L. E. FLETCHER TECHNICAL COMMUNITY COLLEGE

GENERAL CATALOG

Fall 2017 - Summer 2018 Addendum

A Member of the Louisiana Community & Technical College System

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 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 Student Retention
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 2017

AUGUST

14 ..... **Tuition and fees due by noon**
Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
Registration turned back on after deletion of schedules

Tuition and fees due at the time of registration for any new registration activity from this point forward

Last day to apply for fall cross enrollment with Nicholls or with South Central Louisiana Technical College

17 ..... Last day to add a name to a waitlist for closed sections

18 ..... Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
Registration turned back on after deletion of schedules

21 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Waitlisted names deleted (drop/add and late registration is first come, first served)
First day of class for full-semester, campus-based and Fletcher online classes
First day of class for Mini Session A classes

22 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Mini Session A class
Last day to drop a Mini Session A class with no grade
Last day to receive a 100% refund for Mini Session A classes that are dropped

23 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a full-semester, campus-based or Fletcher online class
Last day to drop a full-semester, campus-based or Fletcher online class with no grade
Last day to receive a 100% refund for full-semester, campus-based or Fletcher online classes that are dropped

28 ..... First day of LCTCSOnline classes
Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
After this date, schedules will be deleted on a daily basis as needed

29 ..... Last day to withdraw from a Mini Session A class and receive a 50% refund

30 ..... Last day to receive a 100% refund for LCTCSOnline classes that are dropped

SEPTEMBER

4 ..... Labor Day Holiday—College closed

5 ..... Last day to drop an LCTCSOnline class with no grade (refund rules apply)

8 ..... Enrollment Census Day
Last day to withdraw from a full-semester, campus-based or Fletcher online class and receive a 50% refund

15 ..... Last day to withdraw from an LCTCSOnline class and receive a 50% refund

29 ..... Last day to withdraw from a Mini Session A class with a grade of W

OCTOBER

6 ..... Final exam day for Mini Session A classes

9 ..... Final exam day for Mini Session A classes
Last instructional day for Mini Session A classes

10 ..... Midterm
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

13 ..... Fall Break—Student Holiday

14 ..... Fall Break—Student Holiday

16 ..... First day of class for Mini Session B classes

17 ..... Last day to apply and register for Mini Session B classes
Last day to drop a Mini Session B class with no grade
Last day to receive a 100 percent refund for Mini Session B classes that are dropped

24 ..... Last day to withdraw from a Mini Session B class and receive a 50%

NOVEMBER

10 ..... Last day to withdraw from a full-semester, campus-based or Fletcher online class with a grade of W
Last day to change an incomplete grade from the spring or summer semester

13 ..... Priority registration for veterans for the spring semester

14 ..... Early advising and registration begins for continuing students for the spring semester

15 ..... Last day to withdraw from an LCTCSOnline class with a grade of W

17 ..... Last day to withdraw from a Mini Session B class with a grade of W
Graduation application priority deadline for summer/fall graduates who plan to participate in fall commencement

20-21 ..... Student Holiday

22 ..... Student Holiday—College closed

23 ..... Thanksgiving Day Holiday—College closed

24 ..... Holiday—College closed

27 ..... Advising and registration begins for re-admitted students for the spring semester

30 ..... Financial aid application deadline to file FAFSA for spring semester
Final exam day for LCTCSOnline classes

DECEMBER

4 ..... Final exam day for full-semester, campus-based and Fletcher online classes

Final exam day for LCTCSOnline classes

5 .....Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for LCTCSOnline classes

6 .....Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for LCTCSOnline classes

7 .....Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Mini Session B classes

8 .....Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Mini Session B classes
Last instructional day for full-semester, campus-based and Fletcher online classes
Last instructional day for Mini Session B classes

11 .....Semester break begins for students

22 .....College closed

December 25-29.....Holiday/College closed

Spring 2018

(Spring dates for LCTCSOnline classes are to be determined.)

JANUARY

2 .....Holiday—College closed

12 .....Last day to apply for spring cross enrollment with Nicholls

15 .....Martin Luther King, Jr. Day Holiday—College closed

16 .....**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 after deletion of schedules
Tuition and fees due at the time of registration for any new registration activity from this point forward

18 .....Last day to add a name to a waitlist for closed sections

19 .....Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
Registration turned back on after deletion of schedules

22 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Waitlisted names deleted (drop/add and late registration is first come, first served)
First day of class for full-semester, campus-based and Fletcher online classes
First day of class for Mini Session A classes

23 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a Mini Session A class
Last day to drop a Mini Session A class with no grade
Last day to receive a 100% refund for Mini Session A classes that are dropped

24 ..... Late registration, $25 late fee applies; tuition and fees due at the time of registration
Last day to add a full-semester, campus-based or Fletcher online class
Last day to drop a full-semester, campus-based or Fletcher online class with no grade
Last day to receive a 100% refund for full-semester, campus-based and Fletcher online classes that are dropped

29 .....Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
After this date, schedules will be deleted on a daily basis as needed

30 .....Last day to withdraw from a Mini Session A class and receive a 50% refund

FEBRUARY

8 ..... Enrollment Census Day
Last day to withdraw from a full-semester, campus-based or Fletcher online class and receive a 50% refund

12 .....Student Holiday—College closed

13 .....Mardi Gras Holiday—College closed

14 ..... Student Holiday

MARCH

6 .....Last day to withdraw from a Mini Session A class with a grade of W

13 ..... Final exam day for Mini Session A classes

14 ..... Midterm
Final exam day for Mini Session A classes
Last instructional day for Mini Session A classes
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

15 .....First day of class for Mini Session B classes

19 .....Last day to apply and register for Mini Session B classes
Last day to drop a Mini Session B class with no grade
Last day to receive a 100% refund for Mini Session B classes that are dropped

26 .....Last day to withdraw from a Mini Session B class and receive a 50% refund

30 .....Holiday—College closed

APRIL

2-6 ..... Spring Break

20 .....Last day to withdraw from a full-semester, campus-based or Fletcher online class with a grade of W
Last day to change an incomplete grade from the fall semester

23 .....Priority registration for veterans for the summer/fall semesters

24 .....Early advising and registration begins for continuing students for the summer/fall semesters

27 .....Last day to withdraw from a Mini Session B class with a grade of W

Graduation application priority deadline for spring/summer graduates
who plan to participate in spring commencement

30 ..... Advising and registration begins for re-admitted students for the summer/fall semesters

MAY

1 ..... Financial aid application deadline to file FAFSA for the summer semester

7 ..... Final exam day for full-semester, campus-based and Fletcher online classes

8 ..... Final exam day for full-semester, campus-based and Fletcher online classes

9 ..... Final exam day for full-semester, campus-based and Fletcher online classes

10 ..... Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Mini Session B classes

11 ..... Final exam day for full-semester, campus-based and Fletcher online classes
Final exam day for Mini Session B classes
Last instructional day for full-semester, campus-based and Fletcher online classes
Last instructional day for Mini Session B classes

16 ..... Spring Commencement

25 ..... Last day to apply for summer cross enrollment with Nicholls

28 ..... Student Holiday—College closed

May 29 ..... **Tuition and fees due by noon**
Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
Registration turned back on after deletion of schedules

Tuition and fees due at the time of registration for any new registration activity from this point forward

30 ..... Last day to add a name to a waitlist for closed sections

31 ..... Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
Registration turned back on after deletion of schedules

Summer 2018

(Summer dates for LCTCSOnline classes are to be determined.)

JUNE

June 4 ..... Late registration, $25 late fee applies; tuition and fees due at the time of registration
Waitlisted names deleted (drop/add and late registration is first come, first served)
First day of class for full-semester, campus-based and Fletcher online classes

June 5 ..... Late registration, $25 late fee applies; tuition and fees due at time of registration
Last day to add a full-semester, campus-based or Fletcher online class
Last day to drop a full-semester, campus-based or Fletcher online class with no grade

Last day to receive a 100% refund for full-semester, campus-based and Fletcher online classes that are dropped

June 7 ..... Registration turned off at noon for deletion of schedules for which tuition and fees have not been paid
After this date, schedules will be deleted on a daily basis as needed

June 13 ..... Enrollment Census Day
Last day to withdraw from a full-semester, campus-based or Fletcher online class and receive a 50% refund

June 27 ..... Midterm
Last day to apply and register for open enrollment classes in Auto, Electrician, Machine Tool, Marine Diesel, and Welding pending seat availability

JULY

4 ..... 4th of July Holiday—College closed

5 ..... Student Holiday—College closed

16 ..... Last day to withdraw from a full-semester, campus-based or Fletcher online class with a grade of W

24 ..... Final exam day for full-semester, campus-based and Fletcher online classes

25 ..... Final exam day for full-semester, campus-based and Fletcher online classes

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 fulfilling your educational goals.

Your success is our success - whether it is to achieve a degree, to enter the workforce, or to transfer to a university, we are committed to helping you succeed in your pursuits. Our workforce programs are tailored to industry specifications thus providing you the skill sets necessary to enter the workforce as a highly-trained, highly-skilled employee. We do this by creating strong relationships with business and industry and community partners. Our transfer degrees and courses are aligned with our university partners to enable our students to transfer and continue their education with ease.

We are continuously improving and expanding our program offerings to fit the needs of our students, the community, business 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 and skills you need to pursue and achieve your goals.

We look forward to seeing you on campus this year and if I can be of any assistance, please do not hesitate to visit my office or email me at kristine.strickland@fletcher.edu.

Sincerely

Kristine H. Strickland, Ph.D.

MISSION, VISION, VALUES, HISTORY & ACCREDITATIONS

MISSION

Fletcher Technical Community College is an open-admission, two-year public institution of higher education dedicated to offering high-quality technical and academic programs to the community of South Louisiana in order to prepare individuals for employment, career advancement, and lifelong learning. (Effective July 1, 2016)

VISION

Fletcher Technical Community College will serve a diverse population of 5000+ individuals annually by providing pathways to higher education, the workforce, life-long learning, and/or personal enrichment. The college prepares students for success through technology-driven curriculum and a supportive environment utilizing academic practices that cultivate student success at the highest levels. The college actively engages business and industry to develop the Bayou Region's workforce.

VALUE STATEMENT

Striving to produce responsible, life-long learners who become resourceful, adaptive, independent, and productive members of their community, Fletcher Technical Community College values and actively promotes:

- Personalized instruction and service
- Active learning and interaction
- High standards of excellence
- Increased student access
- Diversity in staff, student body, and curriculum
- Partnerships with businesses, schools, colleges and universities, governments, and community-based organizations

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. The LCTCS Board of Supervisors appointed Mr. Earl W. Meador, J. D. to serve as Interim Chancellor. Mr. Meador served in the Interim position until January 3, 2016. The LCTCS Board of Supervisors, at its December 2015 meeting appointed a new Chancellor, effective January 4, 2016, Kristine H. Strickland, Ph.D. Dr. Strickland currently serves as the 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) – Associate of Science in Nursing and Practical Nursing
  3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, 404-975-5000
- Louisiana State Board of Practical Nurse Examiners (LSBPNE) - Practical Nursing
- United States Coast Guard (USCG) - Marine Operation Courses
- Louisiana State Board of Nursing (LSBN) – Associates of Science in 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
Nursing and Allied Health ..... (985) 876-8900
Fax ..... (985) 857-3689

BP INTEGRATED PRODUCTION TECHNOLOGIES

Integrated Production Technologies
224 Weatherford Road
Schriever, LA 70395

Phone ..... (985) 448-7950
Fax ..... (985) 448-5900

THIBODAUX FACILITY

1425 Tiger Drive
Thibodaux, LA 70301

Phone ..... (985) 447-0924
Fax ..... (985) 449-5039

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).

BOARD OFFICERS

Timothy W. Hardy, Chair
Stephen Toups, First Vice Chair
Helen Bridges Carter, Second Vice Chair

STUDENT BOARD MEMBERS

Zachary Hitt
Darell Richardson

BOARD MEMBERS

Tara T. Bradford
Chip Jackson
Erika McConduit
Willie Mount
Michael Murphy
Paul Price, Jr.
Joe Potts
Mark D. Spears, Jr.
Craig Spohn
Stephen Smith
Vincent St. Blanc III

ADMISSIONS & TESTING

GENERAL 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 the Practical Nursing, Phlebotomy, Electrocardiogram Technician, Associates of Science in Nursing, Cardiopulmonary, and Patient Care Technician programs. Specific program areas may have additional entrance requirements.

APPLICATION FOR ADMISSION

Applications for admission may be completed online at www.fletcher.edu/admissions. Incomplete application packets will not be processed.
Applicants must also submit the following items to complete the application process:

Mandatory Items for Full Admission:

Proof of Immunizations. 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, 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.

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:

- Males currently on active duty in the military.
- Veterans who submit a copy of their DD214 discharge certificate.

Supplemental Items for Admission (Not Mandatory)

College Transcripts. Official and final transcripts can be submitted to the admissions office if the student is wanting to transfer credit or use credit to satisfy pre-requisite requirements. All credits from Louisiana Community and Technical College System institutions will be evaluated and articulated. For non-regionally accredited institutions outside of the LCTCS, a student may request credit by supplying an official copy of the transcript to the admissions office. If credit can be granted, only the course or courses for which the credit is being granted will be entered and articulated. These official transcripts must be submitted to the Student Services Office in a sealed envelope or electronically directly from the previous institution.

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, ACT scores, or

ACCUPLACER 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.

Proof of Louisiana Residency. Students who have not lived in the state of Louisiana for 365 days prior to the anticipated enrollment date will be required to complete the Acknowledgement of Non-Resident Tuition Charges form available on Fletcher's website at www.fletcher.edu.

High School Transcript. An official transcript is needed for financial aid eligibility 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.)

Other Documents as Requested. Some programs may require additional documents.

ENTRANCE/PLACEMENT EXAM SCORES

Fletcher's entrance/placement exam, the ACCUPLACER 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.

ACCUPLACER placement testing is offered at various times throughout the year. Anyone wanting to ensure a ACCUPLACER placement test date may pre-register for a specific test date by going to Enrollment 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 $30. 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 ACCUPLACER test a total of 3 times at Fletcher. ACCUPLACER test scores are valid for three 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 ACCUPLACER/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 (two doses or one dose if first dose was given on or after age 16)
- 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.

STUDENT TYPE

Students are classified as one of the following upon applying for admission or upon continuing their enrollment at the College: Cross-Enrolled Student (with Nicholls or South Central Louisiana Technical Community College), Continuing Student, First-Time Freshman Student, High School Student (Dual Enrollment or Concurrent Enrollment), Non-Matriculating Student, Returning Student, Transfer Student, Visiting Student/Summer Only, Workforce Non-Credit Student.

Cross-Enrolled Student. A cross-enrolled student is a student 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.

Continuing Student. A continuing student is a student who is enrolled for the current academic semester who was also enrolled in the previous academic semester.

First-Time Freshman Student. A first-time freshman student is a student who has never attended an accredited college other than as part of a dual-enrollment program.

High School Dual Enrollment Student. A high school dual enrollment student is a high school student who attends Fletcher during his/her junior or senior years and takes courses for which both college credit and Carnegie units are earned 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 course, enrichment/developmental courses, work skills courses.

High School Concurrent Enrollment Student. A high school concurrent enrollment student is a high school student who attends Fletcher during his/her junior or senior years or during the summer between these years who does not wish to earn Carnegie units for high school. A high school student who wishes to concurrently enroll must be 16 years of age or older. The student earns college credit for courses taken and pays full price for the courses taken. High school concurrent students should follow the admission procedures set forth under First Time Freshmen Admission.

Non-Matriculating Student. A non-matriculating student is a student who wishes to enroll but does not wish to complete a program of study or a student who does not fit into any other student type.

Returning (Readmitted) Student. A readmitted student is a student who has previously attended Fletcher, but who did not attended during the most recent fall or spring semester.

Transfer Student. A transfer student is a student who attended another accredited college or university prior to applying to Fletcher.

Visiting Student. A visiting student is a student who intends to take classes at Fletcher for one semester only (such as a summer semester) and then return to his/her regular institution. A visiting student is required to follow the admission procedures for transfer students as outlined previously.

Workforce (Non-credit) Student. A workforce/non-credit student is one who is taking training courses that do not apply towards a program of study. A person interested in workforce/non-credit courses or training must complete an admissions application and be prepared to pay for the course at the time of registration for the course.

HOME-SCHOOLED STUDENT ADMISSION

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 STUDENT ADMISSION

A transfer student can be degree- or certificate-seeking or non-degree seeking. If a transfer applicant is wanting to transfer prior credit, they must have a complete and official transcript from the prior institution sent to Student Services prior to the start of the planned semester of attendance.

An applicant transferring from an out-of-state institution must submit course descriptions for each course listed on the out-of-state transcript. A transfer student who has successfully completed a college-level English and/or a college-level mathematics course that is equivalent to Fletcher's college-level English and/or Fletcher's college-level math 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 that is equivalent to Fletcher's, a placement exam will be required. Information regarding the awarding of transfer credit is included in Academic Policies.

A transfer student who has been suspended from his/her previous institution is permitted to enroll at Fletcher. However, if the student plans to return to that institution after attending Fletcher, he/she should verify with the other institution that the Fletcher credits will be accepted.

RETURNING/RE-ADMITTED STUDENT ADMISSION

A returning student 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 regionally accredited college or university while not in attendance at Fletcher, he or she may submit official and final transcripts from that institution to obtain transfer credit. 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/re-admitted students must

- re-submit all documentation required for a completed application.
- meet the admission requirements for the program of application.
- register during returning student registration the first semester upon returning.

DUAL ENROLLMENT STUDENT ADMISSION

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. A 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.

The general criteria for the dual enrollment program are:

- Student must be at least 15 years of age and currently enrolled in 11th or 12th grade at a public or private high school.
- Student must have either the PLAN or ACT (or SAT) scores on file at the high school.
- Student must be in good standing as defined by the high school and meet the college enrollment criteria.
- Student must have permission from the high school and his/her parent/guardian to participate.
- Student 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.
- Student 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.
- 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.
- 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.

FIRST-TIME FRESHMAN ADMISSION

A first-time freshman planning to enroll should request that his/her 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/ ACCUPLACER 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 ACCUPLACER exam is offered on the Fletcher campus. Additional information regarding the ACCUPLACER 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.

CROSS ENROLLMENT ADMISSION

Currently, the College has cross-enrollment agreements with Nicholls State University and South Central Technical Community College. General guidelines of each agreement are listed below.

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 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. Enrollment in certain courses is excluded from this agreement. These include, but are not limited to, independent study classes, internships, co-op work experiences, special projects, and other courses requiring individualized instruction. Nicholls home students who are enrolled in an online-only program are not eligible to participate in cross enrollment. 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. Instructions on how to apply for cross enrollment between Fletcher and Nicholls are available on the College's website and in the semester registration bulletin**. NOTE: TOPS TECH students are not eligible for cross enrollment with Nicholls.**

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. 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.

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.

OPEN ENROLLMENT ADMISSION FOR TECHNICAL PROGRAMS

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.

ENROLLMENT STATUS

A student may be enrolled as a full-time, three-fourths time, half-time, or less-than-half time student. Enrollment statuses are reported to the National Student Clearinghouse on a monthly basis.

Full-Time Student: A full-time student is one who enrolls in 12 or more credit hours for a fall/spring semester (6 credit hours for a summer).

Three-Fourths-Time Student: 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 Student: 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 Student: 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 STUDENT

A non-degree-seeking student is one who attends Fletcher to earn college course credit without enrolling in a program of study. These students are not eligible for federal student aid. If a non-degree-seeking student decides to complete a particular program, he/she must complete a Program Change Form; and in some cases may be required to apply to the program.

DEGREE/DIPLOMA-SEEKING STUDENT

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

TITLE IX

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex 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. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinators: Angie Pitre Pellegrin, LPC-S, Director of Student Retention (985) 448-7943; Gina Marcel, Director of Human Resources (985) 448-7929.

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, loans, 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-fourth 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

- fully complete the Free Application for Federal Student Aid (FAFSA).
- have a high school diploma from a state-approved high school or an equivalent.
- 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.
- 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.
- maintain Satisfactory Academic Progress (SAP).

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.

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). 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.

Quantitative measures of progress are affected by the following:

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.
- '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 of SAP, an appeal may be filed. The appeal must be submitted with accompanying documentation (if available) to the Financial Aid Office. 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:

- what the problem was
- when did the problem occur
- how long did the problem last
- how did this affect his/her ability to complete coursework
- 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.

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, the following:

- 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 for all semesters is based on the following:

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 Census Day, which is the 14th class day in the fall/spring semesters and 7th class day for summer semesters. 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.

GRANTS

A student who is eligible for federal financial aid may receive one or more of the following grants:

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.

Supplemental Educational Opportunity Grant (FEDERAL AID). A Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. The Free Application for Federal Student Aid (FAFSA) is the application that determines eligibility and financial need for the grant. Students who have the most financial need will receive SEOG first. SEOG does not have to be repaid but is not guaranteed. There is limited funding as this is an allocation of campus based funding from the federal government.

GO Grant. (State Aid). 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

Scholarships that may be available to a student at Fletcher are as follows:

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 who are 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.

Broadway Elder Scholarship. Applicants selected for this scholarship must be pursing the following degree options: Nursing, Nursing Assistant, and Practical Nursing. *Requirements: 2.5 GPA, Full time student.*

Claude Daspit LPN Scholarship Fund. Applicants selected for this scholarship must be pursing the following degree option: Officially accepted into Practical Nursing. *Requirements: 2.5 GPA, Full time or part time student.*

Follett Scholarships. Applicants selected for this scholarship must be pursing the following degree options: all. *Requirements: 2.5 GPA, Full time or part time student. First time freshmen are encouraged to apply.*

GAP Scholarship. This scholarship opportunity is for students who receive financial aid (Pell), but their aid falls short in covering all their expenses (i.e. textbooks, tuition and fees). They must have completed a minimum of 12 credit hours, be in good Academic Standing, Judicial Standing, and meet Financial Aid Satisfactory Academic Policy. *Requirements: 2.0 GPA, part time student.*

George & Alice Clauer Scholarship. Applicants selected for this scholarship must be pursing the following degree option: Cardiopulmonary Care Science *Requirements: 2.75 GPA, Full time student (pending funding availability)*
Gordon "Bubba" Dove: Applicants selected for this scholarship must be pursing the following degree options: Oil Service Industry, Machining, Welding, Marine Diesel, or a Business related field. *Requirements: 2.5 GPA, Full time student.*

Shell. Click here to apply. Applicants selected for this scholarship must be pursing the following degree options: Machine Tool, Electrical, IPT, and Welding. *Requirements: 2.5 GPA, Full time or part time student.*

Stephanie Percle Single Parents Scholarship. Applicants selected for this scholarship must be pursing the following degree option: Nursing. *Requirements: 3.0 GPA, Full time or part time student.*

United Veterans League Scholarship. Applicants selected for this scholarship must be pursing the following degree options: any. *Requirements: A family member must be a veteran i.e. immediate to extended family member, must attach a copy of DD214 or proof of military service, and need based; Full time or part time student can apply.*

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 Services.

ADDITIONAL AID

A student may be eligible for financial assistance from one of the organizations listed below. The student should contact the individual organization for eligibility requirements.

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. For information on eligibility, call the local One Stop Center in Houma at (985) 876-8990, in Thibodaux at (985) 446-3016, or in Napoleonville at (985) 369-1810.

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, contact the Louisiana Workforce Commission at (985) 876-8990 or 1-800-351-4378.

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.

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. 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, a student borrows directly from the federal government and has a single contact—the loan servicer—for everything related to repayment, even if the student receives Direct Loans at different schools. The student has online access to his/her Direct Loan account information via the servicer's website. The student can choose from several repayment plans, and the repayment plan can be switched if the student's 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. To be eligible for a tuition/fee waiver, the student must

- be a Louisiana resident.
- apply for and accept all Federal and State financial aid for which he/she qualifies.

- have 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
- submit the application at least one day prior to the payment deadline date as published for the respective semester. The Tuition/Fee Waiver Application detailing the process is available on the website at: fletcher.edu/assets/docs/TuitionandFees/TuitionFeeHardshipApp.pdf.

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.
- the application process that must be followed to be considered for aid.
- the criteria used to select recipients and calculate need.
- Fletcher's refund and repayment policy.
- the 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.

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.
- 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.

RECORDS & REGISTRATION

RECORDS/CONFIDENTIALITY OF RECORDS

All records submitted become the property of the College and are not returned to the student. A student must be aware of the importance of supplying correct information on college applications, college records, etc. A student's 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. Records 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.

All requests for an official academic transcript must be submitted through the National Student Clearinghouse. You may access the Clearinghouse by clicking this link: **Official Academic Transcript Request Form**. Transcripts are issued at a cost of $5 per transcript plus a $2.25 processing fee. There will be an additional charge of $1 for transcripts that are sent electronically. Transcripts will not be issued if a student has any form of hold on his/her account.

CHANGE OF NAME, ADDRESS, OR PHONE

A student 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/mailing 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. The Fletcher e-mail account 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. 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 Student Success Center (SSC), 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 cumulative) will be placed on academic probation. The student will be allowed to register for the next semester; however, the student who is on academic probation may not register for more than 13 credit hours in a fall/spring semester or 7 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 cumulative grade point average (as needed) is 2.0 or above.

AUDITING A COURSE

Auditing a course allows a student to take a course but the course is not graded nor does the student earn credit for the course. A prospective student interested in auditing a course is required to follow the regular admission process. All course prerequisites/co-requisites must be met to audit a course. Test scores and/or official transcripts for any prior college credit can be waived from the admission process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements. Tuition and fees for an audited course are the same as for a credit course.

Once the student has registered for the desired course, he/she must complete a Course Audit Request Form and submit it to the Registrar's office before the end of the drop/add period as designated by the official College calendar. Once this form is submitted to the Registrar's office, the student cannot request a change back to a credit course. Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. The final grade for an audited course is "AU." 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 Program Change Request form. A student who changes programs must meet all of the program and course entry requirements for the new program. In some circumstances, a student may have previously met the requirements of the original program without having to take developmental studies; however, requesting a change may require a student to complete additional courses. A student who requests a change to a Nursing or Allied Health program, will be enrolled in the pre-clinical portion of the program or in general studies until such time that the Nursing and Allied Health department determines the student's eligibility for admission to the clinical portion of the program. The student will then need to complete the admission process required by the Nursing and Allied Health department. Upon changing programs additional requirements may 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
- meeting the age requirements for the program
- meeting the immunization requirements of the program

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.

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 certificate of general studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for a certificate of technical studies or a certificate 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 a technical diploma 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 an associate degree 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 their faculty advisor, the dean of the program they are enrolled in, the Vice Chancellor of Academic Affairs, and the Registrar.

GRADUATION APPLICATION PROCEDURE

A graduating student should complete and submit a graduation application by the priority application deadline as indicated on the College's Academic Calendar. 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. A student graduating from his/her declared major is to complete the graduation application 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. A separate application 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 with an approved Candidate Plan of Studies 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 current academic year. Students are eligible to participate in the graduation ceremony if they complete all degree requirements by Spring semester. Conditional participation in the graduation ceremony may be granted if a student has two or less courses to complete their degree requirements AND is enrolled in the courses to complete his/her degree in the concurrent summer semester. A student who participates in the graduation ceremony will incur expenses for a cap and gown. 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.

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.

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.

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. 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 the remaining courses.

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 is 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. Academic Deans 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. 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.

A student transferring from a regionally accredited college outside of the Louisiana Community and Technical College System must provide Fletcher with an official transcript from the college/university from which he/she is transferring. If a student has attended more than one institution prior to attendance at Fletcher, an official transcript from each institution must be provided

Technical credit earned from a 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 a 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 appropriate Academic Dean. Students with non-credit training may receive credit through credit by examination or credit based on prior experience/learning.

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. Transfer credit shall be limited to 75 percent of the total credit hours applied to a degree/certificate.

ACT EXAM ADVANCED PLACEMENT

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 EXAM ADVANCED PLACEMENT

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.

ACCUPLACER EXAM ADVANCED PLACEMENT CREDIT

A student with an exceptionally high score on the ACCUPLACER examination may be placed in advanced level course work in Mathematics or English Composition. Students scoring 118 or higher in sentence skills will be placed in ENGL 1020 and will be eligible for credit in ENGL 1010. Students scoring 99 or higher in college-level math will be placed in MATH 1110, 2010, or 2100 and will be eligible for credit in MATH 1100.

ADVANCED PLACEMENT CREDIT

If a student is placed into an advanced-level course on the basis of ACT, COMPASS, or ACCUPLACER score and the student receives a C or better in the advanced-level course the first time the course is taken, the student may receive credit for the lower level course. To receive advanced placement credit, a 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. Credit received by advanced placement may be applied toward graduation but will not be considered in computing the overall grade point average or residency.

CREDIT BY PRIOR EXPERIENCE/LEARNING

A student may receive credit for courses on the basis of professional experience, substantial prior learning, or professional license/certification. To apply for such credit, the student should complete a 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. Only credit applicable to a Fletcher program can be awarded. The advisor will then review the request and forward it to the appropriate Academic Dean or Department Head.

CREDIT BY ADVANCED PLACEMENT (AP) PROGRAM EXAMINATIONS

A student may receive credit for courses on the basis of advanced placement examinations administered at his/her high school. A student achieving a score of 3 or higher on an advanced placement examination is eligible to receive credit on the basis of the test score. Test scores should be sent by the College Board directly to Fletcher. Fletcher's college code for advanced placement scores is 7872.The examinations approved for Fletcher credit are listed in Appendix E.

CREDIT BY COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

A student may receive credit for courses on the basis of 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. A student 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 the College. Fletcher's college code for CLEP sores is 6290. The examinations approved for Fletcher are listed in Appendix D. CLEP exams are administered at Nicholls State University's Testing Center.

CREDIT BY COLLEGE-ADMINISTERED EXAMINATION

A student who professes special competence gained through practical experience, extensive training, completion of noncredit courses, or completion of courses at non-accredited institutions may receive credit for courses on the basis of exams administered by the College. 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 or from his/her advisor. 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 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.

CREDIT BY MILITARY TRAINING

A student who has received military training can receive credit for courses on the basis of this training. 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. In order to request credit for military training, the student must submit an official military transcript which includes the ACE recommended credit, to the Admissions Office for evaluation. The transcript will then be reviewed by the appropriate academic deans in order to determine what courses the student can receive credit for. Courses for which the student is granted credit must be listed in the current academic catalog.

NON-TRADITIONAL CREDIT LIMIT

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 studies, certificate of 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 advanced placement credit, credit by prior learning/experience, credit by AP examination, credit by CLEP, and credit by military experience.

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:

- English Composition 3
- Mathematics 3
- Social Science 3
- Natural Science 3
- Humanities 3

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

- English Composition 6
- Mathematics 6
- Social Science 3
- Natural Science 6
- Humanities 3
- Fine Arts 3

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

- English Composition 6
- Mathematics 6
- Social Science 6
- Natural Science 6
- Humanities 3
- Fine Arts 3

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

- English Composition 6
- Mathematics 6
- Social Science 6
- Natural Science 9
- Humanities 9
- Fine Arts 3

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

- English Composition 6
- Mathematics 6
- Social Science 6
- Natural Science 9
- Humanities 9
- 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 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.
CR: Credit: Given for courses for which credit was granted based on examination, prior learning, etc.
I: Incomplete: Indicates some work is incomplete. (Student must complete the work by the indicated date on the academic calendar.)
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.

TUITION & FEES

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 not secured 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 deadlines.

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 Semester 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 online through CASHNet.

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, excess credit hour fees, course fees, lab fees, late registration fees, late payment fees will be incurred when applicable. All tuition and fees are due by the payment deadlines established in the Semester Bulletin. Schedules will be deleted from the system for any student not paying by the e deadlines.

TUITION AND FEES FOR CREDIT COURSES

Resident Tuition and Fees. A student classified as a resident of the State of Louisiana is assessed resident tuition according to the rates established by the LCTCS Board of Supervisors. Resident tuition and fees for courses that are not online are as indicated in the chart below.

2017 - 2018 Resident Tuition and Mandatory Fees Schedule

Note: This table reflects the currently approved rates. Rates are subject to change without notice.

CREDIT HOURS	RESIDENT TUITION	OTHER CHARGES	EXCESS CREDIT HR**	ACADEMIC EXCELLENCE	OPERATIONAL	STUDENT SERVICES	BLDG USE	ERP	TECH	SGA	TOTAL TUITION & BASIC FEES	PARKING PER YR	TOTAL
1	133.92	5.04		7.00	3.00	7.00	4.00	5.00	5.00	5.00	174.96	30.00	**204.96**
2	267.84	10.08		14.00	6.00	14.00	8.00	10.00	10.00	5.00	344.92	30.00	**374.92**
3	401.76	15.12		21.00	9.00	21.00	12.00	15.00	15.00	5.00	514.88	30.00	**544.88**
4	535.68	20.16		28.00	12.00	28.00	16.00	20.00	20.00	5.00	684.84	30.00	**714.84**
5	669.60	25.20		35.00	15.00	35.00	20.00	25.00	25.00	5.00	854.80	30.00	**884.80**
6	803.52	30.24		42.00	18.00	42.00	24.00	30.00	30.00	5.00	1,024.76	30.00	**1,054.76**
7	937.44	35.28		49.00	21.00	49.00	28.00	35.00	35.00	5.00	1,194.72	30.00	**1,224.72**
8	1,071.36	40.32		56.00	24.00	56.00	32.00	40.00	40.00	5.00	1,364.68	30.00	**1,394.68**
9	1,205.28	45.36		63.00	27.00	63.00	36.00	45.00	45.00	5.00	1,534.64	30.00	**1,564.64**
10	1,339.20	50.40		70.00	30.00	70.00	40.00	50.00	50.00	5.00	1,704.60	30.00	**1,734.60**
11	1,473.12	55.44		77.00	33.00	77.00	44.00	55.00	55.00	5.00	1,874.56	30.00	**1,904.56**
12 to 15	1,607.04	60.48		84.00	36.00	84.00	48.00	60.00	60.00	5.00	2,044.52	30.00	**2,074.52**
16	1,607.04	60.48	150.96	84.00	36.00	84.00	48.00	60.00	60.00	5.00	2,195.48	30.00	**2,225.48**
17	1,607.04	60.48	301.92	84.00	36.00	84.00	48.00	60.00	60.00	5.00	2,346.44	30.00	**2,376.44**
18	1,607.04	60.48	452.88	84.00	36.00	84.00	48.00	60.00	60.00	5.00	2,497.40	30.00	**2,527.40**

**The LCTCS Board of Supervisors approved the assessment of an Excess Credit Hour Fee at $150.96 per credit hour after the 15th credit hour beginning the 2016-2017 Academic Year.

Online Course Tuition and Fees. Tuition and fees for online courses are assessed according to the rates established by the LCTCS Board of Supervisors. Tuition and fees for online courses are as indicated in the chart below.

2017 - 2018 Online Course Tuition and Mandatory Fees Schedule

Note: This table reflects the currently approved rates. Rates are subject to change without notice.

CREDIT HOURS	TUITION	OTHER CHARGES	ACADEMIC EXCELLENCE	OPERATIONAL	STUDENT SERVICES	BLDG USE	ERP	TECH	SGA	ONLINE REG	TOTAL TUITION & BASIC
1	133.92	5.04	7.00	3.00	7.00	4.00	5.00	5.00	5.00	40.00	**214.96**
2	267.84	10.08	14.00	6.00	14.00	8.00	10.00	10.00	5.00	40.00	**384.92**
3	401.76	15.12	21.00	9.00	21.00	12.00	15.00	15.00	5.00	40.00	**554.88**
4	535.68	20.16	28.00	12.00	28.00	16.00	20.00	20.00	5.00	40.00	**724.84**
5	669.60	25.20	35.00	15.00	35.00	20.00	25.00	25.00	5.00	40.00	**894.80**
6	803.52	30.24	42.00	18.00	42.00	24.00	30.00	30.00	5.00	40.00	**1,064.76**
7	937.44	35.28	49.00	21.00	49.00	28.00	35.00	35.00	5.00	40.00	**1,234.72**
8	1,071.36	40.32	56.00	24.00	56.00	32.00	40.00	40.00	5.00	40.00	**1,404.68**
9	1,205.28	45.36	63.00	27.00	63.00	36.00	45.00	45.00	5.00	40.00	**1,574.64**
10	1,339.20	50.40	70.00	30.00	70.00	40.00	50.00	50.00	5.00	40.00	**1,744.60**
11	1,473.12	55.44	77.00	33.00	77.00	44.00	55.00	55.00	5.00	40.00	**1,914.56**
12	1,607.04	60.48	84.00	36.00	84.00	48.00	60.00	60.00	5.00	40.00	**2,084.52**
13	1,740.96	65.52	84.00	36.00	91.00	48.00	65.00	60.00	5.00	40.00	**2,235.48**
14	1,874.88	70.56	84.00	36.00	98.00	48.00	70.00	60.00	5.00	40.00	**2,386.44**
15	2,008.80	75.60	84.00	36.00	105.00	48.00	75.00	60.00	5.00	40.00	**2,537.40**
16	2,142.72	80.64	84.00	36.00	112.00	48.00	80.00	60.00	5.00	40.00	**2,688.36**
17	2,276.64	85.68	84.00	36.00	119.00	48.00	85.00	60.00	5.00	40.00	**2,839.32**
18	2,410.56	90.72	84.00	36.00	126.00	48.00	90.00	60.00	5.00	40.00	**2,990.28**

ONLINE Courses: Same rates as above for RESIDENT tuition and fees plus a $40 registration fee. Tuition, ERP fee, and student services fee DO NOT cap at 12 hours for

Non-Resident Tuition and Fees. 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.

2017 - 2018 Non-Resident Tuition and Mandatory Fees Schedule

Note: This table reflects the currently approved rates. Rates are subject to change without notice.

CREDIT HOURS	TUITION	ACADEMIC EXCELLENCE	OPERATIONAL	STUDENT SERVICES	BLDG USE	ERP	TECH	SGA	TOTAL TUITION & BASIC FEES	PARKING PER YR	TOTAL
1	278.75	7.00	3.00	7.00	4.00	5.00	5.00	5.00	314.75	30.00	**344.75**
2	557.50	14.00	6.00	14.00	8.00	10.00	10.00	5.00	624.50	30.00	**654.50**
3	836.25	21.00	9.00	21.00	12.00	15.00	15.00	5.00	934.25	30.00	**964.25**
4	1,115.00	28.00	12.00	28.00	16.00	20.00	20.00	5.00	1,244.00	30.00	**1,274.00**
5	1,393.75	35.00	15.00	35.00	20.00	25.00	25.00	5.00	1,553.75	30.00	**1,583.75**
6	1,672.50	42.00	18.00	42.00	24.00	30.00	30.00	5.00	1,863.50	30.00	**1,893.50**
7	1,951.25	49.00	21.00	49.00	28.00	35.00	35.00	5.00	2,173.25	30.00	**2,203.25**
8	2,230.00	56.00	24.00	56.00	32.00	40.00	40.00	5.00	2,483.00	30.00	**2,513.00**
9	2,508.75	63.00	27.00	63.00	36.00	45.00	45.00	5.00	2,792.75	30.00	**2,822.75**
10	2,787.50	70.00	30.00	70.00	40.00	50.00	50.00	5.00	3,102.50	30.00	**3,132.50**
11	3,066.25	77.00	33.00	77.00	44.00	55.00	55.00	5.00	3,412.25	30.00	**3,442.25**
12	3,345.00	84.00	36.00	84.00	48.00	60.00	60.00	5.00	3,722.00	30.00	**3,752.00**

The Excess Credit Hour fee applies to Non resident rates beginning after the 15th credit hour at $150.96 per hour.

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 determine by the Admission Office based on criteria set forth by the LCTCS Board of Supervisors.

Other Fees. Other fees, which are non-refundable, that may be incurred by a student are:

Late Registration..... $25
Late Payment $100

Schedule Reinstatement Fee	$100
Replacement ID	$10
Course Labs	$25-$100
Parking	$30/academic year
LCTCS debit card replacement (BankMobile)	$10
Course Challenge Fee	$25
Transcripts	$5/copy + processing fee

Parking Fee. All vehicles parked on campus must be registered and have a current Fletcher parking permit attached to the rearview mirror on the front windshield. The parking permit number must be readable from the outside. Parking permits are $30/academic year. The fee is assessed each fall semester or the semester of first enrollment for the year. The permit is valid from August 1 through July 31. All students must register their vehicle by going to www.fletcher.edu, clicking on Student Services then selecting Vehicle Registration and completing the Vehicle Registration Form. Students can pick up their permit at the cashier window after their vehicle is registered (allow 24 hours) 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 Guidelines and Regulations on Fletcher's website.

Citations/fines will be issued for traffic violations as indicated below:

Failure to display parking permit	$20
Unregistered vehicle	$20
Student vehicle in faculty/staff area	$15
Parked in roadway	$10
Parked in a reserved space	$10
Blocking other vehicles	$10
Parked in two spaces	$10
Parked on sidewalk or lawn	$10
Parked in a handicapped space without handicap permit	$50
Parked in a fire zone	$25
Running a stop sign	$25
Parked in a "no parking" zone	$25
Failure to obey an officer	$20

Student Printing Fee. Student printing is located at both library locations. Printing costs are 10 cents a page. Each semester a student will receive a free quota balance credit of $12 (120 pages). The free quota balance will not carry over and will reset each semester. Once the quota is reached, a student is financially responsible for printing costs. Any funds that a student adds will be carried over each semester. Money added to the account is non-refundable. Payment can be made via credit/debit card online or with cash at the cashier window located at the Schriever campus.

Course Materials Fee: Some courses may require the payment of a course materials fee to cover the costs of materials used in class. These course fees are available on the course syllabus.

Cross Enrollment Fees. Cross-enrolled host students are charged the fees listed below. These fees are non-refundable.

Student Services	$7/credit hour
Academic Excellence	$7/credit hour
Operational	$3/credit hour
Technology	$5/credit hour
ERP	$5/credit hour
Building Use	$4/credit hour
SGA	$5
Lab (if applicable)	$25
Online Class Registration	$40

NON-CREDIT COURSEWORK

Tuition for non-credit courses is determined by the Workforce Division. Tuition and fees for non-credit courses are non-refundable. Courses with insufficient enrollment are subject to cancellation. Notification of changes and cancellations will be made by email or telephone before the first class meeting. When registering for classes, a student is to provide a current email address or daytime phone number where he/she can be reached or where a message can be left. For additional information on non-credit courses being offered visit the Workforce Solutions link on the Fletcher's website. For more information, to apply and to register for a non-credit course, click the Workforce Solutions tab at www.fletcher.edu.

PAYMENTS

It is the student's responsibility to check his/her account through LoLA for account balance information. Fee bills are not mailed. To secure schedules, all tuition and fees must be paid in full, financial aid must be verified and authorized on the account, or enrollment in the payment plan through CASHNet must be completed by the dates established in the Semester Bulletin or Fletcher's Academic Calendar. **Partial payments without enrolling in the payment plan will not secure schedules.** Schedules that are not secured by the payment deadlines are subject to deletion for nonpayment. Payments may be made online, in person, or via mail.

Paying Online. The following online payment methods through CASHNet are available:

- Payment in full using a credit/debit card—MasterCard, Visa, Discover and American Express
  - A 2.75% convenience fee will be charged for payments with credit/debit cards.
- Payment in full using an Electronic Check (ACH)
  - A 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 all information entered is correct.
- Payment plan (if qualified)
  - 4- or 3-installment payment plans are available for fall and spring semesters.
  - 3- or 2- installment payment plans available for summer semesters

Refer to the Fletcher's website for detailed information regarding each semester. An enrollment fee for participation in this plan is set by CASHNet and is currently $30. Upon activation of a payment plan, the first installment plus the enrollment fee will be due immediately. The remaining monthly installments will be automatically withdrawn using the method of payment chosen. Automatic payments must be set up through a debit/credit card (2.75% convenience fee) or through ACH (electronically) via checking or savings account (no additional fee). 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.

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 the 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 (Log on Louisiana)
- Enter user ID and Password
- Under the self-service tab, click on Fletcher Technical Community College

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

You can pay your balance in full (on left) or enroll in the installment plan (on right).

Paying 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 from 8:00 a.m. until 4:00 p.m. unless otherwise noted. Hours of operation may change during the summer. Note: The Business Office does not accept credit/debit cards or checks.

Mailing in Payments. Money orders can be mailed and must be received in the Business Office prior to the payment deadline in order to avoid late payment fees and schedule deletion. The student's name and LoLA ID# should be included on the money order. Do not mail cash. Mail payments to Fletcher Technical Community College, Attn: Business Office, 1407 Highway 311, Schriever, LA 70395.

FINANCIAL RESPONSIBILITY

When a student registers for any class at Fletcher Technical Community College or receives any service from Fletcher Technical Community College, he/she is making a financial commitment to pay all tuition, fees and other associated charges assessed as a result of enrollment and/or receipt of service. The student's registration and acceptance of these term constitutes a promissory note agreement [i.e., a financial obligation in the form of an education loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)] in which Fletcher Technical Community College is providing the student educational services, deferring some or all of the student's payment obligation for those services, and the student promises to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

If the student drops or withdraws from some or all of the classes for which he/she registered, the student is responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule located in the College Catalog and/or Student Handbook. The student accepts the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. The student's failure to attend class or receive a bill does not absolve the student of financial responsibility as described above.

The following Terms and Conditions, in addition to the disclosures provided above, outline the Registration Agreement with Fletcher Technical Community College.

- Once a student formally registers for classes, the student assumes the responsibility for understanding all Fletcher Technical Community College's official policies as described in the current Fletcher Technical Community College Catalog and Student Handbook, which include but are not limited to policies concerning schedule changes, satisfactory academic progress and the financial policies of the College.
- If a student has any outstanding obligations with any college in the Louisiana Technical and Community College System, Fletcher Technical Community College reserves the right to withhold future services including but not limited to registration, transcript requests, issuing diplomas, use of facilities, and other services as deemed appropriate by the College.
- It is the student's responsibility to check his/her Fletcher Technical Community College email address daily and maintain current contact information including telephone number, email and postal address to ensure receipt of all College correspondence.
- The student consents to receive email notifications to his/her Fletcher Technical Community College email address regarding the availability of an E–Bill (Electronic Billing Statement) and consents to review billing statement information on Fletcher Technical Community College's web payment system.
- Registration constitutes a financial agreement between the student and Fletcher Technical Community College. Tuition, fees and other charges the student incurs, including but not limited to testing charges, course specific fees, fines and bookstore charges shall be added to the student's account. Administrative, clerical, or technical

billing errors do not absolve the student of the financial responsibility to pay the correct amount of tuition, fees and other financial obligations assessed.

- Fletcher Technical Community College accepts payment via student financial aid and third-party sponsorship, but the responsibility for payment remains with the student. It is the student's responsibility to monitor his/her account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, the student will be required to pay the full amount due.
- Charges left unpaid for prior terms may result in disenrollment from the student's current semester/session's courses unless payment arrangements are made prior to payment deadlines.
- Failure to pay outstanding student account balances by the stated due dates may result in late payment fees as outlined in the Student Handbook.
- In the event the student becomes delinquent in paying charges or defaults in repaying charges, the debts may be transferred to the State of Louisiana Attorney General's Office, the Louisiana Office of Debt Recovery, or another external agency for collection and may be reported to one or more of the national credit bureaus. All collection fees incurred shall be at the expense of the student which may be based on a percentage at a maximum of 33-1/3%.
- If Fletcher Technical Community College prevails in a lawsuit to collect on the student's financial obligation, the student will be responsible to pay Fletcher Technical Community College's court costs, collection fees and attorney's fees in an amount the court finds to be reasonable.

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. Fletcher 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.

DISHONORED ELECTRONIC CHECK (NSF)

The charge for each returned check is $25—assessed by CASHNet. A student's provisional registration shall be cancelled after the return of a check issued to Fletcher 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 a student 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, a student is not allowed to continue attending classes.

PAYMENT PLAN DEFAULT

A student may not default on a payment plan because he/she is expecting a PELL grant or other financial aid award. A student who defaults on a payment plan will have his/her plan terminated and will not be allowed to participate in payment plans in future semesters.

STUDENT LOANS

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

COLLECTION PROCEDURE

Fletcher expects every student to meet his/her financial obligations in a timely manner and to understand that failure to do so will result in further action to collect the balance due. This may include the transfer of the debt to the State of Louisiana Office of the Attorney General or to another collection agency. 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 as well as all court costs.

REFUND POLICY

A student who decides not to attend Fletcher must drop all classes on or before the last day of the drop/add/late registration period as indicated in the academic calendar to avoid tuition and fee charges. All refunds/credits due to a student shall first be applied to any outstanding balances due to Fletcher. Any remaining credit balance will then be paid to the student through his/her BankMobile refund preference. Refunds for tuition (fees are non-refundable) 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 and alternative 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 at any LCTCS college until his/her account is paid in full and cleared. Holds will be lifted after 5 business days for payments made with electronic checks.

Schedule Adjustment Refunds. A student who reduces his/her credit hours or officially drops from the College prior to the first class day through the 4th instructional day for the fall and spring semesters and the 2nd instructional day for the summer and Second Start semester will receive a 100% credit of tuition and fees for the dropped classes. After the drop/add period ends, only tuition is refundable.

Refund Schedule/Percentages. Percentage credit refers to the tuition charged and not the amount paid on the account. Upon a reduction in credit hours or official withdrawal from the College, a refund of tuition is made on the following basis:

Fall and Spring Refund Schedule:

- 100% credit for tuition: Prior to the 1st day of semester through the 3rd instructional day
- 50% credit for tuition: 4th through 14th instructional day

AFTER THE 14TH INSTRUCTIONAL DAY, REFUNDS WILL NOT BE GRANTED FOR CLASSES FROM WHICH THE STUDENT WITHDRAWS.

Summer and Mini Session Classes Refund Schedule:

- 100% credit for tuition: Prior to the 1st day of the semester through the 2nd instructional day
- 50% credit for tuition: 3rd through 7th instructional days

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

***LCTCSOnline courses will not follow the same refund schedule if the first class/semester day is different from the Fletcher campus and Fletcher online courses. Refer to the semester calendar for the exact refund dates.

CLASS CANCELLATIONS

If Fletcher cancels a class for any reason, students enrolled in the class will receive a 100% credit of tuition and fees for the cancelled class. Non-credit courses are non-refundable except when the class is cancelled.

ADDED CLASSES

A student who increases the number of credit hours scheduled during add/drop period 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.

REFUNDS/FINANCIAL AID DISBURSEMENT

All refunds and financial aid are disbursed electronically through a third party company, BankMobile Disbursements. Each new student receives a refund selection kit via mail about 14 days after registering for classes. It is recommended that a student choose his/her refund preference when he/she receives the kit in the mail. It is important for each student

to verify that their address in LoLA is correct so refunds are not delayed. The student will be given the option to have financial aid and tuition refunds disbursed via the BankMobile Vibe account or an electronic transfer (ACH) to an existing bank account (checking or savings). The first card and sign up is free. Replacement Vibe account cards are $10 and this is assessed by BankMobile. To order a replacement card that is activated, log on to your account at www.refundselection.com or call BankMobile customer service at 1-866-755-4887. If you did not receive a refund selection kit or need a personal code, go to the cashier window at Fletcher's Business Office located at the Schriever Campus.

Each student is responsible for understanding all College policies and procedures related to managing his/her registration and student account. These policies include, but are not limited to, the College's Add/Drop, Withdrawal, and Refunds Policies and the effects on their student account. Additional information in regards to tuition and fees is posted at www.fletcher.edu under *Tuition and Fees*.

ACADEMIC POLICIES

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). To request academic amnesty, a student must meet the requirements listed below.

- The student requesting amnesty must not have attended any postsecondary college or university for the last three years. (Three years must have elapsed between the last day of the semester in which the student was previously enrolled for credit at any college or university and the first day of the semester for which the student will be enrolled (or re-enrolled) at Fletcher.
- The student requesting amnesty must not have been previously granted academic amnesty/renewal by another institution.
- The student requesting amnesty must not have previously received an award from Fletcher.

- The student requesting amnesty must have a current application on file or must be enrolled in his/her first semester of attendance (or re-attendance) at Fletcher.
- The student requesting amnesty must have submitted official academic transcripts from all previously attendance regionally accredited postsecondary institutions to Fletcher's Admissions Office.
- The student requesting amnesty must do so before the end of his/her first semester of attendance (or re-attendance) at Fletcher.

Petitions for academic amnesty are available in Student Services or through the student's academic advisor. Requesting academic amnesty does not guarantee approval. Fletcher may grant academic amnesty to a student only once. 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, grades, and credit hours will be entered on the official academic transcript; however, the information will not be used in the grade point average calculations that appear on the official academic transcript. Credit hours will be used by the Financial Aid Office in determining eligibility for financial aid. Courses, grades, and credit hours will be used by the Nursing and Allied Health Department in determining eligibility for clinical acceptance.

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.

Unpremeditated Cheating. Unpremeditated cheating is an act of academic cheating taken without advanced contemplation, prior determination, or planning. Examples of unpremeditated cheating include, but are not limited to, copying from another student's paper, allowing another student to copy from a paper, and/or using the course textbook or other material, such as a notebook, without authorization.

Premeditated Cheating. Premeditated cheating is an act of cheating which grows out of advanced planning, contemplation, or deliberation. Premeditated cheating includes, but is not limited to, collaborating with another person by giving or receiving information without authority and/or using specially prepared materials without authority to do so, e.g., notes, formula lists, etc.

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. An example of collusion includes, but is not limited to, using another person's computer jump drive despite instructions to the contrary or without authority to do so.

CHANGE OF FINAL GRADE/GRADE APPEAL POLICY

Final grades are available to the student through LoLA approximately five days after the end of each semester. 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's Office. 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 Academic Dean of 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 DROP/WITHDRAWAL POLICY

A student may drop/withdraw from classes through LOLA on or before the final withdrawal date as designated on the College's academic calendar. If a student drops 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 in which the student is enrolled.

An instructor may withdraw a student from a course for excessive absences. 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.

DEVELOPMENTAL COURSE PLACEMENT RETESTING 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.

INCOMPLETE WORK

A student may receive a grade of "I" in a course if the student's current average is a C or higher at the point of determination, based on completed coursework when documented extenuating circumstances cause the student to be unable to complete the required work. The student is responsible for making up all unfinished work within the next semester/session by the designated date. The "I" will be changed to an "F" if all work is not completed satisfactorily by the required date. The student will not be allowed to reenroll for the course until the "I" is changed to a letter grade.

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."

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 of plagiarism include, but are not limited to, undocumented use of any author's main idea, undocumented paraphrase of an author's actual words, and/or undocumented, verbatim use of an author's actual words.

READING EXEMPTION FOR TRANSFER STUDENTS

A transfer student who has successfully completed an English course (with a C or higher) that is directly equivalent to Fletcher's ENGL 1010 or ENGL 1000 will be exempted from providing a reading placement course or score. An exemption code will be entered on the student's record to allow the student to register for courses without receiving a prerequisite and test score error.

ACADEMIC SERVICES

Student Success Center

The Student Success Center 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 Student Success Center 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

A student requesting academic accommodations must self-identify and register with the Director of Student Retention at the beginning of each semester. The students must meet with the Director of Student Retention before being eligible for receiving educational accommodations. At this meeting the student must provide proper and current documentation related to his/her disability. The documentation provided must meet the following guidelines:

- Documentation must be current and provided by a licensed professional qualified in the area of disability for which he/she is recommending accommodations.
- Documentation must be on letterhead from the said professional's practice.
- Documentation must have been completed no more than 3 years prior to the date that the student submits a request for accommodations.
- 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.
- Documentation should address the specific diagnosis, tests used in making the diagnosis, and, when appropriate, test scores.

If accommodations are granted, all policies and procedures will be explained to the student. The student must sign a contract that states his/her approved accommodations and the rules for receiving accommodations. A copy of the contract will be provided for instructors explaining what accommodations the student is entitled to and options for providing said accommodations.

A student wishing to take his/her exams in the Testing Center must turn in an Accommodated Testing Form. All tests must be scheduled and confirmed at least 48 hours in advance of the test date with Student Services. The student 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, the student must take the test by the end of the assigned test date. The student is responsible for obtaining all information needed during testing from the instructor. Test monitors will not provide tutoring or guidance during testing. Tests must be turned in to the test monitor at the end of the allocated testing time.

ADULT LITERACY/ADULT BASIC EDUCATION

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.

The Adult Basic Education program WorkReady U provides services for individuals seeking to obtain their High School Equivalency Diploma (HiSET, formerly the GED®), and transition to various college and career pathways. For information please contact Gina Naquin, WorkReady U Coordinator at (985) 447-0924, Ext. 147.

PEDESTAL BANK LIBRARY SERVICES

The Pedestal 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 Pedestal Bank Library is located in Room 128 downstairs at the main campus in Schriever with a second location in room 202 upstairs at the Houma facility. Library hours for semesters, holidays, and breaks are posted on the Fletcher website and outside the library entrances.

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 as well as educational technology and free educational tutorials on computer literacy, Microsoft Office, cloud computing, research and citations, and other topics by request for faculty and students. 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. Equipment such as laptops, iPads, mobile projectors, headphones, and graphing calculators are available for checkout. Charging stations are available for charging a variety of mobile devices. Both library locations provide computer workstations with printing, scanning, and copying capabilities. Study rooms are available for group or individual use. Assistive technology is available for students with disabilities.

Fletcher's membership in the LOUIS consortium provides students and faculty with effective on-campus and remote access to the library holdings as well as access to information about collections and holdings of other libraries throughout the state. LOUIS catalogs, with over six million bibliographic records, are available twenty-four hours a day to all users with Internet access. Students may borrow materials from other libraries through the Pedestal Bank Library's membership in LOUIS, which provides Fletcher students and faculty direct and convenient access to academic library collections and resources across the state. Students and faculty may obtain LOUIS Reciprocal borrowing cards from the library. The Louisiana State Library, a member of LOUIS, 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. 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.

LIBRARY CIRCULATION POLICY AND LOAN PERIODS

Students must have a valid Fletcher Student ID to use library resources. Loan periods for materials are as follows:

- Books: 3 weeks
- Circulating DVDs: 3 weeks
- Audio/visual: In-house only
- Course reserves: 2 hours
- Equipment/devices: In-house only

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 PROVIDED BY THE LIBRARY

Two types of instruction are available to faculty and students as part of the services provided by the library. These services are as follows:

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 Pedestal Bank Library's membership in LOUIS, which provides Fletcher students and faculty direct and convenient access to academic library collections and resources across the state. Students and faculty may obtain LOUIS Reciprocal borrowing cards from the library. The Louisiana State Library, a member of LOUIS, 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 Student Success Center. Students can make appointments through the Student Success Center 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.

PROGRAMS OF STUDY

The following section is a description of all programs of study offered at Fletcher Technical Community College. The curricula are as 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 listed below. Exit levels are indicated in bold on the curriculum page for each program of study.

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.

Certificates, technical diplomas, and degrees earned are recorded on the transcript upon verification of award requirements. Printed awards are issued only when an applicant applies for graduation. 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.

ACCOUNTING TECHNOLOGY

CERTIFICATE/DEGREE OPTIONS

DEPARTMENT: Business and Information Systems (BSIS)

PROGRAM DESCRIPTION: This program of study 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 ACCREDITATION: Accreditation Council for Business Schools and Programs

PROGRAM COORDINATOR: Lynette Callahan

PROGRAM INSTRUCTOR(S): Susan Guerrero, Tracy Carmichael, Lynette Callahan

SPECIAL COMMENTS: All business courses in this program of study 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. 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 or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete an Accounting Technology 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 Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
ACCT 2100	Financial Accounting	3	0	3
CPTR 1100	Introduction to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I (GER)	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 2700	Federal Taxation—Individual	3	0	3
APMA 1030	Business Math	3	0	3
CINS 1350	Spreadsheet Applications	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
ACCT 2250	Payroll Accounting or			
BUSI 1050	Business Communications	3	0	3
CINS 1750	Database Applications	3	0	3
	CTS-ACPC, Payroll Clerk (36)			**12**
Semester 4				
ACCT 2400	Advanced Accounting	3	0	3
ACCT 2500/2150	Computerized Accounting or			
	Federal Taxation--Corporate & Partnership	3	0	3
BUSI 2451	Integrated Career Skills	3	0	3
OSYS 2530	Office Procedures	3	0	3
				12

Additional general education courses needed for the degree:
(These courses can be taken throughout the four semesters or during summer semesters.)

MATH 1###	Approved Mathematics (GER)	3	0	3
	Approved Humanities or Fine Arts (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
				12

AAS-ACAS, Accounting Technology
Total Credit Hours: 60
Total Clock Hours: 975 **CIP Code: 520302**

AIR CONDITIONING AND REFRIGERATOIN

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION:

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of heating, air conditioning, and refrigeration. The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating air conditioning, and refrigeration systems.

PROGRAM ACCREDITATION: HVAC Excellence

PROGRAM COORDINATOR: Silas Payne

PROGRAM INSTRUCTOR(S): Johnny Marks

SPECIAL COMMENTS: All Air Conditioning and Refrigeration courses in this program of study 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 an Air Conditioning and Refrigeration program will be able to

1. Demonstrate an understanding of mathematical principles needed to install and troubleshoot HVAC equipment.
2. Demonstrate knowledge of the proper refrigerant handling techniques.
3. Explain the principles of the refrigeration process.
4. Diagram, install, and troubleshoot electrical devices and circuits as applied in the HVAC industry.
5. Install and troubleshoot domestic air conditioning and refrigeration systems.
6. Demonstrate knowledge of how to design, troubleshoot, and install residential air conditioning, gas heat, electric heat, heat pumps systems according to industry standards and practices.
7. Demonstrate an understanding of industry safety procedures.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
HACR 1150	HVAC Introduction	1	2	3
HACR 1160	Principles of Refrigeration I	1	2	3
HACR 1170	Principles of Refrigeration II	1	2	3
HACR 1180	Principles of Refrigeration III	1	2	3
	TCA-HVAC Helper (12)			**12**
Semester 2				
HACR 1210	Electrical Fundamentals	1	2	3
HACR 1220	Electrical Components	1	2	3
HACR 1230	Electrical Motors	1	2	3
HACR 1240	Applied Electricity and Troubleshooting	1	2	3
	TCA-HVAC Helper II (24)			
HACR 1410	Domestic Refrigeration	1	1	2
HACR 1420	Room Air Conditioners	1	1	2
	CTS-Domestic A/C & Refrigeration (28)			**28**
Semester 3				
HACR 2510	Residential Central Air Conditioning I	1	2	3
HACR 2520	Residential Central Air Conditioning II	1	1	2
HACR 2530	Residential System Design	1	1	2
HACR 2540	Residential Heating I	1	2	3
HACR 2550	Residential Heating II	1	2	3
HACR 2560	Residential Heat Pumps	1	1	2
CLCR 2000	Career Preparation	2	0	2
	TD-A/C & Refrigeration Technology (45)			**45**

Total Credit Hours: 45

Total Clock Hours: 1695 **CIP Code: 470201**

Optional Electives

SOLR 1000	Solar Fundamentals	3	0	3
SOLR 1010	PV Solar Applications	1	2	3
SOLR 1020	Industrial Solar Applications	1	2	3
SOLR 1030	Solar Thermal Applications	1	2	3
HACR 2810	Commercial Air Conditioning I	2	4	6
HACR 2820	Commercial Air Conditioning Controls	3	4	7
HACR 2830	Commercial Air Conditioning II	2	4	6

The following courses may be substituted for the above course requirements with approval from the Dean of Technical Education:

SPPR 2991	Special Projects I	0	1	1
SPPR 2993	Special Projects II	0	2	2
SPPR 2995	Special Projects III	0	3	3
SPPR 2996	Special Projects IV	3	0	3
SPPR 2998	Special Projects V	1	0	1
SPPR 2997	Practicum	0	3	3
SPPR 2999	Cooperative Education	0	3	3

AUTOMOTIVE TECHNOLOGY

TECHNICAL COMPETENCY AREA CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION: This program of study 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 the following: engines; fuel, electrical, cooling and brake systems; drive train; and suspension systems. This program is aligned with the knowledge required to pass the certification test given by the National Institute for Automotive Service Excellence. Courses of instruction specify occupational competencies individuals must attain according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF). The instructor of this program is NATEF master certified.

PROGRAM ACCREDITATION: National Automotive Technicians Education Foundation (NATEF)

PROGRAM COORDINATOR: Craig Rodrigue, NATEF Master Certified

PROGRAM INSTRUCTOR(S): Craig Rodrigue, NATEF Master Certified

SPECIAL COMMENTS: All automotive courses in this program of study 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 an Automotive Technology 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
AUTO 1000	Introduction to Automotive Technology	2	0	2
AUTO 1001	Introduction to Automotive Technology Lab	0	1	1
	TCA-AUHP, Helper (3)			
AUTO 1100	Engine Repair	2	0	2
AUTO 1101	Engine Repair Lab	0	3	3
	TCA-AUPR, Engine Repair Technician (5)			
AUTO 1200	Automatic Transmission & Transaxle	2	0	2
AUTO 1201	Automatic Transmission & Transaxle Lab	0	3	3
	TCA-AUTT, Automatic Transmission & Transaxle Technician (5)			**13**
Semester 2				
AUTO 1300	Manual Drive Trains	2	0	2
AUTO 1301	Manual Drive Trains Lab	0	3	3
	TCA-AUDT, Manual Drive Train Technician (5)			
AUTO 1400	Steering & Suspension	2	0	2
AUTO 1401	Steering & Suspension Lab	0	3	3
	TCA-AUST, Steering & Suspension Technician (5)			
AUTO 1500	Brakes	2	0	2
AUTO 1501	Brakes Lab	0	2	2
	TCA-AUBT, Brake Technician (4)			**14**
Semester 3				
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-AUEL, Electrical Technician (10)			
AUTO 1700	Heating & Air Conditioning	2	0	2
AUTO 1701	Heating & Air Conditioning Lab	0	3	3
	TCA-AUHA, Heating & Air Conditioning Technician (5)			**15**
Semester 4				
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-AUPE, Engine Performance Technician (15)			**15**

Additional course needed for the diploma:
(This course can be taken throughout the four semesters or during summer semesters.)

CLCR 2000	Career Preparation	2	0	2
				2

TD-AUTD, Automotive Technology

Total Credit Hours: 59

Total Clock Hours: 1,395 **CIP Code: 470604**

AUTOMOTIVE TECHNOLOGY

CERTIFICATE OF TECHNICAL STUDIES OPTIONS

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
AUTO 1000	Introduction to Automotive Technology	2	0	2
AUTO 1001	Introduction to Automotive Technology Lab	0	1	1
AUTO 1100	Engine Repair	2	0	2
AUTO 1101	Engine Repair Lab	0	3	3
AUTO 1200	Automatic Transmission and Transaxle	2	0	2
AUTO 1201	Automatic Transmission and Transaxle Lab	0	3	3
AUTO 1300	Manual Drive Trains	2	0	2
AUTO 1301	Manual Drive Trains Lab	0	3	3
	CTS-AUPT, Power Train Technician (18)			**18**
	(The Helper, Engine Repair Technician, Automatic Transmission & Transaxle Technician, and Manual Drive Train Technician TCAs combine to make the Power Train Technician CTS)			
AUTO 1000	Introduction to Automotive Technology	2	0	2
AUTO 1001	Introduction to Automotive Technology Lab	0	1	1
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
AUTO 1700	Heating and Air Conditioning	2	0	2
AUTO 1701	Heating and Air Conditioning Lab	0	3	3
	CTS-AUET, Electrical Technician (18)			**18**
	(The Helper, Electrical Technician, and Heating & Air Conditioning Technician TCAs combine to make the Electrical Technician CTS)			
AUTO 1000	Introduction to Automotive Technology	2	0	2
AUTO 1001	Introduction to Automotive Technology Lab	0	1	1
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
	CTS-AUEP, Engine Performance Technician (18)			**18**
	(The Helper and Engine Performance Technician TCAs Combine to make the Engine Performance Technician CTS)			

BUSINESS ADMINISTRATION

CERTIFICATE/DEGREE OPTIONS

PROGRAM DESCRIPTION: This program is designed to provide a selection of courses for orientation to business and industry. The student will obtain the basic skills necessary for entry-level positions in the management, marketing, or accounting fields.

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Lynette Callahan

PROGRAM INSTRUCTOR(S): Susan Guerrero, Tracy Carmichael, and Lynette Callahan

SPECIAL COMMENTS: All business courses in this program of study 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. 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 or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Business Administration program will be able to

1. comprehension of terms and arithmetic/problems solving skills in personal, financial, and managerial accounting;
2. application of economic theories to real world and hypothetical situations;
3. technical and general education skills necessary to qualify for entrance into business management and marketing fields;
4. successful communication within the business environment using verbal, written, and basic computer literacy skills; and
5. comprehension and application of basic business legal and ethical principles.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
ACCT 2100	Financial Accounting	3	0	3
BUSN 1100	Introduction to Business	3	0	3
CPTR 1100	Introduction to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I	3	0	3
MATH 1000/1100	College Algebra (GER)	3	0	3
	TCA-BUGC, Business General Clerk (15)			**15**
Semester 2				
BUSI 1050	Business Communication	3	0	3
BUSN 2100	Introduction to Management	3	0	3
BUSN 2230	Introduction to Marketing	3	0	3
ECON 2020	Microeconomics (GER)	3	0	3
	Approved Business Elective	3	0	3
	Approved Humanities (GER)	3	0	3
	CTS-BOGB, General Business (33)			**18**
Semester 3				
BUSN 2120	Human Resource Management	3	0	3
BUSN 2130	Personal Finance	3	0	3
BUSN 2200	Legal Environment of Business	3	0	3
ECON 2010	Macroeconomics	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
Semester 4				
	Approved Business Elective	3	0	3
	Approved Business Elective	3	0	3
	Approved Business Elective	3	0	3
	Approved Natural Science (GER)	3	0	3
				12

AAS-BSAD, Business Administration

Total Credit Hours: 60

Total Clock Hours: 1,800 **CIP Code: 520101**

CARDIOPULMONARY CARE SCIENCE

ASSOCIATE OF SCIENCE DEGREE

PROGRAM DESCRIPTION: Cardiopulmonary Care Science prepares individuals to treat patients ranging from premature infants to the elderly with acute and chronic cardiopulmonary illnesses. Graduates of the program work with patients on mechanical ventilation to maintain life support such as oxygenation, ventilation and airway management. They treat patients with pulmonary disease who have under-developed lungs and patients with chronic lung disease. They play a vital role in many areas of health care.

PROGRAM ACCREDITATION: The Commission on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road Bedford, TX 76021-4244 Phone Number: 817-283-2835

PROGRAM COORDINATOR: Errol Champagne, MEd, RRT-NPS, LRT

PROGRAM INSTRUCTOR(S): Errol Champagne, MEd, RRT-NPS, LRT Alisha Aucoin, BS, RRT, Jennifer Meleen MEd, RRT

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of 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 Science 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 communicate patient's 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.
10. perform pulmonary rehabilitation and home care.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Pre-Clinical Phase				
Semester 1				
BIOL 1140	Human Anatomy & Physiology I	3	0	3
BIOL 1150	Human Anatomy & Physiology I Lab	0	1	1
CHEM 1010	Chemistry I (GER)	3	0	3
ENGL 1000/1010	English Composition I (GER)	3	0	3
MATH 1000/1100	College Algebra (GER)	3	0	3
PSYC 2010	Introduction to Psychology (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
				19
Semester 2				
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	Introductory Statistics (GER)	3	0	3
PHSC 1000	Introduction to Physical Science I (GER)	3	0	3
CPCS 1010	Orientation to Cardiopulmonary Profession	1	1	2
	Approved Fine Arts (GER)	3	0	3
				18
Semester 3 (Summer)				
BIOL 2030	Microbiology for Nursing & Allied Health (GER)	3	0	3
CPCS 1500	General Patient Care & Therapeutics	0	1	1
				4
Clinical Phase				
Semester 4 (Fall)				
CPCS 2000	Clinical Applications & Procedures I	0	5	5
CPCS 2040	Cardiopulmonary Pathophysiology	3	0	3
CPCS 2140	Life Support & Airway Mechanics	3	0	3
CPCS 2220	Cardiopulmonary Pharmacology	3	0	3
				14
Semester 5 (Spring)				
CPCS 2250	Cardiopulmonary Diagnostics	4	0	4
CPCS 2280	Perinatology & Pediatrics Diagnostics	3	0	3
CPCS 2500	Clinical Applications & Procedures II	0	5	5
				12
Semester 6 (Summer)				
CPCS 2700	Comprehensive Cardiopulmonary Therapeutics	2	0	2
CPCS 2800	Clinical Applications & Procedures III	0	3	3
				5

AS-CARD, Cardiopulmonary Care Science

Total Credit Hours: 72 **CIP Code: 510908**

CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT

TECHNICAL COMPETENCY AREA CERTIFICATE

PROGRAM DESCRIPTION: This program of study provides students with the knowledge and skills to prepare them to perform noninvasive and peripheral examinations of the cardiovascular system at the request of physicians to aid in diagnosis and therapeutic treatments. The program includes instruction in reviewing and recording patient histories and clinical data, patient care, investigative and examination procedures, diagnostic procedures, data analysis and documentation, physician consultation, equipment operation and monitoring, and professional standards and ethics.

PROGRAM ACCREDITATION:

PROGRAM COORDINATOR: Sonia Clarke, RN, MSN, DNP

PROGRAM INSTRUCTOR(S): Allison Adams, RN, MSN, CNE

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

OVERALL GRADE PONT 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 Cardiovascular Medical Clinical Assistant program will be able to

1. Identify appropriate standards of behavior in the cardiovascular healthcare setting, identify structure, function and anatomy of the cardiovascular system and understand cardiac specific conditions and definitions.
2. Identify and use of JCAHO approved abbreviations specific to the cardiovascular system, types of equipment used for monitoring and testing and common medications and procedures in the care of the cardiovascular patient.
3. Identify signs and symptoms of common vascular conditions, appropriate medical management and understand vascular specific conditions and definitions.
4. Identify appropriate interventional procedures used in the treatment of cardiovascular disease, types of equipment used for monitoring and testing and appropriate usage of ICD-10 codes.

Curriculum

Course No.	Course Name	Lecture Cr./Clock Hrs.	Lab Cr./Clock Hrs.	Total Cr. Hrs.
Semester 1				
CMCA 1010	Cardiovascular Medical/Clinical Assistant I	3 / (45)	0	3
CMCA 1020	Cardiovascular Medical/Clinical Assistant II	3 / (45)	0	3

TCA-CMCA, Cardiovascular Medical Clinical Assistant

Total Credit Hours: 6

Total Clock Hours: 90 **CIP Code: 510901**

CRIMINAL JUSTICE

ASSOCIATE OF SCIENCE DEGREE

PROGRAM DESCRIPTION: This program of study provides students with 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: William Lopez

PROGRAM INSTRUCTOR(S): William Lopez

SPECIAL COMMENTS: All criminal justice courses in this program of study 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 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
CRJU 1010	Introduction to Criminal Justice	3	0	3
CRJU 2630	Introduction to Corrections	3	0	3
ENGL 1000/1010	English Composition I (GER)	3	0	3
MATH 1000/1100	College Algebra (GER)	3	0	3
	Approved Computer Applications	3	0	3
				15
Semester 2				
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 1###	Approved Mathematics (GER)	3	0	3
SPCH 1200	Introduction to Public Speaking	3	0	3
				15
Semester 3				
CRJU 2020	Public & Community Relations	3	0	3
CRJU 2040	Intro to Policing	3	0	3
CRJU ####	Criminal Justice Elective	3	0	3
POLI 1100	American National Government or			
POLI 2520	State & Local Government (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
				15
Semester 4				
CRJU 2610	Criminal Justice Ethics	3	0	3
CRJU ####	Criminal Justice Elective	3	0	3
	Approved Fine Arts (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
				15

AS-CRJS, Criminal Justice

Total Credit Hours: 60 **CIP Code: 430107**

CUSTOMER SERVICE REPRESENTATIVE

CERTIFICATE OF TECHNICAL STUDIES

PROGRAM DESCRIPTION: The Customer Service Representative program prepares students to provide professional and effective customer service skills essential in making a positive impression on current and future customers. Students will be proficient in: communication-skills, interpersonal-skills, basic business and computer applications skills**.**

PROGRAM ACCREDITATION: N/A

PROGRAM COORDINATOR: Lynette Callahan

PROGRAM INSTRUCTOR(S): Susan Guerrero, Lynette Callahan, Tracy Carmichael, Michelle Votaw

SPECIAL COMMENTS: All courses in this program of study 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 certificate of technical studies.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Customer Service Representative program will be able to

1. Build customer relationships
2. Handle customer enquires
3. Assist with customer needs
4. Respond to customer request
5. Implement service recovery
6. Rectify complaints

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
BUSI 2010	Human Relations	3	0	3
BUSN 1010	Service Communications	2	0	2
BUSN 1100	Introduction to Business	3	0	3
CLCR 1010	Job Seeking/Keeping Skills	2	0	2
CPTR 1100	Intro to Computer Applications	3	0	3
KYBD 1100	Keyboarding I	3	0	3

CTS-CUSV, Customer Service Representative

Total Credit Hours: 16 **CIP Code: 5204011**

DRAFTING AND DESIGN TECHNOLOGY

CERTIFICATE/TECHNICAL DIPLOMA/DEGREE OPTIONS

PROGRAM DESCRIPTION: The program of study provides students 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 ACCREDITATION: Association of Technology, Management, and Applied Engineering (ATMAE)

PROGRAM COORDINATOR: Dean Pitre

PROGRAM INSTRUCTOR(S): Dean Pitre, Thomas Mewherter

SPECIAL COMMENTS: All drafting and computer-aided design courses in this program of study 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, diploma, or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Drafting and Design Technology 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
MATH 1###	Approved Mathematics (GER)	3	0	3
DRFT 1100	Basic Board Drafting	3	6	9
	TCA-DDEA, Engineering Aide I (12)			
CPTR 1100	Introduction to Computer Applications	3	0	3
				15
Semester 2				
DRFT 1200	Advanced Board Drafting	3	4	7
CADD 1200	Introduction to CADD	1	2	3
	CTS-DDEB, Engineering Aide II (25)			
CLCR 2000	Career Development	2	0	2
				12
Semester 3				
CADD 2300	Advanced CADD	1	2	3
DRFT 2300	Introduction to Drafting Disciplines	3	4	7
	CTS-DDEL, Entry Level Drafter (37)			
	Approved Natural/Physical Science (GER)	3	0	3
				13
Semester 4				
DRFT 2400	Advanced Disciplines	3	6	9
	TD-DDTC, Drafting & Design Technician (49)			

Additional general education courses needed for the degree:
(These courses can be taken throughout the four semesters or during summer semesters.)

ENGL 1000/1010	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
	Approved Humanities (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
				18

AAS-DDAS, Drafting and Design Technology

Total Credit Hours: 67

Total Clock Hours: 1,365 **CIP Code: 151301**

ELECTRICIAN

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION: This program of study provides basic to advanced specialized instruction and practical shop experience to prepare students for employment within the various electrical trades. This 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Silas Payne

PROGRAM INSTRUCTOR(S): Electrician

SPECIAL COMMENTS: All electrician courses in this program of study 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 an Electrician 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 professionalism in the field of electrical design, installation, maintenance, and repair.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
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
	TCA-ELAP, Apprentice Electrician (12)			**12**
Semester 2				
ELEC 1201	Residential Electrician I	3	2	5
ELEC 1202	Residential Electrician II	2	2	4
ELEC 1203	Electrical Raceways and Fittings	2	1	3
ELEC 1204	Conduit Bending	1	2	3
	CTS-ELRE, Residential Electrician (27)			**15**
Semester 3				
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
				18

TD-IECE, Industrial/Commercial Electrician

Total Credit Hours: 45

Total Clock Hours: 885 **CIP Code: 460302**

ELECTROCARDIOGRAPH TECHNICIAN

TECHNICAL COMPETENCY AREA CERTIFICATE

PROGRAM DESCRIPTION: This program of study prepares individuals, under the supervision of physicians and nurse, to administer EKG and ECG diagnostic examinations and report results to the treatment team. This program includes instruction in basic anatomy and physiology, the cardiovascular system, medical terminology, cardiovascular medications and effects, patient care, EKG /ECG administration, equipment operation and maintenance, interpretation of cardiac rhythm, patient record management, and professional standards and ethics.

PROGRAM ACCREDITATION:

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

PROGRAM INSTRUCTOR(S): Betty Leblanc, RN, BSN

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

OVERALL GRADE PONT 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 Electrocardiograph Technician program will be able to

1. demonstrate a competency in the use of various EKG machines, proper patient preparation, and interpretation of heart rhythms.
2. demonstrate understanding of anatomy of the cardiovascular system, associated medical terminology, and specific disease states related to abnormal EKG tracings.
3. identify normal, abnormal, ischemic and lethal cardiac rhythms along with appropriate care and treatment.
4. demonstrate professionalism and ethical conduct in the workplace.
5. become employed in the healthcare industry.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Clinical Cr. Hrs.	Total Cr. Hrs.
Semester 1					
HEKG 1011	EKG Principles & Procedures	3	1	1	5

TCA-ECTE, EKG Technician

Total Credit Hours: 5 **CIP Code: 510902**

GENERAL STUDIES

CERTIFICATE/DEGREE OPTIONS

DIVISION: Arts and Sciences (ARSC)

DEPARTMENT(S): Interdisciplinary

PROGRAM DESCRIPTION: This program of study 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Donna Estrada

PROGRAM INSTRUCTOR(S): 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 or degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete a General Studies program 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 REQUIREMENTS FOR THE DEGREE: Students wishing to earn the Associate of General Studies Degree must:

- complete the 30-hour General Education requirement
- complete twelve hours of specific Enrichment Electives
- complete an 18-credit hour Concentration Area selected in consultation with an advisor
- earn a grade point average of 2.5 for coursework taken in the area of concentration

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
ENGL 1000/1010	English Composition I (GER)	3	0	3
MATH 1###	Approved Mathematics (GER)	3	0	3
	Approved Fine Arts (GER)	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
				15
Semester 2				
ENGL 1020	English Composition II (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
	Approved Enrichment Elective*	3	0	3
	Approved Elective/Enrichment Elective*	3	0	3
	Approved Elective/Enrichment Elective*	3	0	3
	CGS-CTGS, Certificate of General Studies (30)			**15**
Semester 3				
CPTR 1XXX	Computer Literacy Elective	3	0	3
	Approved Enrichment Elective*	3	0	3
	Approved Concentration Area Course**	3	0	3
	Approved Concentration Area Course**	3	0	3
	Approved Concentration Area Course**	3	0	3
				15
Semester 4				
	Approved Natural Science (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
	Approved Concentration Area Course**	3	0	3
	Approved Concentration Area Course**	3	0	3
	Approved Concentration Area Course**	3	0	3
				15
	AGS-ASGS, Associate of General Studies			
	Total Credit Hours: 60			**CIP Code: 240102**

* Approved electives should be selected in conjunction with an academic advisor. If the student plans to complete the AGS or transfer to another postsecondary institution, these two electives must be enrichment electives.

For the CGS, the enrichment elective must be a mathematics, humanity or fine arts, natural science, or social science course.

For the AGS, one enrichment elective must be a mathematics course; two enrichment electives must be a humanity or fine arts; and one must be a natural science.

**Concentration area courses must be a coherent selection of courses designed to meet the career objective of the student.

INTEGRATED PRODUCTION TECHNOLOGIES

CERTIFICATE/DEGREE OPTIONS

PROGRAM DESCRIPTION: This program of study provides specialized academic and technical skills to prepare students for a career as a production operator in the oil and gas production or related industries.

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

PROGRAM COORDINATOR: Tandra LeMay

PROGRAM INSTRUCTOR(S): Herbert McCoy, Joe Zorn, Edward Zeringue

SPECIAL COMMENTS: All integrated production technology courses in this program of study 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. 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 or degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete an Integrated Production Technologies program of study will be able to

1. apply fundamental concepts of DC/AC electricity, electronics, power distribution systems, uninterrupted power supply, and grounding systems.
2. identify instrument symbols, terminology, controllers, regulators, control loops, and P&ID's within instrumentation drawings.
3. demonstrate the ability to function, maintain, and trouble shoot pneumatic, electronic, digital, and mechanical controls and systems.
4. understand the operation of 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, as well as a foundational knowledge of oil and gas sales related to theories such as shrink, flash temperature, and gravity effects.
6. demonstrate understanding of offshore safety and compliance standards and regulations applicable to offshore and deep-water production and facilities, as required by the Bureau of Safety and Environmental Enforcement (BSEE), Environmental Protection Agency, United States Coast Guard, or other governmental regulatory agency. Standards and Regulations include, but are not limited to, Safety and Environmental Management Systems (SEMS), 30 CFR 250 and API RP 14 C.
7. demonstrate and apply concepts of deep-water exploration, production, and transportation of oil and gas, such as oil and gas dehydration, walk-down process flow lines, chemical injections, basic marine concepts for Deepwater assets, pigging operations, wellhead inspections and testing, and water cut sampling (shake-out).
8. demonstrate and apply transferrable skills necessary to gain employment in the oil and gas, petrochemical, or related industry.
9. enhance soft skills such as communication, teamwork, and critical thinking skills necessary to be a successful, effective employee who can perform various tasks safely.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
IPTN 1030	Process Diagrams	2	1	3
IPTN 1310	IPT Equipment I	2	1	3
IPTN 1600	Oil & Gas Production I	2	1	3
	TCA-INTR, Intro to Production Technologies (9)			
MATH 1000/1100	College Algebra	3	0	3
IPTN 1500	Offshore Safety & Compliance	3	0	3
				15
Semester 2				
IPTN 1050	Petroleum Computational Methods	3	0	3
IPTN 1300	Applied Electricity & Instrumentation I	2	1	3
	CTS-PPRH, Production Helper (21)			
CPTR 1100	Intro to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I (GER)	3	0	3
IPTN 1610	Oil & Gas Production II	2	1	3
				15
Semester 3				
IPTN 1320	IPT Equipment II	2	1	3
IPTN 1400	Fluid Mechanics	1	2	3
IPTN 2300	Applied Electricity & Instrumentation II	2	1	3
SPCH 1200	Intro to Public Speaking	3	0	3
	Approved Humanities (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
				18
Semester 4				
IPTN 2500/2600	Careers in the Petroleum Industry	2	0	2
IPTN 2000	Planning & Management	3	1	4
IPTN 2100/2700	Deepwater Systems & Technology	2	1	3
IPTN 2200	Production Safety Systems	2	1	3
	Approved Social Science (GER)	3	0	3
				15

AAS-INPT, Integrated Production Technologies

Total Credit Hours: 63 **CIP Code: 150903**

LOUISIANA TRANSFER

ASSOCIATE OF ARTS

PROGRAM DESCRIPTION: This program of study 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Donna Estrada

PROGRAM INSTRUCTOR(S): Interdisciplinary

SPECIAL COMMENTS: This 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.

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

COURSE GRADE REQUIREMENTS: All courses in this program of study 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

Course No.	Course Name	Total Cr. Hrs.
Semester 1		
	Approved English Composition (GER)	3
	Approved Mathematics/Analytical Reasoning (GER)	3
	Approved Humanity* (GER)	3
	Approved Natural Science** (GER)	3
	Approved Social Science*** (GER)	3
		15
Semester 2		
	Approved English Composition (GER)	3
	Approved Mathematics/Analytical Reasoning (GER)	3
	Approved Humanity* (GER)	3
	Approved Natural Science** (GER)	3
	Approved Social Science*** (GER)	3
		15
Semester 3		
	Approved Fine Arts (GER)	3
	Approved Humanity* (GER)	3
	Approved Natural Science** (GER)	3
	Approved Electives ****	6
		15
Semester 4		
	Approved Electives****	15
		15

AALT-AALT, Louisiana Transfer

Total Credit Hours: 60 **CIP Code: 240199**

*One course must be in literature. Some colleges may specify guidelines for the two additional courses.

**Two courses must be in a biological sequence or physical science sequence. One course must be in the other area.

***One course must be at or above the sophomore level.

****Approved electives must be selected from the English, Mathematics, Humanities, Natural Science, Social Science, or Fine Arts areas or from an area approved by an academic advisor.

LOUISIANA TRANSFER

ASSOCIATE OF SCIENCE

PROGRAM DESCRIPTION: This program of study 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Donna Estrada

PROGRAM INSTRUCTOR(S): Interdisciplinary

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.

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

COURSE GRADE REQUIREMENTS: All courses in this program of study 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

Course No.	Course Name	Total Cr. Hrs.
Semester 1		
	Approved English Composition (GER)	3
	Approved Mathematics/Analytical Reasoning (GER)	3
	Approved Humanity* (GER)	3
	Approved Natural Science** (GER)	3
	Approved Social Science*** (GER)	3
		15
Semester 2		
	Approved English Composition (GER)	3
	Approved Mathematics/Analytical Reasoning (GER)	3
	Approved Humanity* (GER)	3
	Approved Natural Science** (GER)	3
	Approved Social Science*** (GER)	3
		15
Semester 3		
	Approved Fine Arts (GER)	3
	Approved Humanity* (GER)	3
	Approved Natural Science** (GER)	3
	Approved Electives ****	6
		15
Semester 4		
	Approved Electives****	15
		15

ASLT-ASLT, Louisiana Transfer

Total Credit Hours: 60 **CIP Code: 240199**

*One course must be in literature. Some colleges may specify guidelines for the two additional courses.

**Two courses must be in a biological sequence or physical science sequence. One course must be in the other area.

***One course must be at or above the sophomore level.

****Approved electives must be selected from the English, Mathematics, Humanities, Natural Science, Social Science, or Fine Arts areas or from an area approved by an academic advisor.

MACHINE TOOL TECHNOLOGY

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION: This program of study 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 individuals previously or currently employed in the field of Machine Tool. Students participating in the program operate industrial equipment and tools used by machinists including the setup and operation of Computer Numerical Controlled (CNC) lathes and mills. Students 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Chris Aysen

PROGRAM INSTRUCTOR(S): Chris Aysen

SPECIAL COMMENTS: All machine tool courses in this program of study 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 a Machine Tool Technology 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
MTTC 1110	Orientation and Safety	1	0	1
MTTC 1130	Blueprint Reading	3	0	3
MTTC 1210	Machine Shop Theory I	4	0	4
	TCA-MTSH, Shop Hand (8)			
MTTC 1310	Machine Shop Theory II	6	0	6
				14
Semester 2				
MTTC 1341	Basic Lathe Lab	0	6	6
	CTS-MTLO, Lathe Operator (20)			
MTTC 1410	Machine Shop Theory III	6	0	6
MTTC 1441	Basic Mill Lab	0	3	3
	CTS-MTMO Mill Operator (29)			
CLCR 2000	Career Preparation	2	0	2
				17
Semester 3				
MTTC 2631	Advanced Machining	0	6	6
MTTC 2710	CNC	4	0	4
MTTC 2711	CNC Lab	0	4	4
				14

TD-MTTD, Machine Tool Technology

Total Credit Hours: 45

Total Clock Hours: 960 **CIP Code: 480501**

MARINE DIESEL ENGINE TECHNICIAN

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION: This program of study 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Silas Payne

PROGRAM INSTRUCTOR(S): Marine Diesel Technician

SPECIAL COMMENTS: All diesel and marine diesel courses in this program of study 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 a Marine Diesel Engine Technician 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
DESL 1120	Safety Skills & Intro to Diesel Engines	2	1	3
DESL 1130	Diesel Engine Identification. & Operating Principles	2	2	4
	TCA-MDEH, Helper (7)			
DESL 1140	Engines	1	3	4
DESL 1150	Engine Diagnostics	1	2	3
DESL 1210	Basic Diesel Electrical Systems	2	1	3
	CTS-DEMA, Diesel Mechanic Apprentice (17)			**17**
Semester 2				
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)			
MDET 2210	Engine Mounting and Alignment	2	1	3
				18
Semester 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
				17

TD-DPMR Marine Diesel Engine Technician

Total Credit Hours: 52

Total Clock Hours: 1,140 **CIP Code: 470605**

MEDICAL CODING SPECIALIST

TECHNICAL COMPETENCY AREA CERTIFICATE

PROGRAM DESCRIPTION: This program of study provides students with the knowledge and skills necessary to prepare them for diagnostic and procedural coding positions in hospitals, physicians' offices and clinics, long-term care facilities, insurance companies, home care agencies, managed care organizations and outpatient surgical hospitals. The program will also prepare students for certification as Certified Coding Associate (CCA) at the national level through American Health Information Management Association (AHIMA).

PROGRAM ACCREDITATION:

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

PROGRAM INSTRUCTOR(S): TBA

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher.

STUDENT LEARNING OUTCOMES: Students who successfully complete the Medical Coding Specialist program will be able to

1. demonstrate a thorough knowledge of medical terminology, anatomy, physiology, and medical word research techniques.
2. assign diagnosis/procedure codes using ICD-9/10-CM and CPT/HCPCS as indicated.
3. validate coding accuracy using clinical information found in the health record.
4. demonstrate professionalism and ethical conduct in the workplace.
5. demonstrate the knowledge necessary to pass the AHIMA Certified Coding Assistant examination.
6. become employed in the healthcare industry.

Curriculum

Course No.	Course Name	Lecture Cr./Clock Hrs.	Lab Cr./Clock Hrs.	Total Cr. Hrs.
Semester 1				
MCSI 1300	Medical Office Terminology	3 / (45)	0	3
MCSI 1120	General Body Structure	3 / (45)	0	3
MCSI 1101	Medical Coding ICD-10 CM	3 / (45)	0	3
MCSI 1102	Medical Coding ICD-10 PCS	3 / (45)	0	3

TCA-MCSI, Medical Coding Specialist

Total Credit Hours: 12

Total Clock Hours: 180 **CIP Code: 510713**

MEDICAL LABORATORY TECHNICIAN

ASSOCIATES OF APPLIED SCIENCE DEGREE

PROGRAM DESCRIPTION: The Medical Laboratory Technician program will provide students with the knowledge and skills necessary to work in the medical laboratory performing diagnostic tests to help physicians detect, diagnose, and treat disease. Students must have a strong background in chemistry, biology and math. Technicians must learn to work with microscopes, computers, and instruments on body fluids, tissues and cells. Technicians are employed in hospital laboratories, clinics, doctors' offices, blood banks and research and commercial laboratories.

PROGRAM ACCREDITATION: LETTER OF INTENT submitted to National Accrediting Agency for clinical Laboratory Sciences (NAACLS) to apply for approval of program.

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

PROGRAM INSTRUCTOR(S): Casey Dugas, MT (ASCP); Chantell Collado, CLS (ASCP); Tracy Moll, CLS (ASCP); Cynthia Moore, BSMT (ASCP); Tammy Porter, MT (ASCP); Karen Hoyer, MHA, BSMT (ASCP); Cynthia Cazenave, MT (ASCP)

CLINICAL SITES: Terrebonne General Hospital, Ochsner St. Anne, University Medical Center, Ochsner Main Campus and Ochsner Chabert.

SPECIAL COMMENTS: All courses in this program of study must be completed with a grade of C or higher on a seven point grading scale.

OVERALL GRADE POINT AVERAGE: Program requirements must be completed with an overall grade point average of 2.0 or higher.

Program Outcomes

1. **Certification Rates**: Maintain graduate certification rates demonstrating an average of at least 75% pass rate for those who take the exam within the first year of graduation calculated by the most recent three year period.
2. **Graduation Rates**: Maintain graduation rates demonstrating an average of at least 70% of students who began the program go on to successfully graduate as calculated by the most recent three years
3. **Job Placement Rates:** Maintain job placement rates demonstrating an average of at least 70% of respondent graduates either find employment in the field or a closely related field.
4. **Attrition Rate**: Maintain attrition rates demonstrating an average of at or below 10% of students are loss during the program as calculated by the most recent three years.

Student Learning Outcomes (Develop specific to program)

Students who successfully complete Medical Laboratory Technician Program will be able to:

1. Perform routine clinical laboratory procedures within acceptable quality control parameters in Hematology, Chemistry, Immunohematology, Microbiology, and Laboratory operations. Trained under supervision of an expert in each area.
2. Demonstrate technical skills, social behavior, and professional awareness incumbent upon a laboratory technician as defined by the American Society for Clinical Laboratory Science and the American Society of Clinical Pathologists.
3. Apply systematized problem solving techniques to identify and correct procedural errors, instrument malfunctions, seek proper supervisory assistance, and verify the accuracy of laboratory results obtained.
4. Operate and maintain laboratory equipment, utilizing appropriate quality control and safety procedures.
5. Communicate verbally and in written format with colleagues and patients in a professional manner.

Medical Laboratory Technician Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
MATH 1000	College Algebra	3	0	3
ENGL 1010	English Composition I	3	0	3
BIOL 1140	Anatomy & Physiology I	3	0	3
BIOL 1150	Anatomy & Physiology Lab	0	1	1
CHEM 1010	Fundamentals of Chemistry	3	0	3
	Humanities Elective	3	0	3
				16
	Apply to MLT program			
Semester 2				
BIOL 2030	Microbiology	3	0	3
MLTS 1010	Laboratory Procedures (management)	3	3	6
PSYC 2010	Introduction to Psychology	3	0	3
				28
Semester 3				
MLTS 1030	Microbiology/Parasitology	4	4	8
MLTS 1020	Hematology/Coagulation/Immunology	4	4	8
				44
Semester 4				
MLTS 1040	Chemistry/Urinalysis Body Fluids	4	4	8
MLTS 1050	Immunohematology/Blood Bank	4	4	8
				60

AAS-Medical Laboratory Technician (60)

Total Clock Hours: 1470 **CIP Code: 51.1004**

NURSING

ASSOCIATE DEGREE

PROGRAM ACCREDITATION: The Associate of Science in 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.

PROGRAM DESCRIPTION: This program provides 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).

PROGRAM COORDINATOR: Allison Adams, MSN, RN, CNE

PROGRAM INSTRUCTOR(S): Allison Adams MSN, RN, CNE; Chantell Thomas, MSN, RN; Matthew Hebert, MSN,RN, FNP; Heather Fanguy, MSN, RN, FNP; Annie Arnold, MSN, RN; Olivia Walker, MSN, RN, FNP;

CLINICAL SITES: Bayou Pediatrics, Terrebonne General Medical Center, Leonard J. Chabert Ochsner, St. Anne Behavioral Unit, Thibodaux Regional Medical, Heritage Manor, Compass Psychiatric Specialties, Ochsner Hospitals, Children's Hospital, Ochsner Baptist, AMG Specialty Hospital, Teche Regional Medical Center, Cardiovascular Institute of the South (CIS)

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, additional remediation will be required. 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 the degree.

PROGRAM OUTCOMES:

1. Performance on Licensure Exam: Provide a course of study that promotes an annual (Jan 1st –Dec. 31st) 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 be 60% of students entering into the clinical nursing course will complete in three (3) semesters.
5. Job Placement Rates: 90% or greater employment rate of graduates actively seeking employment in the field of nursing within one year of graduation.

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

1. provide patient-centered care by recognizing 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. participate in teamwork and collaboration by functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. provide evidence-based practice by integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health.
4. provide quality improvement by using 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. provide safety by minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. use information technology to communicate, manage knowledge, mitigate error and support decision making.

ADMISSION CRITERIA/SELECTION PROCESS FOR THE CLINICAL PHASE OF THE PROGRAM:
Students are accepted into the clinical phase of the program each year in the fall. Additional information for the ASN clinical application and selection process is included in the current ASN Admission Guide found on Fletchers website.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Pre-Clinical Phase				
Semester 1 (Fall)				
BIOL 1140	Anatomy & Physiology I (GER)*	3	0	3
BIOL 1150	Anatomy & Physiology I Lab (GER)*	0	1	1
ENGL 1000/1010	English Composition I (GER)	3	0	3
MATH 1000/1100	College Algebra (GER)	3	0	3
	Humanities Elective (GER)	3	0	3
	Fine Arts Elective (GER)	3	0	3
				16
Semester 2 (Spring)				
BIOL 1160	Anatomy & Physiology II (GER)*	3	0	3
BIOL 1170	Anatomy & Physiology II Lab(GER)*	0	1	1
BIOL 2030	Microbiology (GER)*	3	0	3
ENGL 1020	English Composition II (GER)	3	0	3
MATH 2100	Introductory Statistics (GER)	3	0	3
PSYC 2120	Developmental Psychology (GER)	3	0	3
				16

*These courses must have been successfully completed within five years of the anticipated date of enrollment in the clinical phase of the program.

Clinical Phase				
Semester 3 (Fall)				
NURS 1080	Health Assessment for Nurses	3	1	4
NURS 1090	Pharmacology	3	1	4
NURS 1300	Nursing Care of the Adult w/ Health Alterations I	4	3	7
				15
Semester 4 (Spring)				
NURS 2300	Nursing Care of the Adult w/ Health Alterations II	4	3	7
NURS 2750	Maternal-Child Nursing Care	4	1	5
NURS 2800	Issues in Nursing & Healthcare	3	0	3
				15
Summer Session				
NURS 2740	Nursing Care of the Client w/ Alterations in Mental Health	3	1	4
NURS 2760	Capstone Course	3	0	3
				7

ASN-NURS, Nursing

Total Credit Hours: 69

Total Clock Hours: 1,320 **CIP Code: 513801**

OFFICE SYSTEMS TECHNOLOGY

CERTIFICATE/DEGREE OPTIONS

PROGRAM DESCRIPTION: This 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 ACCREDITATION: Accreditation Council for Business Schools and Programs (ACBSP)

PROGRAM COORDINATOR: Lynette Callahan

PROGRAM INSTRUCTOR(S): Susan Guerrero, Tracy Carmichael, and Lynette Callahan

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. 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 or associate degree.

STUDENT LEARNING OUTCOMES: Students who successfully complete an Office Systems Technology 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
ACCT 2100	Financial Accounting	3	0	3
CPTR 1100	Intro to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I (GER)	3	0	3
KYBD 1100	Keyboarding I	1	2	3
	TCA-BGCL, General Clerk (12)			**12**
Semester 2				
ACCT XXXX	Accounting Elective	3	0	3
APMA 1030	Business Math	3	0	3
CINS 1350	Spreadsheet Applications	3	0	3
CINS 1450	Basic Word Processing	3	0	3
	CTS-BOSY, Office Assistant (24)			**12**
Semester 3				
BUSI 1050	Business Communications	3	0	3
CINS 1750	Database Applications	3	0	3
CINS 1550	Advanced Word Processing	3	0	3
KYBD 1200	Keyboarding II	1	2	3
	CTS-BOWP, Word Processor Operator (36)			**12**
	After completing this exit level, the student is eligible for Certification Core/Proficient MOS.			
Semester 4				
BUSI 2451	Integrated Career Skills	3	0	3
CINS 1650	Desktop Publishing	3	0	3
OSYS 2530	Office Procedures	3	0	3
	Approved Business Elective	3	0	3
				12

Additional general education courses needed for the degree:
(These courses can be taken throughout the four semesters or during summer semesters.)

MATH 1###	Approved Mathematics (GER)	3	0	3
	Approved Humanities or Fine Arts (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
				12

AAS-BOST, Office Systems Technology

Total Credit Hours: 60

Total Clock Hours: 1,065 **CIP Code: 520401**

PATIENT CARE TECHNICIAN

CERTIFICATE OF TECHNICAL STUDIES

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

PROGRAM ACCREDITATION: Specific to each area

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

PROGRAM INSTRUCTOR(S): Varies by area

CLINICAL SITES: Terrebonne General Medical Center, AMG, Ochsner Hospitals, Cardiovascular Institute of the South, Thibodaux Regional Medical Center, Lady of the Sea General Hospital, Teche Regional Medical Center, The Oaks of Houma

SPECIAL COMMENTS: All courses in this 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 certificate of technical studies.

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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Clinical Cr. Hrs.	Total Cr. Hrs.
Semester 1 (Spring)					
HIHC 1110	Introduction to Health Care	2	0	0	2
HIHC 1160	Professionalism for Health Care Providers	1	0	0	1
HIHC 1500	Health Assessment Skills	0	0	1	1
HMDT 1170	Medical Terminology	2	0	0	2
HPHL 1010	Phlebotomy Principles	2	0	1	3
HPHL 1020	Phlebotomy Techniques	3	3	0	6
NBAP 1120	Body Structure and Function	2	0	0	2
					17*

*Upon completion of these courses, student may be eligible for a certificate of technical studies in Phlebotomy. (Refer to the Phlebotomy program of study.)

Semester 2 (Summer)					
HEKG 1011	EKG Principles & Procedures	3	1	1	5
					5**

**Upon complete of this course, student may be eligible for a technical competency area certificate as an Electrocardiograph Technician. (Refer to the EKG Technician program of study.)

Semester 3 (Fall)					
NRSA 1211	Nursing Fundamentals	3	0	1	4
NRSA 1212	Skills Application	0	2	0	2
					6***

***Upon completion of these courses, student may be eligible for a technical competency area certificate as a Nurse Assistant. (Refer to the Nurse Assistant program of study.)

CTS-PACT, Patient Care Technician

Total Credit Hours: 28 **CIP Code: 512601**

PHLEBOTOMY

CERTIFICATE OF TECHNICAL STUDIES

PROGRAM DESCRIPTION:
Phlebotomy is the drawing and collecting of blood samples for testing in hospitals, medical facilities, or clinical laboratories. The Phlebotomy program at Fletcher provides instruction on venipuncture (drawing of blood from veins), basic anatomy, physiology, and infection control. Students participate in clinical activities in a hospital under the direct supervision of an instructor and preceptor.

PROGRAM ACCREDITATION: National Accrediting Agency for Clinical Laboratory Sciences

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

PROGRAM INSTRUCTOR(S): Janie Cypret, LPN, AAT, ASPT Certified

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

CLINICAL SITES: Terrebonne General Medical Center, and Ochsner Hospitals, Lady of the Sea Hospital, Thibodaux Regional Medical Center, Cardiovascular Institute of the South, Teche Regional Medical Center. *In the event a clinical facility terminates its agreement with the program students will be reassigned to another approved clinical affiliate in order to complete their program requirements.

SPECIAL COMMENTS: All courses in this program of study 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 certificate of technical studies.

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.

ADMISSION REQUIREMENTS: Can be found on the phlebotomy admissions checklist located on Fletcher website.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Clinical Cr. Hrs.	Total Cr. Hrs.
Semester 1					
HIHC 1110	Introduction to Health Care	2	0	0	2
HIHC 1160	Professionalism for Healthcare Providers	1	0	0	1
HIHC 1500	Health Assessment Skills	0	0	1	1
HMDT 1170	Medical Terminology	2	0	0	2
HPHL 1010	Phlebotomy Principles	2	0	1	3
HPHL 1020	Phlebotomy Techniques	3	3	0	6
NBAP 1120	Body Structure and Function	2	0	0	2
					17

CTS-PHLB, Phlebotomy

Total Credit Hours: 17

Total Clock Hours: 375 **CIP Code: 511009**

PRACTICAL NURSING

TECHNICAL DIPLOMA

PROGRAM DESCRIPTION: The Practical Nursing Diploma Program consists of five semesters of classroom instruction, service learning opportunities, and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies including the learning community at Fletcher Technical Community College. The Louisiana State Board of Practical Nurse Examiners (LSBPNE) has approved this competency-based program. The program content utilizes the nursing process and incorporates the concepts of holistic nursing, hierarchy of needs, prioritization of care, stress and adaptation, creative problem-solving and optimal psychosocial development. Classroom instruction includes, but is not limited to, an in-depth knowledge of anatomy and physiology, pharmacology, nutrition and diet therapy, nursing care of the individual across the lifespan, safety and infection control, therapeutic communication intervention, documentation, mental health, and health promotion and wellness. The curriculum encourages the student to become self-directed, accountable, and responsible for lifelong learning.

PROGRAM ACCREDITATION: Accreditation Commission for Education in Nursing (ACEN)

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

PROGRAM INSTRUCTOR(S): Matt Hebert, RN, FNP; Heather Fanguy, RN, FNP; Annie Arnold, MSN, RN; Betty Leblanc, BSN, RN; Melinda Morrison, BSN, RN; Rhonda Gros, BSN, RN; Stacey Luna, BSN, RN.

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 Baptist Women's, Cardiovascular Institute of the South

SPECIAL COMMENTS: All courses in this 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 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 overall grade point average of 2.0 or higher in order to receive a technical diploma.

PROGRAM OUTCOMES:

1. Theoretical Competencies: 80% or greater pass rate on the exit exam after two possible attempts.
3. PN Completion Rate: 50% Completion rate of students who complete the program in 100% of the time.
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 who actively seek employment 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

ADMISSION REQUIREMENTS/SELECTION PROCESS: Students are accepted into the program each year in the fall. Additional information for the PN clinical application and selection process is included in the current PN Admission Guide found on Fletchers website.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Clinical Cr. Hrs.	Total Cr. Hrs.
Semester 1 (Fall)					
HNUR 1211	Nursing Fundamentals I	3	1	1	5
HMDT 1170	Medical Terminology	2	0	0	2
HBIO 1200	Anatomy & Physiology for Practical Nursing	3	1	0	4
HNUR 1152	Basic Nutrition for Practical Nursing	1	0	0	1
HNUR 1180	Basic Pharmacology	2	1	0	3
HNUR 1105	Nursing Care throughout the Lifespan	2	0	0	2
					17
Semester 2 (Spring)					
HNUR 1340	Practical Nurse Concepts	2	0	0	2
HNUR 1411	Nursing Fundamentals II	3	2	0	5
HNUR 2205	Medical/Surgical Nursing I	6	0	4	10
					17
Semester 3 (Summer)					
HNUR 2505	Mental Health Nursing	4	0	1	5
HNUR 2611	IV Therapy	1	1	0	2
					7
Semester 4 (Fall)					
HNUR 2605	Pediatrics and Obstetrical Nursing	5	0	1	6
HNUR 2305	Medical/Surgical Nursing II	6	0	4	10
					16
Semester 5 (Spring)					
HNUR 2405	Medical/Surgical Nursing III	6	0	4	10
HNUR 2621	Professionalism for Practical Nursing	2	0	0	2
					12

TD-PNUR, Practical Nursing

Total Credit Hours: 69 **CIP Code: 513901**

SURGICAL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

PROGRAM DESCRIPTION:
The Surgical Technology Program is an Associate of Applied Sciences Degree program. Upon successful completion of the curriculum, the student will qualify to take the National Certification Exam for Surgical Technologists. The certifying exam is written and administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Certified Surgical Technologists (CSTs) are integral members of the surgical team who work closely with surgeons, anesthesia providers, registered nurses, and other surgical personnel delivering patient care before, during, and after surgery. Their primary responsibility is maintaining the sterile field. The CST handles the instruments, supplies and equipment necessary during the surgical procedure. Certified Surgical Technologists have an understanding of the procedure being performed, anticipate the needs of the surgeon and have the necessary knowledge and ability to ensure quality patient care during the operative procedure. The student should recognize that the clinical rotation of the Surgical Technology program demands that attitude; work habits, communication skills and manual dexterity are developed and evaluated along with academic readiness.

PROGRAM ACCREDITATION: The Associate of Applied Science in Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). 25400 US Highway 19 North, Suite 158, Clearwater, Florida 33763, 727-210-2350. The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is a private 501(c)(3) non-profit accreditation services agency providing national recognition for higher education programs in surgical technology and surgical assisting, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in order to promote quality surgical patient care through quality credible education.

PROGRAM COORDINATOR: Lindsay Henderson, CST, BS

PROGRAM INSTRUCTOR(S): Lindsay Henderson, CST, BS, Terri Ferreira, CST, BS

CLINICAL SITES: Terrebonne General Medical Center, Leonard J. Chabert Ochsner, Ochsner St. Anne, Ochsner Clinic Foundation Main Campus, Thibodaux Regional Medical, Teche Regional Medical Center, Lady of the Sea General Hospital.

SPECIAL COMMENTS: All courses in the technical area component must be completed with a C or higher. Upon successful completion of the required 14 credit hours of a student's first semester in the program, a TCA in Sterile Processing will be awarded. Surgical technology students in their second program semester must successfully pass a required skills practicum in order to proceed to the following semester. Students who do not pass on their first attempt will be allowed one retake. All surgical technology students must complete the general education requirements required for the program prior to entering their senior semester. Senior surgical technology students will sit for the NBSTSA National CST Examination no sooner than 30 days prior to graduation and no later than 30 days after graduation.

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.

PROGRAM LEARNING OUTCOMES: The ARC/STSA has established the following thresholds for each outcome:

1. Student Graduation/ Retention rate: 70% of all students enrolled in the previous academic year (8/1/20** - 7/31/20**).
2. CST Exam Participation: 100% of all seniors enrolled in the surgical technology program must sit for their National Certification Exam administered by NBSTSA no sooner than 30 days prior to graduation and no later than 30 days after graduation.

3. CST Pass Rate: 70% of all graduates who sit for the National CST exam must successfully pass the exam on the first attempt.
4. Graduate Job Placement: 80% for all graduates.
5. Employer Survey Return Rate: 50% of all graduate surveys sent to employers must be returned.
6. Employer Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.
7. Graduate Survey Return Rate: 50% of all graduate surveys sent to graduates must be returned.
8. Graduate Satisfaction Rate: 85% of all graduate surveys returned must have a score of 3 or better in all categories.

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

1. Recognize and use terminology and abbreviations common to the practice of health care
2. Correlate the elements, actions, and use of medications and anesthetic agents used during the perioperative experience.
3. Demonstrate knowledge of emerging technologies in minimally invasive surgeries
4. Demonstrate an entry-level knowledge base by (successfully) completing the National Certification Exam
5. apply knowledge and skills from the biological sciences to safely perform during the peri-operative phases of patient care
6. Assemble and operate instruments, equipment, and supplies for the delivery of patient care as an entry-level practitioner during basic surgical procedures.
7. Implement safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures
8. Prioritize and organize the surgical field while considering the physiology and urgency of patient care needs.
9. Communicate professionally with patients, physicians, and co-workers
10. Demonstrate a strong surgical conscience, accountability, and have an understanding of legal implications of an individual's actions as a member of the surgical team.
11. Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.

ADMISSION CRITERIA/SELECTION PROCESS FOR THE PROGRAM: Students are accepted into the program each year in the fall *(maximum cohort capacity is 12 students as approved by the ARC/STSA based on the availability of clinical spots).* Additional information for the Surgical Technology application and selection process is included in the current AAS in Surgical Technology Admission Guide found on Fletcher's website.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
CPTR 1000	Introduction to Computers	3	0	3
SURG 1032	Introduction to Surgical Technology	2	0	2
MATH 1000	College Algebra*	3	0	3
SURG 1033	Sterile Processing	2	1	3
ENGL 1010	English Composition I*	3	0	3
SURG 1133	Surgical Instrumentation	2	1	3
	TCA-Sterile Processing Technician (14)			**17**
Semester 2				
SURG 2014	Surgical Anatomy & Physiology	4	0	4
SURG 2103	Surgical Technology Pharmacology & Anesthesia	2	1	3
SPCH 1200	Public Speaking*	3	0	3
SURG 2106	Surgical Techniques	6	0	6
SURG 2112	Surgical Techniques Lab	0	2	2
				35
Semester 3				
PHSC 1000	Physical Science*	3	3	0
SURG 2205	Surgical Procedures I	4	1	5
SPPR 2995	Special Projects III	0	3	3
				43
Semester 4				
SURG 2305	Surgical Technology Clinical I	0	5	5
SURG 2215	Surgical Procedures II	4	1	5
PSYC 2010	Introduction to Psychology*	3	0	3
				56
Semester 5				
SURG 2315	Surgical Technology Clinical II	0	5	5
SURG 2402	Surgical Case Review	2	0	2
				63

AAS, Surgical Technology

Total Clock Hours: 1660 **CIP Code: 510909**

**General Education Courses: Completion of MATH 1000, ENGL 1010, PSYC 2010, SPCH 1200 and PHSC 1000 ARE NOT required for the TCA exit credential. Some general education courses are prerequisites for a core SURG course and will be noted on the syllabus for that course. ALL general education courses must be successfully completed prior to enrollment into Surgical Technology Clinical II (SURG2315) and subsequent core courses.*

TECHNICAL STUDIES

ASSOCIATE DEGREE

PROGRAM DESCRIPTION: This program offers students an opportunity to earn an associate degree in areas in which the college does not offer specialized degree programs. The program consists of two components—a general education component and a technical area coursework component. The program is not designed for transfer. It is designed to prepare the student for immediate employment. All courses are to be selected in consultation with an advisor.

PROGRAM ACCREDITATION: N/a

PROGRAM COORDINATOR: Silas Payne

PROGRAM INSTRUCTOR(S): Interdisciplinary

SPECIAL COMMENTS: All courses in the technical area component must be completed with a 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 a Technical Studies 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 skills such as decision making, planning, quality control, and effective communication.
5. Use computer to access resources to access and manipulate information.
6. Identify and interpret data.
7. Demonstrate competency in the chosen subject area concentration.

COMPONENT I: The student must complete one of the following:

- A technical diploma that is a minimum of 42 credit hours OR
- A certificate of technical studies plus additional hours (0-26) as needed in an approved technical area OR
- Forty-two credit hours in an approved individualized concentration that has an identifiable career objective

COMPONENT II: The student must complete 18 credit hours in general education courses.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Component I				
Semester 1				
	Technical Area Coursework			14
				14
Semester 2				
	Technical Area Coursework			14
				14
Semester 3				
	Technical Area Coursework			14
				14
Component II				
Semester 4				
CPTR 1100	Intro to Computer Applications	3	0	3
ENGL 1000/1010	English Composition I (GER)	3	0	3
MATH 1000/1100	College Algebra (GER)	3	0	3
	Approved Humanities/Fine Arts (GER)	3	0	3
	Approved Natural Science (GER)	3	0	3
	Approved Social Science (GER)	3	0	3
				18

AAS-TECH, Technical Studies

Total Credit Hours: 60 **CIP Code: 479999**

WELDING

CERTIFICATE/TECHNICAL DIPLOMA OPTIONS

PROGRAM DESCRIPTION: The purpose of this 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 ACCREDITATION: N/A

PROGRAM COORDINATOR: Tony Callais, Master Instructor, Certified Welding Inspector

PROGRAM INSTRUCTOR(S): Tony Callais, Master Instructor, 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 program will be able to

1. demonstrate fundamental proficiencies in the use of hand tools and 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 Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
Semester 1				
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
				14
Semester 2				
WELD 2111	FCAW Groove Weld	1	3	4
	Approved Welding Electives			3
	CTS-WINT, Intermediate Welder (21)			
WELD 1310	Cutting Process CAC/PAC	0	1	1
WELD 2114	FCAW – Pipe 6G (R)	2	3	5
WELD 2210	GTAW Multi-Joint	1	3	4
				17
Semester 3				
CLCR 2000	Career Development	2	0	2
WELD 2310	GMAW Basic Fillet Weld	1	2	3
WELD 2311	GMAW Groove Weld	0	3	3
WELD 2230	GTAW Aluminum Multi-Joint	1	2	3
	Approved Welding Electives			3
				14

TD-WLTD, Welding

Total Credit Hours: 45

Total Clock Hours: 1,065 **CIP Code: 480508**

Students who complete the technical diploma in Welding will also earn the technical competency area certificates listed on the next page.

Technical competency area certificates are available for the individual who wishes to receive specific training for immediate employment.

Curriculum

Course No.	Course Name	Lecture Cr. Hrs.	Lab Cr. Hrs.	Total Cr. Hrs.
WELD 1110	Occupational Orientation and Safety	1	1	2
WELD 1210	Oxyfuel Systems	1	1	2
	TCA-WTHC, Thermal Cutter (4)			**4**
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 1412	SMAW V-Groove BU/Gouge	1	2	3
	TCA-WLTS, 3G-4G SMAW Welder (4)			**4**
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 1512	SMAW – Pipe 6G	1	2	3
	TCA-WLSP, SMAW Pipe Welder (4)			**4**
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2111	FCAW Groove Weld	1	3	4
	TCA-WLTF, 3G – 4G FCAW Welder (5)			**5**
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2114	FCAW – Pipe 6G (R)	2	3	5
	TCA-WLFP, FCAW Pipe Welder (6)			**6**
WELD 1111	Shop Orientation and Safety	1	0	1
WELD 2222	GTAW – Pipe 6G	1	2	3
	TCA-WTIG, TIG Pipe Welder (4)			**4**

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 clock hours per week
- third number, laboratory or other contact/clock 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 work-based 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)
Prerequisite(s): Successful completion of or concurrent enrollment in APMA 1030 for Accounting Technology/Office Systems Technology majors OR MATH 1000 for BSAM/AGS majors
This course introduces basic financial accounting concepts and principles as they relate to corporate entities. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. (520302)

ACCT 2110 – MANAGERIAL ACCOUNTING (3-3-0)
Prerequisite(s): ACCT 2100 and successful 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)

Prerequisite(s): 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(s): 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(s): ACCT 2100
Theory and application of generally accepted accounting principles with an emphasis on the accounting cycle and the preparation of the financial statements. Additional topics related to asset classification and reporting are also covered. Fall only. (520302)

ACCT 2400 – ADVANCED ACCOUNTING (3-3-0)
Prerequisite(s): ACCT 2300
Theory and application of generally accepted accounting principles with an emphasis on the accounting cycle and the preparation and analysis of the financial statements. Additional topics related to liability classification and stockholders equity reporting are also covered. Spring only. (520302)

ACCT 2500 – COMPUTERIZED ACCOUNTING (3-3-0)
Prerequisite(s): 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)
Prerequisite(s): 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)

AIR CONDITIONING & REFRIGERATION

HACR 1150 - HVAC INTRODUCTION (3-2-1)
Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

HACR 1160 - PRINCIPLES OF REFRIGERATION I (3-2-1)
Presents the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications.

HACR 1170 - PRINCIPLES OF REFRIGERATION II (3-2-1)
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety.

HACR 1180 - PRINCIPLES OF REFRIGERATION III (3-2-1)
Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include: EPA Section 608 Certification, Refrigerant recovery, recycle & reclamation, System charging using superheat, subcool, weigh-in and/or manufacturer's procedures, Evacuation & dehydration procedures

HACR 1210 - ELECTRICAL FUNDAMENTALS (3-2-1)
Introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory; ohms law; electric meters; electric diagrams; distribution systems; electrical panels; voltage circuits; code requirements; and safety.

HACR 1220 - ELECTRICAL COMPONENTS (3-2-1)
Provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety.

HACR 1230 - ELECTRICAL MOTORS (3-2-1)
Continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety.

HACR 1240 - APPLIED ELECTRICITY AND TROUBLESHOOTING (3-2-1)
Provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety.

HACR 1410 - DOMESTIC REFRIGERATION (2-1-1)
Presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

HACR 1420 - ROOM AIR CONDITIONERS (2-1-1)
The operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

HACR 2510 - RESIDENTIAL CENTRAL AIR CONDITIONING (3-2-1)
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.

HACR 2520 - RESIDENTIAL CENTRAL AIR CONDITIONING II (2-1-1)
The operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles.

HACR 2530 - RESIDENTIAL SYSTEM DESIGN (2-1-1)
Theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

HACR 2540 - RESIDENTIAL HEATING I (3-2-1)
The study and theory of the major components and functions of central air conditioning systems. Includes the study of Air Conditioning systems types and the proper and safe use of instruments and safety.

HACR 2550 - RESIDENTIAL HEATING II (3-2-1)
The application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses.

HACR 2560 - RESIDENTIAL HEAT PUMPS (2-1-1)

Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included

HACR 2810 - COMMERCIAL AIR CONDITIONING I (6-4-2)
Introduces fundamental theory and techniques to identify major components and functions of commercial system. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.

HACR 2820 - COMMERCIAL AIR CONDITIONING CONTROLS (7-4-3)
Emphasis will be placed on service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major components parts of a commercial air conditioning system.

HACR 2830 - COMMERCIAL AIR CONDITIONING II (6-4-2)
Topics will include types of commercial air conditioning systems heat loads. Calculations, duct design, air filtration, and safety principles.

SOLR 1000 - SOLAR FUNDAMENTALS (3-0-3)
The student will gain a basic knowledge of photovoltaic systems, thermal systems, and stand-alone systems. The course will include a study of system components, electrical circuits, site assessments, as well as system design and sizing. The course is designed around the learning objectives associated with the North American Board of Certified Energy Practitioners (NABCEP) Photovoltaic (PV) Entry Level Certificate of Knowledge Exam.

SOLR 1010 - PV SOLAR APPLICATIONS (3-2-1)
The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a PV solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

SOLR 1020 - INDUSTRIAL SOLAR APPLICATIONS (3-2-1)
The student will gain sufficient skills required to specify, adapt, implement, configure, install, inspect, and maintain a stand-alone solar system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes, standards, and safety requirements.

SOLR 1030 - SOLAR THERMAL APPLICATIONS (3-2-1)
The student will gain sufficient skills required to install a solar water heating system that meets the performance and reliability needs of the customer, incorporates quality craftsmanship, and complies with all applicable codes and standards.

SPPR 2991 - SPECIAL PROJECTS I (1-1-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2993 - SPECIAL PROJECTS II (2-2-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2995 - SPECIAL PROJECTS III (3-3-0)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2996 - SPECIAL PROJECTS IV (3-0-3)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2997 – PRACTICUM (3-3-0)
A Practicum provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Practicum do not receive compensation for their work.

SPPR 2998 - SPECIAL PROJECTS V (1-0-1)
A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor.

SPPR 2999 - COOPERATIVE EDUCATION (3-3-0)
Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

ARTS

ARTS 1200 – INTRODUCTION TO VISUAL ARTS (3-3-0)
Prerequisite(s): None
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). (Louisiana Common Course Number: CART 1023) (500703)

ARTS 2010 – BEGINNING DRAWING (3-0-6)
Prerequisite(s): None
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)
Prerequisite(s): C or better in ARTS 2010 and ARTS 2510
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)
Prerequisite(s): 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)
Prerequisite(s): None
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(s): 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(s): 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 – ART STRUCTURE/2-D DESIGN (3-0-6)

Prerequisite(s): None
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 THEORY (3-0-6)
Prerequisite(s): C or better in ARTS 2510
Study of the properties and interactions of color and tis perceptual effects through the application of various design principles. (Studio course with at least 6 contact hours) (Louisiana Common Course Number: CART 2303). (500701)

ARTS 2540 – GRAPHIC DESIGN I (3-0-6)
Prerequisite(s): C or better in ARTS 2520 and recommended C or better in 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)
Prerequisite(s): None
An introduction to basic photo shop 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)
Prerequisite(s): Eligibility for ENGL 1010
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)
Prerequisite(s): Eligibility for ENGL 1010
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)
Prerequisite(s): None
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)
Prerequisite: None
Lab to accompany AUTO 1000. (470604)

AUTO 1100 – ENGINE REPAIR (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1100. (470604)

AUTO 1200 – AUTOMATIC TRANSMISSION AND TRANSAXLE (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1201. (470604)

AUTO 1300 – MANUAL DRIVE TRAINS (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1300. (470604)

AUTO 1400 – STEERING AND SUSPENSION (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1400. (470604)

AUTO 1500 – BRAKES (2-2-0)
Prerequisite(s): None
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 (2-0-2)
Prerequisite(s): None
Lab to accompany AUTO 1500. (470604)

AUTO 1600 – ELECTRICAL/ELECTRONIC I (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1600. (470604)

AUTO 1610 – ELECTRICAL/ELECTRONIC II (2-2-0)
Prerequisite(s): None
This is the advanced level electrical/electronic 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)
Prerequisite(s): None
Lab to accompany AUTO 1610. (470604)

AUTO 1700 – HEATING AND AIR CONDITIONING (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1700. (470604)

AUTO 1800 – ENGINE PERFORMANCE I (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1800. (470604)

AUTO 1810 – ENGINE PERFORMANCE II (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1810. (470604)

AUTO 1820 – ENGINE PERFORMANCE III (2-2-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Lab to accompany AUTO 1820. (470604)

BIOLOGY

BIOL 1010 – GENERAL BIOLOGY I – PRINCIPLES OF BIOLOGY (3-3-0)
Prerequisite(s): Eligibility for ENGL 0099, and MATH 0099 and C or better in READ 0099 or satisfactory score on placement test.
Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution. (Louisiana Common Course Number: CBIO 1013) (260101)

BIOL 101 – GENERAL BIOLOGY I LAB (1-0-3)
Prerequisite(s): 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(s): C or better in BIOL 1010
Broad biological principles for non-science majors: evolution and biological diversity. Topics may vary (Louisiana Common Course Number: CBIO 1023) (260101)

BIOL 1140 – HUMAN ANATOMY AND PHYSIOLOGY I (3-3-0)
Prerequisite(s): Option 1: Eligibility for ENGL 1010 and MATH 1100; OR Option 2: Eligibility for ENGL 1000 and MATH 1000 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)

BIOL 1150 – HUMAN ANATOMY AND PHYSIOLOGY I LAB (1-0-3)
Prerequisite(s): C or better in 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(s): 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(s): C or better in BIOL 1150, and C or better in 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)
Prerequisite(s): C or better in 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)
Prerequisite(s): None
An 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)
Prerequisite(s): 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)
Prerequisite(s): Eligibility for ENGL 1000/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)
Prerequisite(s): 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)
Prerequisite(s): None
This course 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)
Prerequisite(s): None
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)
Prerequisite(s): 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)
Prerequisite(s): 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)
Prerequisite(s): 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)
Prerequisite(s): None
This 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(s): None

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)
Prerequisite(s): BUSN 1100, CINS 1100, BUSN 2130, and ACCT 2100
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)
Prerequisite(s): Prior completion of or concurrent enrollment in OSYS 2530
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)
Prerequisite(s): None
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(s): 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)
Prerequisite(s): Eligibility for BIOL 1160
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)
Prerequisite(s): C or better in CPCS 1010 and acceptance into the cardiopulmonary 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)
Prerequisite(s): 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)
Prerequisite(s): Concurrent enrollment in CPCS 2000 and CPCS 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)
Prerequisite(s): Concurrent enrollment in CPCS 2000 and CPCS 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)
Prerequisite(s): C or better in CPCS 1500, CPCS 2000, CPCS 2040, and CPCS 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)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2280, and CPCS 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)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2250, and CPCS 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)
Prerequisite(s): Concurrent enrollment in CPCS 2220, CPCS 2240, CPCS 2250, and CPCS 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)
Prerequisite(s): C or better in CPCS 2220, CPCS 2240, CPCS 2250, CPCS 2280, and CPCS 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)
Prerequisite(s): Concurrent enrollment in 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(s): Eligibility for ENGL 1000 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 1001 – FRESHMAN STUDIES (2-2-0)
Prerequisite(s): None

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)
Prerequisite(s): 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 1100 – FRESHMAN STUDIES FOR MILITARY (1-1-0)
Prerequisite(s): Must be military personnel or veteran
This online course is designed for military personnel to provide and teach strategies for college success, cultivate essential academic skills, transition, leveraging benefits, and disability issues. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses. (320107)

CLCR 2000 – CAREER PREPARATION (2-2-0)
Prerequisite(s): None
This course is 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(s): 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(s): CADD 1200
Student learns to create block libraries including dynamic blocks, customize AutoCAD toolbars and line types, and use external references, images, and layouts. 3D solid creation is also covered. (151302)

COMPUTER INFORMATION SYSTEMS

CINS 1350 – SPREADSHEET APPLICATIONS (3-3-0)
Prerequisite(s): CPTR 1100
Builds on the fundamental features of spreadsheets. 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 1750 –DATABASE APPLICATIONS – (3-3-0)
Prerequisite(s): CPTR 1100 and KYBD 1100 required and CINS 1300 and CINS 1450 recommended
Builds on the fundamental features of a database with a focus on structured programming using database commands, manipulating multiple database files, database file design, screen design, and creating custom reports. (110601)

CINS 1450 – BASIC WORD PROCESSING (3-3-0)
Prerequisite(s): CPTR 1100 and KYBD 1100
This course provides 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(s): CINS 1450
This course provides 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(s): CINS 1550
This course teaches basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Fall only. (110602)

COMPUTER LITERACY

CPLT 1000 – COMPUTER LITERACY (3-3-0)
Prerequisite(s): None
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)
Prerequisite(s): None
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)
Prerequisite(s): None
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)
Prerequisite(s): None
This course provides students with a working knowledge of word processing, presentation, spreadsheets, and database management software, including screen navigation of program menus, creating and editing documents, creating presentations, worksheets, forms, graphics, and reports. Emphasizes how applications may be applied to classroom and educational environments. (LCTCSOnline Course Number: CIS 105) (110101)

CRIMINAL JUSTICE

CRJU 1010 – INTRODUCTION TO CRIMINAL JUSTICE (3-3-0)
Prerequisite(s): C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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 LAW (3-3-0)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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 –INTRODUCTION TO POLICING (3-3-0)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 or satisfactory score on placement test.
An overview of forensic sciences pertaining to criminal law. (430104) Spring only

CRJU 2610 – CRIMINAL JUSTICE ETHICS (3-3-0)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 or satisfactory score on placement test
A 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099; 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)
Prerequisite(s): Eligibility for ENGL 0099 and MATH 0098; and C or better in READ 0099 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(s): Eligibility for MATH 1000 and ENGL 1000
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(s): 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(s): 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(s): 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 – MACROECONOMICS (3-3-0)
Prerequisite(s): Eligibility for MATH 1000 and ENGL 1000
Introduction to economy-wide phenomena, including national income, inflation, unemployment, economic growth, the monetary system, fiscal policy, international trade and finance. Louisiana Common Course Number: CECN 2213. (450601)

ECON 2020 – MICROECONOMICS (3-3-0)
Prerequisite(s): Eligibility for MATH 1000 and ENGL 1000
Introduction to how individuals and firms make decisions and how they interact. Topics include the study of consumer theory, theories of price determination, production, market structure, trade, externalities, and public goods. Louisiana Common Course Number: CECN 2223. (450601)

ELECTRICIAN

ELEC 1010 – INTRODUCTORY CRAFT SKILLS I (3-3-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Introductory craft skills course covering hand tools, power tools, and basic rigging techniques. (460302)

ELEC 1101 – BASIC ELECTRICAL SKILLS I (3-2-1)
Prerequisite(s): None
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)
Prerequisite(s): None
Basic electrical skills course covering device boxes, conductors and cables, basic electrical construction drawings, and electrical test equipment. (460302)

ELEC 1201 – RESIDENTIAL ELECTRICIAN I (5-3-2)
Prerequisite(s): None
Electrical skills course covering residential electrical services, alternating current, and electric lighting. (460302)

ELEC 1202 – RESIDENTIAL ELECTRICIAN II (4-2-2)
Prerequisite(s): 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(s): 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 (4-2-2)
Prerequisite(s): None
Electrical skills course covering conduit bending and installations. (460302)

ELEC 2301 – INDUSTRIAL/COMMERCIAL ELECTRICIAN I (3-3-0)
Prerequisite(s): 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(s): 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(s): 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(s): None
Advanced electrical skills course covering the theory and application of electric motors transformers. (460302)

ELEC 2305 – CONTROL SYSTEMS (3-1-2)
Prerequisite(s): 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

ENGL 0098 – DEVELOPMENTAL ENGLISH I (3-3-0)
Prerequisite(s): None
This course is designed as a foundation of basic writing skills that concentrates on well-constructed sentences and paragraphs. This course includes intensive practice in the fundamentals of grammar and mechanics. (320108)

ENGL 0099 – DEVELOPMENTAL ENGLISH II (3-3-0)
Prerequisite(s): C or better in ENGL 0098 or satisfactory score on placement test
This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays. This course includes application in the fundamentals of grammar and mechanics in the context of writing. (320108)

ELAB 1000: SUPPLEMENTAL INSTRUCTION IN ENGLISH COMPOSITION I (3-3-0)
Prerequisite(s): Concurrent enrollment in ENGL 1000; C or better in ENGL 0099 or satisfactory scores on placement test; and C or better in or concurrent enrollment in READ 0099 or satisfactory scores on placement test.
This course will be taught in conjunction with specially designated English Composition I sections. Course is graded S/U. (231401)

ENGL 1000 – ENGLISH COMPOSITION I: ENHANCED WRITING (3-3-0)
Prerequisite(s): Concurrent enrollment in ELAB 1000; C or better in ENGL 0099 or satisfactory scores on placement test; and C or better in or concurrent enrollment in READ 0099 or satisfactory scores on placement test. A student who has test scores that place the student into READ 0099-Basic Literacy and ELGL 1000-English Composition I and MLAB1000-Supplemental Instruction in English Composition I may take READ concurrently with ENGL 1000 and MLAB 1000.
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. Credit in this course is equivalent to ENGL 1010. (Louisiana Common Course Number: CENL 1013). (231401)

ENGL 1010 – ENGLISH COMPOSITION I (3-3-0)

Prerequisite(s): C or better in ENGL 0099 and READ 0099 or satisfactory scores on placement test. Placement into ENGL 1010 exempts placement in READ 0099. A student who has test scores that place the student into READ 0099 – Basic Literacy and ENGL 1010-English Composition I will be exempted from READ 0099. *An exemption code will be entered on the student's record to allow the student to register for courses without receiving a prerequisite and test score error.*
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. (Louisiana Common Course Number: CENL 1013) (230401)

ENGL 1020 – ENGLISH COMPOSITION II (3-3-0)
Prerequisite(s): C or better in ENGL 1000 or 1010 or satisfactory score on placement test
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. (Louisiana Common Course Number: CENL 1023) (230401)

ENGL 2010 - BRITISH LITERATURE I (3-3-0)
Prerequisite(s): C or better in ENGL 1020
A survey of British writers from the beginning to the Romanic Era; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2103) (231404)

ENGL 2020 - BRITISH LITERATURE II (3-3-0)
Prerequisite(s): C or better in ENGL 1020
A survey of British writers from the Romanic Era through the present day; includes literary analysis and writing about literature. (Louisiana Common Course Number: CENL 2113). (231404)

ENGL 2110 – INTRODUCTION TO FICTION (3-3-0)
Prerequisite(s): C or better in ENGL 1020
Introduction to fiction; includes critical analysis and writing about fiction. (Louisiana Common Course Number: CENL 2303). (230801)

ENGL 2120 – CHILDREN'S LITERATURE (3-3-0)
Prerequisite(s): 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 – INTRODUCTION TO POETRY AND/OR 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)
Prerequisite(s): 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)
Prerequisite(s): 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)
Prerequisite(s): 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)
Prerequisite(s): None
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). (160901)

GEOGRAPHY

GEOG 2010 – WORLD REGIONAL GEOGRAPHY (3-3-0)
Prerequisite(s): None
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)
Prerequisite(s): None
Physical processes and world patterns of weather, climate, soil, vegetation, landform, and ocean phenomena. (Louisiana Common Course Number: CGRG 2213). (450701)

GEOLOGY

GEOL 1010 – PHYSICAL GEOLOGY (3-3-0)
Prerequisite(s): None
A study of the physical processes of Earth, including such topics as minerals, the rock cycle, volcanoes, earthquakes, weathering, plate tectonics, and rivers. (Louisiana Common Course Number: CGEO 1103). (400601)

GEOL 1020 – HISTORICAL GEOLOGY (3-3-0)
Prerequisite(s): C or better in GEOL 1010
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

CMCA 1010 - CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT I (3-0-3)
Prerequisite(s): Acceptance into the CMCA program
Focus on Information specific to the cardiovascular healthcare setting and will include standards of behavior in the employment setting, Cardiovascular anatomy and physiology, cardiac specific conditions and definitions, Joint Commission (JCAHO) approved abbreviations, equipment used for monitoring and testing, common medications and testing procedures.

CMCA 1020 - CARDIOVASCULAR MEDICAL CLINICAL ASSISTANT II (3-0-3)
Prerequisite(s): Concurrent enrollment in CMCA 1010
Focus on information specific to the cardiovascular healthcare setting and will include signs and symptoms and medical management of vascular conditions, testing and interventional procedures and ICD-10 codes specific to cardiovascular care.

HEKG 1011 - EKG PRINCIPLES AND PROCEDURES (5-3-3)
Prerequisite(s): Acceptance into the EKG or Patient Care Tech program
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)

HESC 1110 Medical Terminology (3-0-3)
Prerequisite(s): None
Introduction to basic medical terminology and vocabulary used in the health care field. Covers origin of words, including the use of prefixes, suffixes, anatomical roots and abbreviations organized by body system.

HBIO 1200 - HUMAN ANATOMY AND PHYSIOLOGY FOR PRACTICAL NURSING (4-3-2)
Prerequisite(s): 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)
Prerequisite(s): Acceptance into the Phlebotomy or Patience Care Tech program
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)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech program
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)
Prerequisite(s): Acceptance into an allied health 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 1105– NURSING CARE THROUGHOUT THE LIFESPAN (2-2-0)
Prerequisite(s): 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. (513901)

HNUR 1152 – BASIC NUTRITION FOR THE PN (1-1-0)
Prerequisite(s): 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)
Prerequisite(s): 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 (5-3-5)
Prerequisite(s): 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. 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 1340 – PRACTICAL NURSING CONCEPTS (2-2-0)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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 2205 – MEDICAL/SURGICAL NURSING I (10-6-12)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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)
Prerequisite(s): C or better in 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)

MCSI 1120 – GENERAL BODY STRUCTURE (3-0-3)
Prerequisite(s): Acceptance into the Medical Coding Specialist program
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)

MCSI 1300 – MEDICAL OFFICE TERMINOLOGY (3-0-3)
Prerequisite(s): Acceptance into the Medical Coding Specialist program
An introduction of basic medical terms by use of prefixes, suffixes and anatomical roots.

MCSI 1101 – MEDICAL CODINGICD-10 CM
Prerequisite(s): Acceptance into the Medical Coding Specialist program
Instruct individuals on ICD-10 CM coding which is an essential part of documentation used for billing in the medical field. The course will present to individuals a basic level of coding exercises and scenarios. Coding scenarios are presented according to all the systems of the human body to include diseases and disorders.

MCSI 1102 – MEDICAL CODING ICD-10 PCS

Prerequisite(s): Acceptance into the Medical Coding Specialist program
Instruct individuals on ICD-10 PCS coding which is an essential part of documentation used for billing in the medical field. The course will present to individuals a basic level of coding exercises and scenarios. Coding scenarios are presented according to all the systems of the human body to include diseases and disorders.

MCSI 1103 - MEDICAL CODING SPECIALIST CPT/HCPCS (3-0-3)
Prerequisite(s): MCSI 1102. Instruct individuals on CPT/HCPCS coding which is an essential part of documentation used for billing in the medical field. The course will present to individuals a basic level of coding exercises and scenarios. Coding scenarios are presented according to all the systems of the human body to include diseases and disorders.

MCSI 1104 - ADMINISTRATIVE PROCEDURES FOR MEDICAL OFFICES (3-0-3)
Prerequisite(s); KYBD 1100 Keyboarding I
This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered**.** Practical application activities are integrated throughout this course.

MCSI 1105 - INSURANCE BILLING (3-0-3)
Prerequisite(s): MCSI 1120; can be taken concurrently with MCSI 1101. This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, (ICD-10-CM), (ICD-10-PCS), and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

MLTS 1010 - LABORATORY PROCEDURES (6-3-3)
The scope of this course will include introduction to medical laboratory technology, laboratory organization and procedures, personnel, terminology, ethics, quality control, laboratory math, laboratory safety, care and use of basic laboratory equipment, laboratory settings, accreditation and certification.

MLTS 1030 - MICROBIOLOGY/PARASITOLOGY (8-4-12)
The scope of this course will include discussions, demonstrations and laboratory exercises performed in the clinical laboratory specifically designed to familiarize the student with the principles, procedures, and interpretation of manual and automated, general and advanced techniques as applied in the clinical Microbiology and Parasitology laboratories.

MLTS 1020 - HEMATOLOGY/COAGULATION/IMMUNOLOGY (8-4-12)
The scope of this course will include discussions, demonstrations and laboratory exercises performed in the clinical laboratory specifically designed to familiarize the student with the principles, procedures, and interpretation of manual and automated, general and advanced techniques as applied in the clinical Hematology, Coagulation and Immunology laboratories.

MLTS 1040 - CHEMISTRY/URINALYSIS BODY FLUIDS (8-4-12)
The scope of this course will include discussions, demonstrations and laboratory exercises performed in the clinical laboratory specifically designed to familiarize the student with the principles, procedures, and interpretation of manual and automated, general and advanced techniques as applied in the clinical Chemistry, Urinalysis and Body fluid laboratories.

MLTS 1050 - IMMUNOHEMATOLOGY/BLOOD BANK (8-4-12)
The scope of this course will include discussions, demonstrations, and laboratory exercises performed in the clinical laboratory specifically designed to familiarize the student with the principles, procedures, and interpretation of general and advanced techniques as applied in the clinical Immunohematology laboratory.

NBAP 1120 – BASIC BODY STRUCTURE AND FUNCTION (2-0-2)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech program

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)
Prerequisite(s): Acceptance into the Nurse Assistant or Patient Care Tech program
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)
Prerequisite(s): Concurrent enrollment in NRSA 1211
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(s): Acceptance into the clinical component of the nursing program and C or better in or concurrent enrollment in 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(s): 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(s): 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)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in HSCI 1060, NURS 1090, and NURS 1300
Advanced applications 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)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in 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)
Prerequisite(s): Acceptance into the clinical component of the nursing program and C or better in 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(s): 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)
Prerequisite(s): Acceptance into the clinical component of the nursing program, C or better in NURS 1300, and C or better in or concurrent enrollment in 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).

SURG 1032 - INTRODUCTION TO SURGICAL TECHNOLOGY (2-0-2)
This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of courses. Included are basic subject areas such as general introductory information, and introduction to patient care.
C0-REQUISITES: Concurrent enrollment or successful completion of: ORNT 1000, AND CPTR 1000.

SURG 1033 - STERILE PROCESSING (3-1-2)
This course is to introduce the student to principles, procedures, standards and practices for disinfection, decontamination, and sterilization of surgical instruments and supplies. The student will rotate through clinical facilities in the sterile processing department to achieve hands on experience.
C0-REQUISITES: Concurrent enrollment or successful completion of: ORNT 1000 AND CPTR 1000.

SURG 1133 - SURGICAL INSTRUMENTATION (3-1-2)
This course is designed to introduce the student to basic instrumentation that is used during surgical procedures. This course is designed to provide the learner to acquire knowledge of surgical instrumentation and develop sills in proper care and handling of instruments with an attitude essential to the care of patients in surgery.
C0-REQUISITES: Concurrent enrollment or successful completion of: ORNT 1000 AND CPTR 1000.

SURG 2014 - SURGICAL ANATOMY & PHYSIOLOGY (4-0-4)
This course is a study of structure and function of the human body systems to include organization of the human body, body planes, cells and integrated cellular function, tissues and membranes and related characteristics, organ systems, as well as the composition and function of the following systems: integumentary, skeletal, muscular, nervous, sensory, blood, circulatory, cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary, and reproductive systems. Medical terms and commonly used medical abbreviations related to each body system are addressed in detail in this course.
PREREQUISITES: Concurrent enrollment or successful completion of CPTR 1000, ORNT 1000, SURG 1032, 1033, and 1133.

SURG 2103 - SURGICAL TECHNOLOGY PHARMACOLOGY & ANESTHESIA (3-1-2)
This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of courses. Included are basic subject areas such as general introductory information, and introduction to patient care.
PREREQUISITES: ORNT 1000, CPTR 1000, SURG 1032, SURG 1033, SURG 1133, ENGL 1015 and MATH 1015. Concurrent enrollment of SURG 2014, SURG 2106, and SURG 2112

SURG 2106 - SURGICAL TECHNIQUES (6-0-6)
This course introduces the student to the practice of surgical technology. The focus of this course is on skills that are specifically of those of the surgical technologist in the first scrub role as well as those of the circulating surgical technologist. This course demonstrates how the principles are integrated with the practices at all times and allows the student to transfer information learned in the classroom into the skills needed in the operating room.
PREREQUISITES: ORNT 1000, CPTR 1000, SURG 1032, SURG 1033, SURG 1133, ENGL 1015 and MATH 1015. Concurrent enrollment of SURG 2014, SURG 2103, and SURG 2112.

SURG 2112 - SURGICAL TECHNIQUES LAB (2-2-0)
This course is designed for the student to the put into practice the techniques learned in SURG 2106 Surgical Techniques. The student will, by the end of this course, demonstrate mastery of a CLINCAL SKILLS PRACTICUM to test the students' ability to scrub, gown, glove, and set-up and perform a routine procedure, and break down a room properly in the prescribed amount of time. Each student demonstrates the proper and safe execution of procedures and use of equipment. THE CLINICAL SKILLS PRACTICUM must be successfully completed before the student scrubs any procedures at a clinical site.
PREREQUISITES: ORNT 1000, CPTR 1000, SURG 1032, SURG 1033, SURG 1133, ENGL 1015 and MATH 1015. Concurrent enrollment of SURG 2014, SURG 2103, and SURG 2106.

SURG 2205 - SURGICAL PROCEDURES I (5-1-4)
This course allows the student to learn to think about procedures in a style similar to that used by the surgeon. Each surgical specialty course teaches basic surgical anatomy, instrumentation, and procedural steps. Surgical Procedures I describe the specific skills for assisting with diagnostic procedures, general surgery, gastrointestinal, obstetrical, gynecological, otorhinolaryngology, oral/maxillofacial, and genitourinary procedures.
PREREQUISITES: Successful completion of ORNT 1000, CPTR 1000, SURG 1032, MATH 1015, SURG 1033, ENGL 1015,
SURG 1133, SURG 2014, SURG 2103, SURG 2106, and SURG 2112. C10

SURG 2215 - SURGICAL PROCEDURES II (5-1-4)
This course allows the student to learn to think about procedures in a style similar to that used by the surgeon. Each surgical specialty course teaches basic surgical anatomy, instrumentation, and procedural steps. Surgical Procedures II describes the specific skills for assisting with cardiothoracic, peripheral vascular, neurosurgical, plastic/reconstructive, ophthalmic, orthopedic, and pediatric procedures.
PREREQUISITES: SURG 2205.

SURG 2305 - SURGICAL TECHNOLOGY CLINICAL I (5-5-0)

The student participates in advanced observation and performances of surgical technology skills while "scrubbed-in" on procedures under faculty supervision in the clinical setting. The student continues the task of performing the 125 cases required to complete the entire Surgical Technology Program.
PREREQUISITES: SURG 2215

SURG 2315 - SURGICAL TECHNOLOGY CLINICAL II (5-5-0)
The student participates in continued advanced observation and performances of surgical technology skills while "scrubbed-in" on procedures under faculty supervision in the clinical setting. The student continues the task of performing the 125 cases required to complete the entire Surgical Technology Program.
PREREQUISITES: SURG 2305

SURG 2402 - SURGICAL CASE REVIEW (2-0-2)
This course allows the student to receive detailed explanation and information on cases performed while in the clinical setting. It provides the student with explanations for variations in surgical procedures experienced in the previous days, how the surgeon determined the course of action for the variations and allows students to learn from one another's experiences. This course also provides time for students to participate in specialty areas not previously covered and/or time to complete the required number of cases. It also provides time for the student to review and prepare for the Certification exam administered by the National Board of Surgical Technology and Surgical Assisting.
PREREQUISITES: ORNT 1000, CPTR 1000, SURG 1032, MATH 1015, SURG 1033, ENGL 1015, SURG 1133, SURG 2014, SURG 2103, SPCH 1015, SURG 2106, SURG 2112, PHSC 1015, SURG 2205, PSYC 2015, SURG 2305. Concurrent enrollment of SURG 2315.

HISTORY

HIST 1010 – WESTERN CIVILIZATION I (3-3-0)
Prerequisite(s): C or better in READ 0099 or satisfactory score on placement test
Survey of western civilization from ancient times to the Reformation era. (Louisiana Common Course Number: CHIS 1013) (540101)

HIST 1020 – WESTERN CIVILIZATION II (3-3-0)
Prerequisite(s): C or better in READ 0099 or satisfactory score on placement test
Survey of western civilization from the Reformation era to the present. (Louisiana Common Course Number: CHIS 1023) (540101)

HIST 1500 – WORLD HISTORY I (3-3-0)
Prerequisite(s): C or better in READ 0099 or satisfactory score on placement test
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(s): C or better in READ 0099 or satisfactory score on placement test
Survey of world history from 1500 to present. (Louisiana Common Course Number: CHIS 1123) (540101)

HIST 2010 – AMERICAN HISTORY I (3-3-0)
Prerequisite(s): C or better in READ 0099 or satisfactory score on placement test
Survey of United States history from earliest times to the Civil War era. (Louisiana Common Course Number: CHIS 2013). (540101)

HIST 2020 – AMERICAN HISTORY II (3-3-0)
Prerequisite(s): C or better in READ 0099 or satisfactory score on placement test
Survey of United States history from the Civil War era to the present. (Louisiana Common Course Number: CHIS 2023). (540101)

HIST 2030 LOUISIANA HISTORY (3-3-0)
Prerequisite(s): C or better in READ 0099 or satisfactory score on placement test

Survey of Louisiana history to the present. (540101)

INTEGRATED PRODUCTION TECHNOLOGIES

IPTN 1030 – PROCESS DIAGRAMS (3-2-1)
Prerequisite(s): 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(s): MATH 1000 or MATH 1100 or permission of IPTN Department Head
Course topics include: identification of graphs and charts and use of a scientific calculator to determine the perimeter, area, volume, and surface area of equipment used in the oil and gas industry. An introduction of Ohm's Law, Power Law Wheel, Ideal Gas Law, and Boyles Law in relationship to fluid flow and pressure changes. Introduction to Analog and digital computational methods to solve problems in the Petroleum Industry.

IPTN 1300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION I (3-2-1)
Prerequisite(s): 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 (3-2-1)
Prerequisite(s): Eligibility for ENGL 1010. Introduces equipment used in the petroleum process and production industry. Course covers many process industry-related equipment concepts including the purpose, components, and operations of tanks, vessels, heat exchangers, and cooling towers. Emphasizes the production operator's role in operating, performing minor maintenance, and troubleshooting equipment. Course topics include basic concepts of piping, tubing (cutting/bending), hoses, fitting, valves, and pumps. Also includes the fundamentals and operation of electric, pneumatic, and hydraulic power and control systems used in production and pipeline operations.

IPTN 1320 – INTEGRATED PRODUCTION TECHNOLOGIES EQUIPMENT II (3-2-1)
Prerequisite(s): Prior completion of or concurrent enrollment in IPTN 1310 or permission of IPTN Department Head
Introduces primary and auxiliary equipment used in the petroleum process and production industry. Course covers many process industry-related equipment concepts including the purpose, components, and operation of dynamic pumps, positive displacement pumps, compressors, turbines, boilers, and engines. Also emphasizes the production operator's role in maintaining operation of electrical distribution systems, mechanical power, and equipment lubrication used in the production operation. Course includes the fundamentals of tools, production containment equipment, thermal exchangers, environmental safety, and controls used in the production and pipeline operations.

IPTN 1400 – FLUID MECHANICS (3-3-0)
Prerequisite(s): MATH 1000 or MATH 1100, IPTN 1050, and eligibility for ENGL 1010 or permission of IPTN Department Head
Includes a study of measurements, properties, and principles of fluid flow, and calculations for oil and gas measurement conversions. (150903)

IPTN 1500 – OFFSHORE SAFETY AND COMPLIANCE (3-3-0)
Prerequisite(s): 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 (3-2-1)

Prerequisite(s): Prior completion of or concurrent with IPTN 1310
This course is an introductory overview to the duties and job responsibilities for onshore and offshore deep-water production technician. It focuses on the history and early development of the oil business, geology of a petroleum reservoir, land and offshore leases, exploration, and drilling. Additional topics include introductions to well-control procedures, well servicing, well workover, and well completion for production use. There is also an introduction to production equipment; from the well head through separation systems, and production safety. Course includes operator hands-on training and developing, analyzing reservoirs rock samples, creating an oil-bearing reservoir, operation of well-control equipment (dry tree), and emergency well shut-in simulator.

IPTN 1610 – OIL AND GAS PRODUCTION II (3-2-1)
Prerequisite(s): Prior completion of IPTN 1600 or permission of IPTN Department Head. This class provides information on the production process, the composition and properties of natural gas, and gas compression. This includes basic surge and load control, gas dehydration systems and separation equipment, produced water treatment, handling systems and equipment, and basic artificial lift and enhanced recovery systems. Other topics include pumping systems, transportation systems, and auxiliary systems (Fuel Gas, air compressors, fresh water systems and HV&C). Provides an introduction to the basics of petroleum refining and plant processing. Course includes hands-on training in the operation of three phase separator demonstrator, heat exchange demonstrator, pipeline pigging demonstrator, gas lift process trainer, and basic operation for three phase separators Simtronics Dynamic Simulator System.

IPTN 2000 – PLANNING AND MANAGEMENT (4-3-1)
Prerequisite(s): Eligibility for ENGL 1010
Introduces effective communication skills, team collaboration, decision-making processes, 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 (2-1-3)
Prerequisite(s): IPTN 1610, IPTN 1030, or permission of IPTN Department Head
This course will provide an introduction to Deepwater operations including exploration, development, drilling, production and transportation of oil and gas, with a focus on the unique issues involved in deepwater. It will expand on the concepts introduced in IPTN-1600 and IPTN-1610 (Oil and Gas I & II). Other topics covered in this course will include: deep-water specialized equipment and systems, operating conditions – normal and abnormal, subsea systems used in Deepwater production facilities, remotely operated vehicles (ROVs) that are useful tools in construction, maintenance and operations, deep-water gas-lift and optimization methods, flow assurance (hydrate prevention), and control systems used in the operation of Deepwater operations.

IPTN 2200 – PRODUCTION SAFETY SYSTEMS (3-2-1)
Prerequisite(s): 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, and surface and sub-surface safety valves. (150903)

IPTN 2300 – APPLIED ELECTRICITY AND INDUSTRIAL INSTRUMENTATION II (3-2-1)
Prerequisite(s): MATH 1000 or MATH 1100, IPTN 1300, or permission of IPTN Department Head
A continuation of Applied Electricity and 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(s): CPTR 1100, ENGL 1010, and prior completion of or concurrent enrollment in SPCH 1200
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)

IPTN 2600 – INTERNSHIP (2-0-2) Substitute course for IPTN 2500
Prerequisite(s): CPTR 1100, ENGL 1010, and permission of IPTN Department Head or Dean.
Develops hands on skills necessary for a career in the petroleum industry. Must be able to work at least a total 140 hours over the semester at an oil and gas related facility. This course is designed for 3rd or 4th semester students pursuing an AAS degree and require permission of IPTN Department Head or Dean. (150903)

IPTN 2700 - SHELL BOOST PLUS (2-1-3) Substitute course for IPTN 2100
Prerequisite(s): IPTN 1610, IPTN 1030, or permission of IPTN Department Head or Dean.
A five day, accelerated course designed to provide a "real-world" experience of what it is like to be a production operator. The curriculum blends technical classroom learning and practical hands on experience in Deepwater Systems and Technology. This course is designed for 3rd or 4th semester students pursuing an AAS degree and require permission of IPTN Department Head or Dean. . (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 speedy, 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)

MACHINE TOOL TECHNOLOGY

MTTC 1110 – ORIENTATION AND SAFETY (1-1-0)
Prerequisite(s): None
Overview of the Industrial Machine Shop Industry, safety, and health information, and general shop procedures. (480501)

MTTC 1130 – MACHINE TRADES BLUEPRINT READING (3-3-0)
Prerequisite(s): None
Identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances. (480501)

MTTC 1210 – MACHINE SHOP THEORY I (4-4-0)
Prerequisite(s): None
Corequisite(s): MTTC1310
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)
Prerequisite(s): C or better in MTTC 1210 or approved equivalent OR
Corequisite(s): MTTC1210
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 LAB (6-0-6)

Prerequisite(s): None
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)
Prerequisite(s): C or better in 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 LAB (3-0-3)
Prerequisite(s): None
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)
Prerequisite(s): None
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 (4-4-0)
Prerequisite(s): None
Identify coding used in CNC technology. (480501)

MTTC 2711 – CNC LAB (4-0-4)
Prerequisite(s): None
Write CNC programs. Install and operate CNC machinery. (480501)

MARINE DIESEL ENGINE TECHNOLOGY

DESL 1120 – SAFETY SKILLS AND INTRO TO DIESEL ENGINES (3-2-1)
Prerequisite(s): None
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)
Prerequisite(s): Concurrent enrollment in 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)
Prerequisite(s): Concurrent enrollment in DESL 1130
The disassembly, inspection and evaluation, repair and reassembly of engines. (470605)

DESL 1150 – ENGINE DIAGNOSTICS (3-1-2)
Prerequisite(s): Concurrent enrollment in 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)
Prerequisite(s): None
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(s): C or better in 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(s): C or better in 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)
Prerequisite(s): None
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)
Prerequisite(s): None
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(s): C or better in 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(s): C or better in DESL 1140
The major issues involved in mounting an engine in a vessel. (470616)

MDET 2220 – DRIVE SYSTEMS (3-2-1)
Prerequisite(s): C or better in MDET 2210
The theory of operation and application of various drive systems. (470616)

MDET 2230 – GEARS AND ENGINE COUPLINGS (4-2-2)
Prerequisite(s): C or better in MDET 2210
Principles of marine gears, marine gear clutches, and engine couples. (470616)

MDET 2310 – MARINE AIR INTAKE AND EXHAUST SYSTEMS (1-0-1)
Prerequisite(s): None
The design of air intake systems and both wet and dry exhaust systems. (470616)

MDET 2320 – MARINE COOLING SYSTEMS (1-0-1)

Prerequisite(s): C or better in DESL 1140
The design and operation of both heat exchanger and keelcoolers. (470616)

MDET 2700 – THE VESSEL (4-4-0)
Prerequisite(s): None
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)
Prerequisite(s): None
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(s): Eligibility for MATH 0098
his 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(s): 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)
Prerequisite(s): None
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(s): C or better in MATH 0097 or satisfactory score on placement test
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(s): C or better in MATH 0098 or satisfactory score on placement test
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)
Prerequisite(s): Concurrent enrollment in MLAB 1000; and a C or better in MATH 0099 or MATH 1160 or satisfactory score on placement test
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. Credit cannot be earned for both MATH 1000 and MATH 1100. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1100 – COLLEGE ALGEBRA (3-3-0)

Prerequisite(s): C or better in in MATH 0099 or MATH 1170; or D or better in MATH 1000; or satisfactory scores on placement test
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 cannot be earned for both MATH 1000 and MATH 1100. (Louisiana Common Course Number: CMAT 1213). (270101)

MATH 1110 – TRIGONOMETRY (3-3-0)
Prerequisite(s): C or better in MATH 1000 or 1100 or satisfactory score on placement test
Trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations; triangles with applications; polar coordinate system. (Louisiana Common Course Number: CMAT 1223). (270101)

MATH 1160 – CONTEMPORARY MATHEMATICS WITH INTEGRATED ALGEBRA (3-3-0)
Prerequisite(s): Concurrent enrollment in MLAB 1160 and C or better in MATH 0098 or satisfactory scores on placement test
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. Credit cannot be earned for both MATH 1160 and MATH 1170. (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 1170 – CONTEMPORARY MATHEMATICS (3-3-0)
Prerequisite(s): C or better in or better in MATH 0099 or satisfactory score on placement test
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.) Credit cannot be earned for both MATH 1160 and MATH 1170. (Louisiana Common Course Number: CMAT 1103). (270101)

MATH 2010 – APPLIED CALCULUS (3-3-0)
Prerequisite(s): C or better in MATH 1000 or 1100 or satisfactory score on placement test
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)
Prerequisite(s): C or better in MATH 1000, 1100, 1160, or 1170; or satisfactory score on placement test
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(s): Concurrent enrollment in MATH 1000; and C or better in MATH 0099 or MATH 1160 or satisfactory score on placement test.
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)

Prerequisite(s): Concurrent enrollment in MATH 1160 and C or better in MATH 0098 or satisfactory scores on placement test
This course is taught in conjunction with specially designated contemporary mathematics sections. Course is graded S/U.

MUSIC

MUSC 1010 – MUSIC APPRECIATION (3-3-0)
Prerequisite(s): None
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). (Louisiana Common Course Number: CMUS 1013). (500902)

MUSC 2010 – INTRODUCTION TO ROCK MUSIC (3-3-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1000
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. (500902)

MUSC 2020 – JAZZ APPRECIATION (3-3-0)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 1000
Basic elements and vocabulary of jazz; appreciation and understanding of diverse styles of jazz, past and present. Includes opportunities for experiencing jazz (recorded and/or live). (500902)

PARALEGAL STUDIES

PALG 1010 – INTRODUCTION TO PARALEGAL STUDIES (3-3-0)
Prerequisite(s): Eligibility for ENGL 1010 and MATH 0099
Terminology and duties of a Legal Assistant to include ethics and human relations. (220302)

PALG 2010 – COMPUTERS IN THE LAW OFFICE (3-3-0)
Prerequisite(s): C or better in PALG 1010
Provides an overview of computer technology and its applications within the law office. Students will explore the methods for effective and ethical use of law office technology, including word processing, spreadsheets, and databases; legal research databases; electronic public records; electronic filing and discovery systems; litigation support, case management systems; timekeeping/billing; and other legal support technology. (220302)

PALG 2150 – LEGAL RESEARCH (3-3-0)
Prerequisite(s): C or better in PALG 1010
Sources and reference publications in the entire legal field: statutes, codes, administrative rulings, court decisions, digests, annotations, survey and review articles, comments and collations keyed to locating where the law is to be found. (220302)

PALG 2250 – CIVIL LITIGATION (3-3-0)
Prerequisite(s): C or better in PALG 1010
Introduces the litigation process in state and federal courts. Examines jurisdiction and venue; commencement of the lawsuit, including initial client contact and investigative techniques; pleadings and motions; discovery, evidence, and the role of deposition; summary judgments; other court processes; and drafting legal documents as related to course concepts. (220302)

PALG 2300 – LEGAL ANALYSIS AND WRITING (3-3-0)
Prerequisite(s): C or better in PALG 1010 and C or better in ENGL 1020
The proper use of legal expression and the legal reasoning process in the production of letters, opinions, memoranda and briefs. Fall only. (22.0302)

PHILOSOPHY

PHIL 2030 – INTRODUCTION TO PHILOSOPHY (3-3-0)
Prerequisite(s): None
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)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech programs
This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, which include venipuncture's, capillary sticks, infection control procedures, and lab tests which may be performed by the phlebotomist. (511009)

HPHL 1020 – PHLEBOTOMY TECHNIQUES (3-3-6)
Prerequisite(s): Acceptance into the Phlebotomy or Patient Care Tech programs
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(s): Eligibility for MATH 0099
Survey of concepts in physics and physical sciences. Not intended for science majors. (Louisiana Common Course Number: CPHY 1023). (400101)

PHSC 1100 – PHYSICAL SCIENCE I LAB (1-0-3)
Prerequisite(s): 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)
Prerequisite(s): Eligibility for MATH 0099
Additional concepts in physical science, 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(s): 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)
Prerequisite(s): Eligibility for MATH 0099
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(s): 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 – INTRODUCTION TO AMERICAN GOVERNMENT (3-3-0)
Prerequisite(s): None
The principles, institutions, processes, and functions of the government of the United States, and American political behavior. (Louisiana Common Course Number: CPOL 2013). (451002)

POLI 2500 –INTRODUCTION TO COMPARATIVE GOVERNMENT (3-3-0)
Prerequisite(s): None
Survey of politics in democratic, post-communist, and developing societies; emphasis on major actors and institutions. (451001)

POLI 2520 – INTRODUCTION TO STATE AND LOCAL GOVERNMENT (3-3-0)
Prerequisite(s): None
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)
Prerequisite(s): Eligibility for ENGL 1000 and MATH 0098
Overview of the scientific study of behavior and mental processes. (Louisiana Common Course Number: CPSY 2013) (420101)

PSYC 2040 – PSYCHOLOGY OF PERSONALITY (3-3-0)
Prerequisite(s): C or better in PSYC 2010
Major contemporary theories; emphasis on the development and structure of personality. (422705)

PSYC 2060 – CHILD PSYCHOLOGY (3-3-0)
Prerequisite(s): 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(s): 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 DEVELOPMENTAL PSYCHOLOGY (3-3-0)
Prerequisite(s): Eligibility for MATH 0098 and ENGL 1020; or 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(s): 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

READ 0099 – DEVELOPMENTAL READING (3-3-0)
Prerequisite(s): None
This course is designed to prepare students for the demands of college-level reading. Reviews and builds upon the basic skills necessary to become an efficient and critical reader. In order to take an online version of this course, basic knowledge of computers and the Internet are required, along with a reading score of 15 or higher on ACT; or 65 or higher on COMPASS; or 53 or higher on Accuplacer. A grade of C or better must be earned for the student to have satisfactorily completed READ 0099. (320108)

SOCIOLOGY

SOCI 2010 – INTRODUCTION TO SOCIOLOGY (3-3-0)
Prerequisite(s): None
A survey of major subject areas and principles of sociology. (Louisiana Common Course Number: CSOC 2013). (451101)

SOCI 2020 –SOCIAL PROBLEMS (3-3-0)
Prerequisite(s): None
Analysis of major social problems in contemporary society; focus on both the institutional and personal causes and consequences. (Louisiana Common Course Number: CSOC 2113). (451101)

SPANISH

SPAN 1010 – ELEMENTARY SPANISH I (3-3-0)
Prerequisite(s): None
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. (Louisiana Common Course Numbers: CSPN 1013). (160905)

SPAN 1020 – ELEMENTARY SPANISH II (3-3-0)
Prerequisite(s): C or better in SPAN 1010
Continuation of the study of Spanish on the elementary level. (Louisiana Common Course Number: CSPN 1023). (160905)

SPAN 2010 – INTERMEDIATE SPANISH I (3-3-0)
Prerequisite(s): C or better in SPAN 1020
Intermediate level study of structures and lexicon of Spanish; additional emphasis on the four basic skills and culture. (Louisiana Common Course Number: CSPN 2013). (160905)

SPAN 2020 – INTERMEDIATE SPANISH II (3-3-0)
Prerequisite(s): C or better in SPAN 2010
Continuation of the study of Spanish on the intermediate level. (Louisiana Common Course Number: CSPN 2023) (160905)

SPEECH

SPCH 1200 – PUBLIC SPEAKING (3-3-0)
Prerequisite(s): Eligibility for ENGL 0099
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. (Louisiana Common Course Number: CCOM 2013). (231001)

SPECIAL PROJECTS AND TOPICS

XXXX 2991 – SPECIAL PROJECTS I (1-0-1)
Prerequisite(s): 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(s): 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(s): 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(s): 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(s): 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(s): Consent of instructor
A variable content course with topics that can change from semester to semester.

XXXX 2997 – PRACTICUM (3-0-3)
Prerequisite(s): 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(s): 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)
Prerequisite(s): None
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)
Prerequisite(s): None
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(s): 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)
Prerequisite(s): Permission of program instructor
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)
Prerequisite(s): Permission of program instructor
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)
Prerequisite(s): Permission of program instructor
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(s): C or better in 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(s): C or better in 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(s): C or better in 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(s): C or better in 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)
Prerequisite(s): Permission of program instructor
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(s): C or better in 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(s): C or better in WELD 2111 or permission of program instructor
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)
Prerequisite(s): Permission of program instructor
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(s): C or better in 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(s): C or better in 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)
Prerequisite(s): Permission of program instructor
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)
Prerequisite(s): Permission of program instructor
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(s): C or better in 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(s): C or better in 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 members listed in this catalog are the regular, full-time faculty of this campus. Other faculty may be appointed, depending upon the instructional needs of the campus.

FINANCE AND ADMINISTRATION

Kristine Strickland, Chancellor; B.S., M.Ed., Ohio University; Ph.D., Capella University
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
John Garibotte, Maintenance Repairer 2
Greg Gaspard, IT Technician; B.S. Nicholls State University
Crystal Gienger, Administrative Assistant; B.A., Chapman University
Frannie Guillot, Human Resources Generalist; B.S., Nicholls State University
William Gold, Maintenance Repairer 1
Christopher Jeblonski, Maintenance Repairer 1
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
Matthew Swanson, Vice Chancellor for Finance and Administration; B.S., MBA, Liberty University
Chera Woods, Accounting Specialist 2; A.A.T., Louisiana Technical College – Lafourche

ACADEMIC AFFAIRS

Regina Verdin, Vice Chancellor for Academic and Student Affairs; BA., California State University Fullerton, M.Ed, Ed.D., Argosy University
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
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
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
Tandra LeMay, Associate Vice Chancellor for Workforce and Integrated Production Technologies, B.S., Louisiana State University; J.D., Loyola University School of Law
Roye Matherne, Administrative Assistant 4
Silas Payne, Dean of Technical Studies; BS Grambling State University, MPA Human Resources, Grambling State University, MPA Public Management, Grambling State University

LIBRARY

Sarah Dauterive, Director of Library Services; B.A., Mississippi State University, M.L.I.S., University of Alabama
Jodi Duet, Technical Services Librarian; B.A., Southeastern Louisiana University
Nicole Shaw, Cataloging Specialist; B.S., Nicholls State University

STUDENT AFFAIRS

Becky McBride, Dean of Student Affairs; B.A., M.Ed., Ph.D., University of Toledo
Angela Pellegrin, Director of Student Retention; B.A., M.A., Nicholls State University
Ashley Douglas, Senior Student Success Coach/Testing; B.S., M.Ed., Nicholls State University
Lauren Guidry, Student Success Coach; B.S. Nicholls State University
Frances Moss, Tutoring Center Coordinator/Math Learning Specialist, B.A., M.S., Nicholls State University
Caitlin Toups, Career Counselor, B.S., Nicholls State University

ENROLLMENT SERVICES

Ana Nanney, Director of Admissions; A.S., Delgado Community College; B.S., Our Lady of Holy Cross College
Krysta Baron, Enrollment Counselor; B.A., Norfolk State University
Benjamin Duet, Enrollment Counselor; B.S. Nicholls State University
Kendra Lovincy, Enrollment Counselor; B.S. Nicholls State University, M.B.A, University of Phoenix

FACULTY

Allison Adams, Nursing Department Head, ASN Coordinator, Nursing Assistant Professor; 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
Alisha Aucoin, Cardiopulmonary Instructor/Clinical Coordinator; A.S., B.S, Nicholls State University
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
Cory Blanchard, Art Instructor; B.FA., Nicholls State University; M.FA., University of North Dakota
Alyson Blythe, Assistant Professor of English; B.A., Nicholls State University; M.A., University of New Orleans
Lynette Callahan, Business Department Head, Computer Information Systems Instructor; B.S., Nicholls State University, M.A., Ashford University
Tony Callais, C.W.I., Associate Master Instructor of Welding; Diploma, Louisiana Technical College – Young Memorial Campus; A.G.S., Nicholls State University
Tracy Carmichael; Accounting Instructor, B.S, M.S., Louisiana State University – Baton Rouge
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, Assistant Professor, 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
Janie Cypret, L.P.N., Nursing Assistant Instructor; Diploma, Fletcher Technical Community College; A.A.T., Sowela Technical Community College
Donna Estrada, Dean of Arts and Sciences; B.G.S., Nicholls State University; M.A., Northwestern State University
Adam Faucheux, Biology Instructor, B.S., Rhodes College; M.S., University of Memphis
Jessica Gomez, English Lecturer; B.A. Nicholls State University
Rhonda Gros, LPN Instructor; B.S., B.S.N., Nicholls State University
Susan Guerrero, Office Systems Technology Instructor; B.S., M.B.A., Nicholls State University
Stacey Guidry, Psychology Instructor; B.S., M.S., Nicholls State University
John Hamner, Physical Science Instructor; B.S.N, Nicholls State University; M.S., University of Arizona
Kelly LaRussa, English Instructor; B.A., Nicholls State University, M.A., Northwestern State University
Amy Lane, Mathematics Instructor; B.S. Louisiana College; M.S. Nicholls State University
Bonnie Le, English & Humanities Department Head, Assistant Professor of Music; B.A., Nicholls State University; M.M., University of Louisiana in Lafayette
Daphne LeRay, Mathematics Instructor; B.S., M.S., Nicholls State University
William Lopez, Sciences Department Head, Criminal Justice Assistant Professor; A.S., B.A. Nicholls State University; M.S., Southern University and A&M College

Stacey Luna, LPN Instructor, B.S.N., Nicholls State University
Kem Matherne, Reading Assistant Professor; B.A., M.Ed., Nicholls State University
Herbert McCoy, Integrated Petroleum Services Department Head, Petroleum Services Instructor; B.S., Southern University and A&M College
Thomas Mewherter, Drafting and Design Technology Instructor; B.A., Post 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
David Raffray, Electrician Instructor, A.A.S.
Craig Rodrigue, Automotive Technology Instructor; Diploma, Fletcher Technical Community College; A.A.T., Sowela Technical Community College
Chantell Thomas, Nursing Instructor; B.S.N., Dillard University, M.S.N.; University of Phoenix
Ellie Toups, English Instructor; B.S., M.Ed., Nicholls State University
Tuyetnhu Vo, Mathematics Instructor; B.S., M.S., Nicholls State University
Michelle Votaw, E-Learning Coordinator; A.S., B.S., M.Ed., Nicholls State University
Maureen Watson, Mathematics Instructor; B.S., M.S., Nicholls State University
Olivia Walker, Nursing Instructor; B.S.N., Nicholls State University, M.S.N., Louisiana State University Health Sciences Center of New Orleans
Edward Zeringue, Petroleum Services Instructor, A.S., Southeast College of Technology
Joseph Zorn, Integrated Production Technologies Instructor; B.A. Nicholls State University

APPENDICES

APPENDIX A - PLACEMENT RECOMMENDATIONS

All ACT, ACCUPLACER, and COMPASS sub-scores that yield the highest placement should be used

Reading			
ACT Score	**Compass Score**	**ACCUPLACER Reading Comprehension**	**Placement**
0-17	0-77	20-84	READ 0099
18+	78+	85-120	No Reading required

English			
ACT Score	**Compass Score**	**ACCUPLACER Sentence Skills**	**Placement**
0-14	0-42	20-59	ENGL 0098
15	43-51	60-69	ENGL 0099
16-17	52-74	70-85	ENGL/ELAB 1000
18-27	75-98	86-117	ENGL 1010
28-31	99	118-120	ENGL 1020 (Advanced Placement)
32+	N/A	N/A	ENGL 2XXX (Advanced Placement)

BOARD OF REGENTS ACCUPLACER SCORES FOR LOUISIANA 4 YEAR PUBLIC UNIVERSITIES:

ENGLISH – SENTENCE SKILLS:
ENGL 100- 65
ENGL 101 - 86

MATH – ELEMENTARY ALGEBRA/COLLEGE LEVEL MATH
MATH 100 - *EA 55
MATH 101 – *EA 65
***CLM -20**

Mathematics					
ACT Score	**Compass Algebra Score**	**Compass Pre-Algebra**	**ACCUPLACER Elementary Algebra (*EA)**	**ACCUPLACER College-Level Math (*CLM)**	**Placement**
0-14	0-18	0-43	20-45	N/A	MATH 0097
15-16	19-29	44+	46-64	N/A	MATH 0098 or APMA 1010 or APMA 1030
17	30-34	N/A	65-83	20-28	MATH 0099 or MATH/MLAB 1160
18	35-39	N/A	84-102	29-36	MATH/MLAB 1000
19	40-44	N/A	103-120	37-44	MATH/MLAB 1000 or MATH 1170
20-22	45-73	N/A	N/A	45-98	MATH 1100
23-26	74+	N/A	N/A	99-120	MATH 1110 or MATH 2010 or MATH 2100 (Advanced Placement)
27+	N/A	N/A	N/A	N/A	Qualifies for MATH above Fletcher's course offerings (Advanced Placement)

Notes:

- Students can elect to take any course lower than their highest placement.
  - Students with English ACT scores of 18, 19, & 20 are highly encouraged to schedule ENGL/ELAB 1000.
  - Students with Math ACT scores of 20 are highly encouraged to schedule MATH/MLAB 1000.
  - Students who test into Reading and ENGL/ELAB 1000 are allowed to take both courses in one semester.
  - Students who test into Reading and ENGL 1010 are exempt from having to take DVRE 0099.
- 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:

- ACT, ACCUPLACER, and COMPASS scores are valid for three years from the test date

APPENDIX B - ADVANCED PLACEMENT (AP) EXAM SCORE REQUIREMENTS

AP/CEEB TITLE	MINIMUM SCORE	FLETCHER EQUIVALENT	NO. OF CREDIT HRS. GRANTED
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	CHEM 1010 & CHEM Elective	6
Computer Science A	3	CPTR Elective	3
Comparative Government & Politics	3	POLI 2500	3
English Language	3	ENGL 1010, 1020	6
English Literature	3	ENGL 2010, 2020	6
Environmental Science	3	Science Elective	3
European History	3	HIST 1010, 1020	6
French Language	3	FREN 1010 & FREN Elective	6
Human Geography	3	GEOG 2010	3
Macroeconomics	3	ECON 2010	3
Microeconomics	3	ECON 2020	3
Music Theory	3	MUSC Elective	3
Physics B	3	Science Elective	3
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	SPAN Elective	3
Statistics	3	MATH 2100	3
Studio Art Drawing	3	ARTS 2010	3
U. S. Government & Politics	3	POLI 1100	3
U. S. History	3	HIST 2010, 2020	6
World History	3	HIST 1500, 1510	6
2D Design	3	ARTS 2510	3

APPENDIX C - COLLEGE-LEVEL EXAMINATION PROGRAM SCORE REQUIREMENTS

CLEP TITLE	MINIMUM SCORE	FLETCHER EQUIVALENT	NO. OF CREDIT HRS. GRANTED
American Government	50	POLI 1100	3
American History I	50	HIST 2010	3
American History II	50	HIST 2020	3
Calculus w/ Elementary Functions	50	MATH 1100, 1110, 2010	9
College Mathematics	50	MATH 1100	3
College Algebra-Trigonometry	50	MATH 1100, 1110	6
College Composition	50	ENGL 1010, 1020	6
College French	50	FREN 1010	3
College Spanish	50	SPAN 1010	3
Contemporary Mathematics	50	MATH 1170	3
General Biology	50	BIOL 1010, 1020	6
General Chemistry	50	CHEM 1010	3
Human Growth & Development	50	PSYC 2120	3
Information Systems & Computer Applications	50	CPTR 1100	3
Introductory Business Law	50	BUSI 100	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 D - ASSOCIATE DEGREE GENERAL EDUCATION REQUIREMENTS

	AAS ACCOUNTING	AAS BUSINESS ADMINISTRATION	AS CARDIOPULMONARY CARE SCIENCE	AS CRIMINAL JUSTICE	AAS DRAFTING	AGS GENERAL STUDIES	AAS INTEGRATED PRODUCTION TECHNOLOGIES	AA LOUISIANA TRANSFER	AS LOUISIANA TRANSFER	AS NURSING	AAS OFFICE SYSTEMS	AAS TECHNICAL STUDIES
English Composition	3	3	6	6	3	6	3	6	6	6	3	3
Fine Arts and/or Humanities	3	3	6	6	3	6	3	6	6	6	3	3
Math	3	3	6	6	3	3	3	3	3	6	3	3
Natural Science	3	3	6	6	3	6	3	6	6	11	3	3
Social Science	3	3	3	3	3	6	3	6	3	3	3	3
TOTALS	**15**	**15**	**27**	**27**	**15**	**27**	**15**	**27**	**27**	**32**	**15**	**15**

APPENDIX E - GENERAL EDUCATION COURSE CATEGORIES

ENGLISH COMPOSITION
ENGL 1000/1010 English Composition I
ENGL 1020 English Composition II

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

HUMANITIES
ENGL 2010 English Literature I
ENGL 2020 English Literature II
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 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 2010 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
SPCH 1200 Public Speaking

MATHEMATICS
MATH 1000/1100 College Algebra
MATH 1160/1170 Contemporary Mathematics
MATH 1110 Trigonometry
MATH 2010 Applied Calculus
MATH 2100 Introductory Statistics

NATURAL SCIENCES
BIOL 1010 General Biology I
BIOL 1020 General Biology II
BIOL 1140 Human Anatomy & Physiology I
BIOL 1160 Human Anatomy & Physiology II
BIOL 2030 Microbiology
CHEM 1010 Fundamentals of Chemistry
GEOL 1010 Physical Geology
GEOL 1020 Historical Geology
PHSC 1000/1010 Introduction to Physical Science I
PHSC 1200 Introduction to Physical Science II
PHSC 1400 Intro to Physical Science III

SOCIAL SCIENCES
CRJU 1010 Introduction to Criminal Justice
CRJU 2030 Criminal Related Law
CRJU 2040 Police Administration
CRJU 2630 Introduction to Corrections
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 2040 Psychology of Personality
PSYC 2060 Child Psychology
PSYC 2110 Social Psychology
PSYC 2120 Developmental Psychology
PSYC 2200 Abnormal Psychology
SOCL 2010 Introduction to Sociology
SOCL 2020 Contemporary Social Problems

APPENDIX F - CAMPUS CRIME STATISTICS

FOR CALENDAR YEAR JANUARY 1 – DECEMBER 31

	2011	2012	2013	2014	2015
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Hate-Based Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Robbery	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0
Sex Offenses, Non-Forcible	0	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. 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 students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.