquor Law Violations	0	0	0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. Statistics noted above represent actual reporting to the United States Department of Education, Office of Postsecondary Education. Note: These statistics are for on campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.